

Community Impact Assessment Form (CIA)

What changed as a result of the assessment?

Key issues taken from the Library document as a result of this CIA:
Current policy hard to follow and not very easy to read.

Lack of confidence from employees that cases raised would be addressed

Staff survey highlighted cases of bullying and harassment in certain areas with the council however this was not directly linked to a particular protected characteristic.

Progress updates available in the Library document

The council's vision is to promote **equal life outcomes¹ for everyone** living, working and visiting York, through inclusive design in everything the council does. This is to ensure that no-one is unintentionally excluded in York because of specific personal characteristics. In the council, we call these characteristics "Communities of Interest or Identity" – "Cols" for short.

To help realise the vision, council officers are required by Cabinet to assess the impact of council policies, processes and behaviours on customers and staff from the Communities.

This process was previously called Equality Impact Assessment (EIA). To stress the importance of assessing the impact of everything we do on people from the Communities, starting June 2012, we have renamed the process Community Impact Assessment (CIA).

The assessment **should be done at the development stage** of any policy, review, project, service change etc, **before any decision is taken**. It should also be done every time there are changes to policies and practices, **before the changes are finally agreed** by decision makers.

In addition, the Equality Act 2010 came into force on the 1st October 2010. Under the Act the council has a legal duty to show that our policies, practices etc further the aims below:

¹ In health, safety and security, personal freedom and choice, housing, education and lifelong learning, jobs and leisure activities and the infrastructure that supports these outcomes.

- Actively and proactively eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share an identity and those who do not
- Foster good relations between people who share an identity and those who do not.

In completing **Community Impact Assessments (CIAs)** officers are also required to state how what they are assessing meets and contributes to these aims.

1	Name and Job Title of person completing assessment	Anna Vinuesa
2	Name of service, policy, function or criteria being assessed	Human Resources
3	What are the main objectives or aims of the service/policy/function/criteria?	To ensure the bullying and harassment policy complies with current legislation and that it drives acceptable behaviours within the council. Develop a Dignity at Work Policy to provide a framework of support for employees subject to bullying and harassment.
4	Date	15th Jan 2013

Stage 1: Initial Screening

5	<p>What evidence is available to suggest that the proposed service, policy, function or criteria could have a negative or positive effect on quality of life outcomes² for people (both staff and customers) from the communities? Document the source of evidence in the columns below. You can find evidence via:</p> <ul style="list-style-type: none"> • Data from the Business Intelligence Hub -
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² See appendix 1

	<p>http://colin.york.gov.uk/beSupported/business_intelligence_hub/</p> <ul style="list-style-type: none"> • Council Consultation and Engagement Calendar – contact Sophie Gibson, 551022. • Council consultation - http://colin.york.gov.uk/beSupported/inhouse_services/research_consultation/ • Workplace Wellbeing Survey – contact the Health and Safety team for more info – 554131. CaN results are here: http://colin.york.gov.uk/beConnected/about_CYC/structure/CAN/can_healthwellbeing_results/ • Staff Equalities Reference Group – See feedback reports here - http://colin.york.gov.uk/beSupported/equalities_inclusion/SERG/ • Equality Advisory Group (a customer group) - http://democracy.york.gov.uk/mgCommitteeDetails.aspx?ID=445 • EIA Fairs Feedback Newsletters - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/consultation_feedback/ • Previous EIAs – see annual EIA lists - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/
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Community of Interest/Identity	Source of evidence that there is or is likely to be a negative or positive impact:			
	Staff		Customers/Public	
	Positive	Negative	Positive	Negative
Race	Wellbeing survey & SERG feedback			
Religion / Spirituality /Belief	As above			
Gender	As above			
Disability	As above			
Sexual Orientation	As above			
Age	As above			
Pregnancy/maternity	As above			

Gender Reassignment	As above			
Marriage and Civil Partnership	As above			
Carers of older and disabled people	As above			
<p>If there is no evidence the service/policy/function will affect any of the communities, please proceed to section 9.</p> <p>If there is evidence the service/policy/function will affect one or more of the communities, continue to Stage 2, Full Impact Assessment.</p>				

Stage 2: Full Impact Assessment

6	How could different communities be affected by the proposed or reviewed service/policy/function/criteria? Record negative and positive effects below. Expand the boxes to take up as much room as you need. See the 2 EIA Guidance documents on Colin for help about effects to consider.	
A1	Public/customers – positive effects	
A2	Public/customers – negative effects	Where customers are subjecting staff to bullying and harassment type behaviour there will now be a formal process on how CYC will address this action.
B1	Staff – positive effects	<p>Clearer policy & process easier to bring cases forward.</p> <p>Clear statement of Zero Tolerance, clarify expected behaviour, which should reduce cases and gives confidence issues will be address.</p> <p>Training for managers to include equalities information to help reduce B&H linked to a 'PC'.</p> <p>First Contact network provides alternative avenue for staff to gain advice and support prior to formal process, either by phone or face to face.</p>
B2	Staff – negative effects	
7	Can any negative effects be justified? For example:	

	<ul style="list-style-type: none"> ▪ As a proportionate means to achieve a legitimate aim ▪ In support of improving community cohesion ▪ To comply with other legislation or enforcement duties ▪ Taking positive action to address imbalances or under-representation ▪ Because of evidence-based need to target a particular community or group e.g. younger/older people. <p>NB. Lack of financial resources alone is NOT justification!</p>
<p>Whilst customers who bullying or harass employees may experience redress for their action this response it justified to ensure we comply with legislation to protect our staff.</p>	
8	<p>What changes will you make to the service/policy/function/criteria as result of information in parts 5 & 6 above?</p>
Empty response area for question 8	
9	<p>What arrangements will you put in place to monitor impact, positive and negative, of the proposed service/policy/function/criteria on individuals from the communities?</p>
<p>[fill this in even if you don't currently have any negative issues to deal with]</p> <ul style="list-style-type: none"> • Senior managers to monitor incidents of B&H in their directorates and take action where high or repeated levels occur. • Compare 2011 Well being survey results with planned 2013 Well being survey results of staff feeling bullying and harassed in the workplace. • Employee Relations team record cases of B&H that are brought to their attention 	
10	<p>List below actions you will take to address any unjustified impact and promote equality of outcome (as in appendix 1) for staff, customers and the public from the communities. The action could relate to:</p>

<ul style="list-style-type: none"> ▪ Procedures ▪ Service delivery ▪ Training ▪ Improvement projects 			
Action		Lead	When by?
1.	SERG consultation event on Bullying and Harassment.	AV	March 12
2.	Consultation with First Contact Network on draft policy	AV	June 12
3.	Rewrite Bullying and Harassment policy renamed Dignity at Work. Key changes simplified, easy read, clearer process, includes staff complaints procedure against customers, code of conduct	AV	October 12
4.	Consultation events at Hazel Court on Bullying & Harassment	AV / SERG	Sept 12
5.	SERG facilitate Focus group at Hazel Court with staff and managers on local B&H issues.	AV / SERG	Nov / Dec 12
6.	Training for managers on the new policy and how to manage related issues.	AV / Training Centre	Nov 12
7.	First contact posters and Dignity at Work posters developed & information placed in Buzz & on Colin	AV / LH	Jan 12 Jan 13
8.	Promote new policy via payslips / colin / buzz / Advisory bulletin managers		Oct 12 – March 13
11	Date CIA completed		
Author:			

June 2012

Position:	
Date:	
12	Signed off by
I am satisfied that this service/policy/function has been successfully impact assessed.	
Name:	
Position (Head of Service and above) :	
Date:	
Please send the completed signed off document to equalities@york.gov.uk . It will be published on COLIN as well as on the council website.	

Appendix 1 - Quality of Life Indicators (also known as “the 10 dimensions of equality”)

Think about the positive and negative impact in these areas:

- ❑ Access to services and employment
- ❑ Longevity, including avoiding premature mortality.
- ❑ Physical security, including freedom from violence and physical and sexual abuse.
- ❑ Health, including both well-being and access to high quality healthcare.
- ❑ Education, including both being able to be creative, to acquire skills and qualifications and having access to training and life-long learning.
- ❑ Standard of living, including being able to live with independence and security; and covering nutrition, clothing, housing, warmth, utilities, social services and transport.
- ❑ Productive and valued activities, such as access to employment, a positive experience in the workplace, work/life balance, and being able to care for others.
- ❑ Individual, family and social life, including self-development, having independence and equality in relationships and marriage.
- ❑ Participation, influence and voice, including participation in decision-making and democratic life.
- ❑ Identity, expression and self-respect, including freedom of belief and religion.
- ❑ Legal security, including equality and non-discrimination before the law and equal treatment within the criminal justice system.

Indicators from: The Equalities Review 2007 and the Equality Framework for Local Government.