

Equality impact assessment form

Directorate - Corporate Resources

Service area - Health and Wellbeing Team

**Name of policy, strategy, review or function being
assessed – proposal to move to an Employee
Assistance Programme**

Date of assessment - 4/03/2019

**Name of Director/Head of Service signing it off
Nicola Sykes**

**Decision of Cabinet, Personnel Committee or Chief
Officer Group**

January 2019



Derby City Council



Equality impact assessment – please read this section first before you do the assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people and **before** that decision is made.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to do them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

The protected characteristics are:

- age
- disability
- gender identity
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This completed form should be attached to any Chief Officer Group, Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring
- make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website.** It is a public document so must not contain any jargon and be easy to understand.

Remember, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups and protected characteristics

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees and job applicants...

- Age equality – the effects on younger and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments
- Gender identity – the effects on trans people
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community
- Religion and belief or non-belief equality – the effects on religious and cultural communities, customers and employees
- Sex equality – the effects on both men and women and boys and girls
- Sexual Orientation equality – the effects on lesbians, gay men and bisexual people

Contact for help

Ann Webster – Lead on Equality and Diversity

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The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays

If in doubt – it’s better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

What’s the name of the policy you are assessing?

Proposal to move to an Employee Assistance Programme

The assessment team

Team leader’s name and job title – Carl Ward (OH Manager and acting Wellbeing Manager)

Other team members

Name	Job title	Organisation	Area of expertise
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equality and Diversity
Liz Moore	Head of HR	Derby City Council	Human Resources
Helen Bounds	HR Advisor	Derby City Council	Human Resources

Step 1 – setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.

This is an initial equality impact assessment for the proposal to move to an Employee Assistance Programme that can deliver a more diverse range of services for our colleagues.

The Health and Wellbeing Service has been delivering a full counselling service available to all colleagues for the last three years and this has been very successful in supporting colleagues and improving attendance. Currently the service is managed by the Health and Attendance Manager and its performance is reported to Council Leadership Team, Cabinet and Scrutiny Committee as part of the wider Improving Attendance Programme.

The Counselling Service supports all functions within the Council and their priority is to improve attendance and reduce sickness absence. Since stress is the biggest cause of colleagues' absence, counselling plays a significant part in addressing the issue. The service has been very well used by colleagues and has played a key role in helping people either return to work (from illness) or stay at work. Reports and statistics from the service show us this.

The current service is largely face-to-face and operates flexibly from various locations, such as the Council House, Stores Road, and also the Market Hall across the road from the Council House.

There are currently six Counsellors, (full-time equivalent of 4.6) all on fixed term contracts in the Counselling Team. They provide support during office hours Monday to Friday. Their contracts are due to end on 31 March 2019 and so now seems an opportunity to look into more detail of what type of provision we want moving forward, with the changing demands of our workplace and costs involved.

The proposal we're looking at is to expand our current well-being offering to move to a 24 hour, seven days a week Employee Assistance Programme from the 1 April 2019. This will offer a broader and faster response and reach more colleagues any time of the day and night. It will also offer new services that we cannot provide under the current arrangements, such as not only a face to face and telephone service, but CBT therapy and physiotherapy. We are looking at an alternative provider for this service.

Here is a link to the [National Suicide Prevention Alliance](#) - The NSPA want to get all parts of society working together to take action to reduce suicide and improve the support for those affected by suicide – an EAP will help us do this.

Owing to the changing service needs and financial pressures, we are reviewing all of the options available to the Council, to make the required savings, whilst continuing to develop further our health and wellbeing agenda.

In addition, we need to look at how we can optimise savings across corporate resources and that of other council services. We must consider an approach which will be more cost effective in the future, whilst reducing our currently, higher than average absence levels through our wellbeing services.

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

The service is currently delivered by the Health and Wellbeing Team who sit within the Council's Corporate Resources Directorate and this Directorate also funds the service. The proposal we are exploring will involve a procurement exercise.

Appropriate consultation processes regarding new proposals, opened on 19 February 2019. The consultation was open for ten days and closed on 1 March 2019. The responses are being analysed and will inform the final decision, on or before 6 March 2019.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

The main customers and users of the service are Council colleagues. In addition, the Counselling Team colleagues are also affected by this proposal.

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.

All colleagues affected, have been notified and invited to group and individual consultation meetings on the proposal by letters to home addresses. The majority of colleagues attended the group session and updates were provided along with the achieving change document to any colleagues unable to attend.

Unison, GMB and Unite were all invited and attended. The Achieving Change document, along with the timeline of consultation was also handed to all colleagues.

Consultation questions were allowed at group consultation and regular feedback has been given during the consultation.

We offered reasonable adjustments for any of our disabled colleagues if required.

We are aware that some colleagues felt there was inadequate time for the consultation period as this fell partially in school holidays and we are sensitive to that. However, these contracts are fixed term and the end date was established at the start of employment. Consultation started as soon as possible.

We are aware that the Council has a higher than average absence rate, and in response to this, we have conducted a review of approaches to absenteeism within other local authorities. We considered whether their practices might improve our absence levels and provide a more substantial and wide ranging service to our colleagues.

We believe that the service we provide does not meet the needs of all colleagues and that there are other things we should be offering in addition to counselling. Improving attendance is a key objective across the Council and it is hoped that providing an alternative flexible and diverse service will help us achieve this.

The investigation into other authorities' approach to absenteeism highlighted the increased use of Employee Assistance Programmes which have improved over the years and now offer a much broader range of services. We contacted a number of local authorities to understand how an Employee Assistance Programme had assisted them in reducing absence rates. Statistics from three authorities are shown below. We used this information as the authorities had previously had 'in house' services similarly to our current service. For statistical purposes we used the first year following implementation of an EAP against the last in house statistics.

Local Authority A

In house (14.3 days lost per FTE)

EAP (12.8 days lost per FTE)

Local Authority B

In house (11.8 days lost per FTE)

EAP (12.1 days lost per FTE)

Local Authority C

In house (10.7 days lost per FTE)

EAP (9.3 days lost per FTE)

Average

In house 12.26 days lost

EAP 11.36 days lost

We also looked at national research about mental health and suicide and have included these throughout this equality impact assessment as relevant. We looked at:

[Office of National Statistics](#)

[Public Health England](#)

[The Samaritans suicide facts and figures](#)

If a decision is made to move to the EAP provision then we will follow Council contract procedure rules and review the costs and service provisions of potential providers under a Framework route. We will then ask for clarification to confirm the most advantageous solution available from these based on our particular requirements ensuring that any potential provider has an equality and diversity approach like us.

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. If it's negative, fill in the mitigation section as well to explain how you are going to lessen the impact.

[Our last published Equality Employment Statistics 2016/2017](#)

Age

What do you already know?	Positive impact	Negative impact	Mitigation
<p>Our last published employment statistics showed that the highest age groups of our colleagues were in the 47-51 age bands for women and 52-56 for men.</p> <p>We know from the Samaritan's statistics that suicide rates decreased across most age groups for men in 2017. However, reflecting the UK picture, the suicide rate has increased among men aged 45-49 by 3.2% - meaning this age group now have the highest</p>	x		

What do you already know?	Positive impact	Negative impact	Mitigation
<p>suicide rate.</p> <p>In a recent study by BUPA UK, those workers aged 55+ were shown to be the most likely of all workers to delay or avoid asking for medical help for symptoms associated with mental health. This is despite the fact that more than two thirds of employees in this age group have symptoms associated with mental health such as anxiousness, continuous low mood, feelings of hopelessness and insomnia. The study found that mental health is now a boardroom priority for two thirds of businesses, showing commitment to supporting employees through mental health issues. But many workers of this age group keep problems entirely bottled up at work. One in 5% feel that it's not appropriate to discuss mental health at work and only 1 in 10 confide in their colleagues or manager about their symptoms – they are also less likely to be aware than other employees of their employer's Mental Health Policy. So a really good marketing campaign will be needed when an EAP is set up.</p> <p>We also know as our colleagues get older some may develop health conditions, including arthritis - an Employee Assistance Programme (EAP) can provide quick physiotherapy for colleagues to improve</p>			

What do you already know?	Positive impact	Negative impact	Mitigation
mobility and help with rehabilitation. Treatment will be much quicker than using the traditional NHS – in addition we will specify in our procurement process that the EAP has a diverse age group and be responsive to the Council's equality requirements.			
We know that it's important for colleagues to have access to a confidential 24/7 counselling service that can provide information, advice or support on a range of personal, emotional, wellbeing and work related matters. An EAP will be able to provide a round the clock service which the current set-up cannot provide.	x		
We know that the speed of service provision is key to the effective support of colleagues' workplace health. The provision of a wider range of services, accessibility and increasing the access routes to the Employee Assistance Programme will be beneficial to colleagues	x		
The EAP can be accessed online and via a dedicated mobile app so is much easier to access. Our younger colleagues will have easy, quick, private and confidential access to a range of health related advice and support. This may encourage younger colleagues to get help when they need it.	x		

What do you already know?	Positive impact	Negative impact	Mitigation
<p>An EAP will deliver effective management information reports that enable Management to report on disability equality groups and make sure we are fulfilling our duty of care.</p>	<p>x</p>		
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them, whatever their ages. We know that any older colleagues, despite the Equality Act, may find it more difficult to get jobs.</p>		<p>x</p>	<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues.</p>

Disability

What do you already know?	Positive impact	Negative impact	Mitigation
<p>Our latest published employment statistics showed that we have 682 disabled colleagues. Many of these employees belong to our Disabled Employees Network. It's essential that we specify in our procurement process that the EAP has a diverse workforce and be responsive to the Council's equality requirements. In addition they will need to be aware of disability equality</p> <p>We know that disabled people face barriers to healthcare through poor access to services, cultural issues, such as not understanding disability equality, transport, cost and long waiting lists. We know from national research that many disabled people can face mental health issues due to factors around their impairments, such as hate crime, discrimination and other continued barriers. We know that people with mental health issues are at increased risk of suicide Around one in a 100 people who self- harm take their own life within the following year.</p> <p>There is also evidence that those people diagnosed with cancer, coronary heart disease and chronic obstructive airways are associated with a higher suicide risk.</p> <p>Disabled people with three or</p>	<p>x</p>		<p>.</p>

What do you already know?	Positive impact	Negative impact	Mitigation
<p>more impairments are seven times more likely to have depression – in addition many medical treatments for pain also allow ready access for someone to take their life.</p> <p>We know that not having reasonable adjustments at work or a delay in providing them can cause all sorts of stress.</p> <p>A proposed EAP will be accessible to our disabled colleagues by us making disability equality requirements a key component of the specification for an EAP. So this means any provider will need to make sure that our Deaf colleagues can contact them face to face using BSL interpreters or text phone facilities such as mobile or New Generation Text Relay. Lip speakers and note takers may be needed for our hearing impaired colleagues.</p> <p>Any face to face counselling will need to be at accessible venues. Any software and applications will need to be accessible for disabled colleagues who use assistive technology. To provide all Council colleagues with access to a confidential 24/7 counselling service that can provide information, advice or support on a range of personal, emotional and work and wellbeing related matters.</p>			
<p>An EAP will deliver effective management information reports that enable</p>	<p>x</p>		

What do you already know?	Positive impact	Negative impact	Mitigation
Management to report on equality groups, such as disability data and make sure we are fulfilling our duty of care			
We know that the speed of service provision is key to the effective support of colleagues' workplace health. The provision of a wider range of services, accessibility and increasing the access routes to the Employee Assistance Programme will be beneficial to colleagues. We will make sure that any publicity about the proposed EAP is fully accessible for disabled colleagues and has diverse images.	x x		
The proposed Employee Assistance Programme (EAP) will provide physiotherapy for colleagues to improve mobility and help with rehabilitation.	x		
The service will be available through the EAP website including live chat and email access to a counsellor and either on-site at a place of work or within 20 miles of home face to face support, with access to a BSL interpreter if needed	x		
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them. We know that any disabled colleagues, despite the Equality Act, may find it more difficult to get jobs. They will worry about their</p>		x	<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support</p>

What do you already know?	Positive impact	Negative impact	Mitigation
<p>reasonable adjustments being met in any new job or even at interviews.</p> <p>We will provide reasonable adjustments for any disabled people to take part in interviews and interview technique training</p>			<p>the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues.</p>

Gender identity- trans

What do you already know?	Positive impact	Negative impact	Mitigation
<p>We know that trans people are at a higher risk of experiencing poor mental health, such as depression, suicidal thoughts, self-harm and alcohol and substance misuse. The higher prevalence of mental health issues amongst the trans community can be attributed to a range of factors such as hate crime, discrimination, isolation, and transphobia and so 24/7, easy quick access to counselling and support through an EAP will be a great improvement</p>	x		
<p>An EAP will deliver effective management information reports that enable Management to report on equality and diversity, including gender identity and make sure we are fulfilling</p>	x		

What do you already know?	Positive impact	Negative impact	Mitigation
our duty of care			
It's essential that any EAP has an understanding about gender identity issues and this will be highlighted in the specification for a provider. It's also important that we specify in our procurement process that the EAP has a diverse workforce and be responsive to the Council's equality requirements.	x		
Derby is fortunate to have local organisation, Derbyshire LGBT+ who regularly offer our colleagues help and support. We also have an internal LGBTQ+ Network.	x		
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them. We know that any trans colleagues, despite the Equality Act, find it more difficult to get jobs.</p>		x	<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management</p>

What do you already know?	Positive impact	Negative impact	Mitigation
			information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues.

Marriage and Civil Partnership

What do you already know?	Positive impact	Negative impact	Mitigation
<p>We know from national research that suicide rates vary by marital status, especially amongst men. The greatest risk is divorced men, who in 2015 were almost three times more likely to end their lives than men who were married or in a civil partnership.</p> <p>We know that amongst both our men and women colleagues that some have been through domestic abuse and violence.</p> <p>Relationships can be very fragile and can impact on work life too, so an EAP will help our colleagues tremendously.</p>	x		
<p>The EAP will provide all Council colleagues with access to a confidential 24/7 counselling service that can provide information, advice or support on a range of personal, emotional and work and wellbeing related matters. It's essential that any EAP has an understanding about relationship issues, including same sex relationships and</p>	x		

What do you already know?	Positive impact	Negative impact	Mitigation
this will be highlighted in the specification for a provider. It's also important that we specify in our procurement process that the EAP has a diverse workforce and be responsive to the Council's equality requirements.			
The EAP will deliver effective management information reports that enable Management to report on equality and diversity and ensure we are fulfilling our duty of care	x		
The EAP will provide information on specific areas of improvement / awareness required across the council from the EAP usage in relation to marriage and civil partnerships	x		
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them.</p>		x	<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if</p>

What do you already know?	Positive impact	Negative impact	Mitigation
			<p>they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues.</p>

Pregnancy and maternity

What do you already know?	Positive impact	Negative impact	Mitigation
<p>We know that it's common for women to experience mental health for the first time in pregnancy. Women may feel more vulnerable and anxious and some may develop depression. If a pregnant woman has had mental health issues in the past or now, they are more likely to face more mental health issues. Severe mental health includes bipolar, depression and psychosis.</p> <p>National evidence shows that up to one in five women risk having mental health issues during pregnancy and in the 12 months after childbirth suicide is the second most common cause of death among women during pregnancy and the post-natal period.</p> <p>We know that coming back to work after having a baby can also be a traumatic, so a 24/7, quick and easy to access EAP will be a great improvement</p>	x		
The EAP will provide all Council colleagues with access to a confidential 24/7	x		

What do you already know?	Positive impact	Negative impact	Mitigation
counselling service that can provide information, advice or support on a range of personal, emotional and work and wellbeing being related matters.			
The EAP will deliver effective management information reports that enable Management to report on equality and diversity and ensure we are fulfilling our duty of care	x		
The EAP will provide information on specific areas of improvement / awareness required across the council from the EAP usage in relation to pregnant mothers or maternity/ paternity needs	x		
Speed of service provision is key to effective support of employee's workplace health. The provision of a wider range of services and accessibility Increasing the access routes to the EAP support and greater publicity of the service	x		
The Employee Assistance Programme(EAP) covers all staff and is designed to support and provide counselling in accessible ways to individual needs	x		
The Employee Assistance Programme(EAP) will provide physiotherapy for staff to improve mobility and help with rehabilitation	x		
The EAP can be accessed online and via a dedicated mobile app	x		

What do you already know?	Positive impact	Negative impact	Mitigation
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them. None of the employees are on maternity leave.</p>			<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues</p>

Race

What do you already know?	Positive impact	Negative impact	Mitigation
<p>Our latest published employment statistics shows that 14% of our colleagues are Minority Ethnic people. It's essential that the provider has a diverse workforce and so this will be included in the specification, together with</p>	<p>x</p>		

What do you already know?	Positive impact	Negative impact	Mitigation
<p>other equality requirements.</p> <p>We know that Black, Asian and other Minority Ethnic communities have different rates and experiences of mental health issues, reflecting their different cultural and socio-economic contexts and access to culturally appropriate services.</p> <p>In general, Black and Minority Ethnic people living in the UK are more likely to:</p> <ul style="list-style-type: none"> • be diagnosed with mental health issues • be diagnosed and admitted to hospital • experience a poor outcome from treatment • dis-engage from mainstream mental health services, leading to social exclusion and a deterioration in their mental health. <p>Our Black and Minority Ethnic Employee Network recently held a Conference on health in Black and Minority Communities. Dr Richard Martin, Assistant Director of Public Health gave a presentation which included these facts...</p> <ul style="list-style-type: none"> • Members of the Black community will experience higher than average suicidal thoughts - though less will attempt to take their own lives • A prevalence of doctor-diagnosed type 2 			

What do you already know?	Positive impact	Negative impact	Mitigation
<p>diabetes within the Black Caribbean community, particularly women</p> <ul style="list-style-type: none"> • Rates of smoking among Black and Minority Ethnic men are higher and levels of obesity and hypertension are high in comparison to the white community – leading to greater risk of stroke and cardiovascular disease • A three- fold greater risk of developing prostate cancer in men, particularly at a younger age. • Higher rates of stillbirth, neonatal death and maternal death in African Caribbean and Pakistani communities. • Black and Minority Ethnic communities have poorer health than the overall population. For example, men born in South Asia are 50% more likely to have a heart attack or angina than men in the general population. Bangladeshis have the highest rates. By contrast men born in the Caribbean are 50 % more likely to die of a stroke. Breast cancer is lower for migrant women. <p>We know that mental health is</p>			

What do you already know?	Positive impact	Negative impact	Mitigation
also a key factor when Minority Ethnic people are faced with hate crime, and discrimination. So an EAP offering a 24/7 quick and easy access will be an improvement. It's important we show diverse images in any publicity we do about the EAP			
The EAP will provide all Council employees with access to a confidential 24/7 counselling service that can provide information, advice or support on a range of personal, emotional and work and wellbeing related matters.	x		
It's essential that any EAP has an understanding about race equality issues and this will be highlighted in the specification for a provider. It's also important that we specify in our procurement process that the EAP has a diverse workforce and be responsive to the Council's equality requirements.	x		
The EAP will deliver effective management information reports that enable Management to report on equality and diversity and race to make sure we are fulfilling our duty of care	x		
We will do all we can to consider each request for access to minority ethnic counsellors with a specific ethnic background, language barriers and culture. We also have a very active Black and Minority Ethnic Employees Support Network and their last event focussed on health in the Black and Minority Ethnic	x		

What do you already know?	Positive impact	Negative impact	Mitigation
communities			
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them, whatever race they are.</p> <p>There are minority ethnic employees within the team, but to break this down into categories would mean they could be identified as the numbers are small.</p>		x	<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues</p>

Religion or belief or none

What do you already know?	Positive impact	Negative impact	Mitigation
We know that people are discriminated against and suffer hate crimes because of their religion or belief - this takes its toll on people's mental health - so a 24/7	x		

What do you already know?	Positive impact	Negative impact	Mitigation
quick and easy to access EAP will be a great improvement for our colleagues that can provide a counselling service, information, advice or support on a range of personal, emotional and work and wellbeing related matters.			
The EAP will deliver effective management information reports that enable Management to report on equality and diversity and ensure we are fulfilling our duty of care	x		
<p>It's essential that any EAP has an understanding about religion and belief and people's cultures - this will be highlighted in the specification for a provider.</p> <p>It's also important that we specify in our procurement process that the EAP has a diverse workforce and be responsive to the Council's equality requirements – for example, gender specific counsellor requests, and not to make bookings on Fridays for colleagues who need to do their Friday prayers.</p>	x		
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them, whatever their religion</p>		x	We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for

What do you already know?	Positive impact	Negative impact	Mitigation
or belief.			<p>redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues.</p>

Sex

What do you already know?	Positive impact	Negative impact	Mitigation
<p>Our latest published employment statistics show that we employ 6142 women and 1643 men. It's important that the EAP has a diverse workforce so that gender specific requests can be made - this will be included in the specification of our procurement process.</p> <p>Nationally, suicide rates are consistently higher in men than women, but women are more likely to have suicidal thoughts or having attempted suicide. Statistics from the Samaritans show that men in</p>	x		

What do you already know?	Positive impact	Negative impact	Mitigation
<p>the UK are three times as likely, to take their own lives than women. However, the male suicide rate has decreased by 4.8% between 2015 and 2016, the lowest male rate since 2007. However, despite this reduction, the suicide rate among men aged 45-49 has actually increased by 3.2% - so this age group of men have the highest suicide rate.</p> <p>The women's suicide rate has increased by 2.2% between 2016 and 2017.</p> <p>We know that some women colleagues may need support during the menopause.</p> <p>The EAP will provide all Council colleagues with access to a confidential 24/7 counselling service that can provide information, advice or support on a range of personal, emotional and work and wellbeing related matters.</p>			
<p>The EAP will deliver effective management information reports that enable Management to report on equality and diversity and ensure we are fulfilling our duty of care.</p>	x		
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them, whatever their gender. All the colleagues affected are women.</p>		x	<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid</p>

What do you already know?	Positive impact	Negative impact	Mitigation
			<p>redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p> <p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues</p>

Sexual orientation

What do you already know?	Positive impact	Negative impact	Mitigation
<p>We have an active LGBTQ+ Employee Network with a confidential email box to help and support our colleagues. It's essential that the EAP provider has an understanding of LGBTQ+ issues and this will be embedded in the specification of our procurement process.</p>	x		.
<p>We know that Lesbians, Gay and Bisexual people are at a higher risk of experiencing poor mental health, such as depression, suicidal thoughts, self-harm and alcohol and substance misuse. One in ten gay and bisexual men aged 16-19 have attempted to take</p>	x		

What do you already know?	Positive impact	Negative impact	Mitigation
<p>their own life. The higher prevalence of mental health issues amongst LGB people can be attributed to a range of factors such as hate crime, discrimination, isolation, and homophobia and so 24/7, easy quick access to counselling and support through an EAP will be a great improvement.</p>			
<p>The EAP will provide all Council colleagues with access to a confidential 24/7 counselling service that can provide information, advice or support on a range of personal, emotional and work and wellbeing related matters.</p>	x		
<p>The EAP will deliver effective management information reports that enable Management to report on equality and diversity and ensure we are fulfilling our duty of care</p>	x		
<p>The current Counselling Team</p> <p>The contracts of the current Counselling Team expire on 31 March 2019 and we know this is a very difficult time for them, whatever their sexual orientation.</p>		x	<p>We are following the Council's Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.</p> <p>We will do all we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support.</p>

What do you already know?	Positive impact	Negative impact	Mitigation
			<p>We have offered personal therapy support to all colleagues affected if they want this.</p> <p>We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our colleagues</p>

6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

We do have the equality profiles of the six colleagues who will be impacted by us not renewing their fixed term contracts. As the team is small we cannot include all the equality data for fear of colleagues being identified. The new proposal for an EAP will mean a post reduction of the six colleagues making 3.6 full-time equivalent posts.

We are following the Council’s Consultation, Restructuring and Redundancy Policy. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register if they are eligible for redeployment support – we will do all we can to avoid redundancies where possible.

We will do everything we can to support the current team with help in finding a new job and interview techniques. Riverside Library runs a service where people searching for jobs can get one to one support. Any disabled colleague who asks for a guaranteed interview will get an interview if they meet the essential requirements of the post.

We have offered personal therapy support to all colleagues affected if they want this.

We will have a robust management information system with immediate access to support for employees within the proposed EAP service as our commitment to equalities and minimising the risk for our employees.

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	X	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

Outcome 1

Why did you come to this decision?

There is the requirement to implement a new service delivery model for Health and Wellbeing Service access whilst reducing overall costs to the Council. We can achieve a saving of £122k whilst expanding our offering to all Council colleagues.

We are aware that stress related absences have risen over the last three years and need to support colleagues to remain in work. This proposal allows access 24/7 days a week, 365 days a year and instant access to a counsellor within eight hours. We are also encouraged to see that musculoskeletal impairments are to be addressed by this proposal as this is committing to supporting the two highest reasons for absence of colleague absence.

This will require ending the current service offering, and with all the Counselling Team's fixed term contracts ending on 31 March 2019, it is inevitable that there will be negative impacts for the colleagues concerned. We will support them as identified in this EIA through the Council's Consultation, Restructuring and Redundancy Policy. We will also provide funded supervision session with an external provider

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality Action Plan to lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is really important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Step 4 – equality action plan – setting targets and monitoring

8 Fill in this table with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.

Equality Action Plan –setting targets and monitoring

Age

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Conduct the review, following the Council’s Consultation, Restructuring and Redundancy Policy and in line with the Council’s Equality Dignity and Respect Policy	Help affected colleagues feel confident that all processes are fair and without discrimination	Acting Occupational Health Manager assisted by HR Advisor	Check and challenge from colleagues in the Counselling Team and Trade Unions, and with guidance from an HR Advisor.
Offer individual stress management sessions provided external funded by DCC	Reduce stress and enable staff to better engage with the process.	Acting Occupational Health Manager assisted by external support	Take-up of option
Offer Interview skills and application form training to colleagues whose fixed term contracts will not be renewed	Colleagues better equipped to seek and secure alternative	HR Advisor	Take-up of courses provided and numbers of team members who

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
by the proposal	employment		secured other jobs
Make sure colleagues facing redundancy are given access to redeployment support where appropriate and made aware of all alternative employment opportunities within the Council, if they meet the criteria	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	Acting Occupational Health Manager and HR Advisor	Check and challenge from colleagues in the Counselling Team and Trade Unions, and with guidance from an HR Advisor
Make sure we include equality requirements throughout the procurement process and in the tender documents. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Disability

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Conduct the review, following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality Dignity and Respect Policy	Help colleagues feel confident that all processes are fair and without discrimination of any kind	Acting Occupational Health Manager and HR Advisor	Check and challenge from colleagues in the Counselling Team and Trade Unions, and with guidance from an HR Advisor
Offer individual stress management sessions provided external funded by DCC	Reduce stress and enable staff to better engage with the process.	Acting Occupational Health Manager for colleagues wanting external support	Take-up of option
Offer Interview skills and	Colleagues better	HR Advisor	Take-up of courses

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
application form training to colleagues whose fixed term contracts will not be renewed by the proposal- disabled colleagues need to be reminded about our guaranteed interview scheme	equipped to seek and secure alternative employment		provided and numbers of team members who secured other jobs
Make sure colleagues facing redundancy are given access to redeployment support where appropriate and made aware of all alternative employment opportunities within the Council, if they meet the criteria	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	Acting Occupational Health Manager	Check and challenge from staff and Trade Unions plus guidance from HR.
Make sure we include equality requirements including disability and the social model throughout the procurement process and in the tender documents. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Gender identity - trans

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Conduct the review, following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality Dignity and Respect Policy	Help colleagues feel confident that all processes are fair and without discrimination of any kind	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Offer individual stress management sessions provided external funded by DCC	Reduce stress and enable staff to better engage with the process	Acting Occupational Health Manager for colleagues wanting external support	Take-up of option
Offer Interview skills and application form training to colleagues whose fixed term contracts will not be renewed by the proposal	Colleagues better equipped to seek and secure alternative employment	HR Advisor	Take-up of courses provided and numbers of team members who secured other jobs
Make sure colleagues facing redundancy are given access to redeployment support where appropriate and made aware of all alternative employment opportunities within the Council, if they meet the criteria	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR
Make sure we include equality requirements including gender identity throughout the procurement process and in the tender documents. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Marriage and Civil Partnership

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
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What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Make sure we include equality requirements throughout the procurement process and in the tender documents. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Pregnancy and maternity

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Make sure we include equality requirements including pregnancy and maternity throughout the procurement process and in the tender documents. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Race

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Conduct the review, following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality Dignity and Respect Policy	Help colleagues feel confident that all processes are fair and without discrimination of any kind	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Offer individual stress management sessions provided external funded by DCC	Reduce stress and enable staff to better engage with the process	Acting Occupational Health Manager for colleagues wanting external support	Take-up of option
Offer Interview skills and application form training to colleagues whose fixed term contracts will not be renewed by the proposal	Colleagues better equipped to seek and secure alternative employment	HR Advisor	Take-up of courses provided and numbers of team members who secured other jobs
Make sure colleagues facing redundancy are given access to redeployment support where appropriate and made aware of all alternative employment opportunities within the Council, if they meet the criteria	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR
Make sure we include equality requirements including race equality throughout the procurement process and in the tender documents. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Religion or belief or none

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Conduct the review, following the Council's Consultation, Restructuring and	Help colleagues feel confident that all processes are fair and	Acting Occupational Health Manager	Check and challenge from staff and Trade Unions plus guidance

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Redundancy Policy and in line with the Council's Equality Dignity and Respect Policy	without discrimination of any kind	and HR Advisor	from HR
Offer individual stress management sessions provided external funded by DCC	Reduce stress and enable staff to better engage with the process	Acting Occupational Health Manager for colleagues wanting external support	Take-up of option
Offer Interview skills and application form training to colleagues whose fixed term contracts will not be renewed by the proposal	Colleagues better equipped to seek and secure alternative employment	HR Advisor	Take-up of courses provided and numbers of team members who secured other jobs
Make sure colleagues facing redundancy are given access to redeployment support where appropriate and made aware of all alternative employment opportunities within the Council, if they meet the criteria	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR
Make sure we include equality requirements including religion and belief as well as culture throughout the procurement process and in the tender documents. Also the requirement for gender specific counsellors when needed. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Sex

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Conduct the review, following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality Dignity and Respect Policy	Help colleagues feel confident that all processes are fair and without discrimination of any kind	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR
Offer individual stress management sessions provided external funded by DCC	Reduce stress and enable staff to better engage with the process	Acting Occupational Health Manager for colleagues wanting external support	Take-up of option
Offer Interview skills and application form training to colleagues whose fixed term contracts will not be renewed by the proposal	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	HR Advisor	Take-up of courses provided and numbers of team members who secured other jobs
Make sure colleagues facing redundancy are given access to redeployment support where appropriate and made aware of all alternative employment opportunities within the Council, if they meet the criteria	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR
Make sure we include equality requirements including sex equality throughout the procurement process and in the tender documents. Also the requirement for gender specific counsellors when required. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

Sexual orientation

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Conduct the review, following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality Dignity and Respect Policy .	Help colleagues feel confident that all processes are fair and without discrimination of any kind	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR.
Offer individual stress management sessions provided external funded by DCC	Reduce stress and enable staff to better engage with the process	Acting Occupational Health Manager for colleagues wanting external support	Take-up of option
Offer Interview skills and application form training to colleagues whose fixed term contracts will not be renewed by the proposal	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	HR Advisor	Take-up of courses provided and numbers of team members who secured other jobs
Make sure colleagues facing redundancy are given access to redeployment support where appropriate and made aware of all alternative employment opportunities within the Council, if they meet the criteria	Colleagues have enhanced opportunity to apply for vacancies and potential to avoid redundancy	Acting Occupational Health Manager and HR Advisor	Check and challenge from staff and Trade Unions plus guidance from HR
Make sure we include equality requirements including sexual orientation equality throughout the procurement process and in the tender documents. Page 8 of our Equality Dignity and Respect Policy gives our procurement commitment	Colleagues will be assured that the EAP will provide a high level of equality and diversity	Acting Occupational Health Manager and HR Advisor	Feedback from our Equality Employee Network members and other colleagues on how the EAP puts equality into action

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 643722
Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: **01332 643722** Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ **01332 643722** ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: 01332 643722 Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **01332 643722** منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council