

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)	Substance Misuse Policy and Procedure
New or existing	Existing Policy
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Date	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 revised Substance Misuse Policy and Procedure details the arrangements that exist to respond to concerns that an employee may be misusing alcohol or other substances.

Who is intended to benefit and how?

The document exists to ensure that employees and managers understand the support that is available and employees and managers understand their obligations when a substance misuse matter comes to light.

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 ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	
Disability	An addiction to substances is not covered by the Equality Act 2010. However, in certain circumstances an employee may have a physical or mental impairment that does amount to a disability within the meaning of the Act which was caused by or was the result of a substance addiction, for example a serious liver condition or a depressive illness. The employee would in this case be disabled, notwithstanding that the disability was caused to a large extent by the substance addiction.
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
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?

No. A referral to the Council's Occupational Health provider will provide managers and the Council with further advice on whether an employee has a disability caused by substance misuse and whether reasonable adjustments should be considered.

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

Reasonable adjustments to the employees work will be considered and, where possible implemented as appropriate.

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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