

Equality Impact Assessment

Section 1: Identifying details	
Your function, service area and team:	Business Services – People
If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team:	N/A
Title of policy or decision:	Christmas/New Year Arrangements
Officer completing the EqIA: pmaginnis@eppingforestdc.gov.uk	Paula Maginnis: Ext: 4536 Email:
Date of completing the assessment:	6 March 2020

Section 2: Policy to be analysed	
2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>Request to continue current arrangements</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>Agree staff working arrangements for the Christmas/New Year periods 2020 – 2023</p> <p>What outcome(s) are you hoping to achieve (i.e. decommissioning or commissioning a service)?</p> <p>To continue current arrangements that have been in place since 2002</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>The arrangements facilitate the closure of Council buildings in the District but not the suspension of services, payments, information, applications will continue to be available via the Council's website which functions 24/7</p> <p>The out of hours service will cover calls made by the public to the Council and actioned appropriately.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Yes, the Council's out-of-hours service will take the Council's during this time making contact with officers as appropriate.</p> <p>It may have an impact on partner organisations and service providers. However, staff ensure that information is provided in advance of the Council office closures.</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>It could support the People and Accommodation Projects.</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>All residents wishing to contact the Council will be affected, but will have access to an out-of-hours service and website to still be able to carryout a range of activity i.e. apply/report/pay/book for it</p> <p>An employee survey was recently completed (June 2018) the results showed 97% of respondents supported the arrangements.</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>Consultation was carried out in 2014 with our residents which concluded that 99.8% were not inconvenienced by not having access to Council buildings during this period.</p> <p>Only 1% of employees (who responded to the 2018 survey) received adverse feedback from residents (5 comments).</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>Customer Services will be undertaking a survey with residents which will include service provision throughout the year, including evenings, weekends, bank holidays and the Christmas/New Year period.</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 Services can still be accessed by the public	L
Disability	Neutral Services can still be accessed by the public	L
Gender	Neutral Services can still be accessed by the public	L
Gender reassignment	Neutral Services can still be accessed by the public	L
Marriage/civil partnership	Neutral Services can still be accessed by the public	L
Pregnancy/maternity	Neutral Services can still be accessed by the public	L
Race	Neutral Services can still be accessed by the public	L
Religion/belief	Neutral Services can still be accessed by the public	L
Sexual orientation	Neutral Services can still be accessed by the public	L

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA 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		

Section 7: Sign off

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

Signature of Head of Service: P Maginnis

Date: 06.03.2020

Signature of person completing the EqIA: P Maginnis

Date: 06.03.2020