

## 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**

|  |                            |
|--|----------------------------|
| <b>Service</b>                                   | Human Resources            |
| <b>Title and brief description (if required)</b> | Standby and Callout Policy |
| <b>New or existing</b>                           | Existing Policy            |
| <b>Author/officer lead</b>                       | Angela Jackson             |
| <b>Date</b>                                      | 09.01.17                   |

#### **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 Standby and Callout policy details the arrangements for Lancaster City Council employees that apply in respect of any periods when they undertake Standby and Callout.

#### **Who is intended to benefit and how?**

The document exists to ensure that employees and managers understand the arrangements that apply to them in respect of Standby and Callout.

**Section 3: Assessing impact**

| <b>Is there any potential or evidence that this will or could:</b>   |  |    |
|--|--|----|
| • Affect people from any protected group differently to others?  |  | No |
| • 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 |

| <b>If yes, please provide more detail of potential impact and evidence including:</b>   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- 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 ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul> |  |
| Age<br><br>including older and younger people and children  |  |
| Disability  |  |
| Faith, religion or belief   |  |
| Gender<br><br>including marriage, pregnancy and maternity   |  |
| Gender reassignment   |  |
| Race  |  |
| Sexual orientation<br><br>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?**

No. Consultation over the changes to Standby and Callout arrangements have taken place with both the Trade Unions and employees.

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

N/A

**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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