

Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

Section 1: Details

Service	Human Resources
Title and brief description (if required)	Long Service Awards Policy and Procedure
New or existing	Existing Policy
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Date	25.05.17

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

No Please return the equality form as above.

Section 2: Summary

What is the purpose, aims and objectives?

The Long Service Awards policy and procedure details the arrangements to enable Lancaster City Council to recognise employees' long service.

Who is intended to benefit and how?

The document exists to ensure that employees understand the arrangements that apply to them in respect of Long Service.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including:	
<ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected i.e. discussions or consultation results? - What does this tell you i.e. negative or positive affect? 	
Age including older and younger people and children	The policy provides for an award to be made to staff who have achieved 25 years of service, therefore it generally will be older members of staff who will benefit from this policy, as naturally they will have longer service. The age of employees who attained 25 years' service in the 2016-17 financial year ranged from 43 years old to 69 years old.
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	Information for the period April 2013 – March 2018 does show that there was a slighter larger number of men reaching 25 years' service when compared to women, with 54% being men and 46% being women. However, this is broadly in line with current male/female staff ratios of 57% male and 43% female.
Gender reassignment	
Race	
Sexual orientation Including Civic Partnership	

Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

Trade Union representatives have been consulted over the revisions.

How have you taken/will you take the potential impact and evidence into account?

Through monitoring of the policy.

How do you plan to monitor the impact and effectiveness of this change or decision?

Employment Policies are reviewed on an ongoing basis.

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