

Section 1: Identifying details

Your function, service area and team: **Human Resources**

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: **N/A**

Title of policy or decision: **Dress - Guidance**

Officer completing the EqlA: Tel: **4536** Email: **pmaginnis@eppingforestdc.gov.uk**

Date of completing the assessment: **29 August 2017**

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Yes
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To delete the current Dress Code and provide simplified Guidance for staff and managers.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Simplified Guidance</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>Employees</p> <p>Will the policy or decision influence how organisations operate?</p> <p>No</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>No</p>

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>Of the current workforce;</p> <p>3.5% is from a BME background (including not known) 8.3% has a disability 58% is female 26% is aged 40 or below</p> <p>Managers will be required to apply the guidance objectively across the organisation taking account of diversity in the workforce and more importantly to the role the employee is employed to do.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Consulted the Joint Consultative Committee which agreed with the proposed change. Once agreed by members, the Guidance will be published.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>N/A</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral – managers will ensure that all employees dress in a manner appropriate for their role whilst acknowledging diversity of dress inherent in a modern multicultural society.	L
Disability	As above	As above

Gender	As above	As above
Gender reassignment	As above	As above
Marriage/civil partnership	As above	As above
Pregnancy/maternity	As above	As above
Race	As above	As above
Religion/belief	As above	As above
Sexual orientation	As above	As above

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If 'YES', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
N/A	N/A	N/A

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Director:	Date:
Signature of person completing the EqIA: Paula Maginnis	Date: 29 August 2017