EQUALITY IMPACT ASSESSMENT (EqIA)

Summary results of the EqIA

Title of policy/ practice/ process/ service:
Covid-19 HR Policy Changes EQIA

This equality impact assessment summaries the impact of changes to HR policies on people with protected characteristics due to Covid-19 emergency in March 2020.

Is the policy new (proposed), a revision to an existing policy or a review of current policy?

Revision of existing policies

This is a revision of existing HR policies:

- Special Leave
- Parental
- Holiday
- Managing Absence
- Pay
- Flexible Working
- Severe Weather and Travel Disruption (and Emergency)

This is a fast-moving situation, where SLAB modified policy in response to the Coronavirus (Scotland) Act 2020 and the Covid-19 situation. Therefore, these policy revisions are retrospective to take account of the impact of the changes. These policies apply to all SLAB employees. The Covid-19 emergency affects the working arrangements and ability to work of all staff.

Key findings from this assessment (or reason why an EqIA is not required):

This EQIA takes account of the changes to HR policies. The policies changes may have an impact on people with protected characteristics.

The impact of the COVID-19 pandemic on staff, and impacts on equality and human rights of our staff. In particular:

- age indirect

- disability directly and indirectly
- Religion or belief directly
- sex directly and indirectly
- Care Experience directly and indirectly (related to disability)

The temporary changes to policy aim to mitigate any negative impact on any equality group that is affected by the COVID-19 regulations and including the ability of staff at home trying to work until further notice.

Summary of actions taken because of this assessment:

- Policy changes include
    - Temporary adjustment to the Special Leave, Parental Leave, Flexible working and Sickness policies to allow staff to take paid leave without detriment to entitlements whilst normal care arrangements are disrupted or due to Covid-19 related sickness
    - Temporary adjustment to Flexible working, Holiday, Severe Weather and Travel Disruption policies to allow all staff to work 100% from home at any time of day to suit, cancel holidays and use small amounts of leave
    - Temporary adjustment within Reward and Pay policies to ensure no detriment in terms of pay award and benefits
    - The policy changes were listed on our intranet as well as publishing the amended policies on the common area and the weekly manager's bulletin highlighted to all the policy changes.
    - Employees who were on parental/maternity/paternity and adoption leave were advised to login to work computers for information about the policy changes

Ongoing actions beyond implementation include:

Due to Covid-19 restrictions the policy changes have been implemented in a way which is not our usual business. The policy changes have therefore been implemented, are in place and are regularly monitored by HR and Senior Managers.

We have ensured all staff are made aware of these changes through:

- Our internal website IntraSLAB where we highlighted the changes sought formal feedback

- The managers' bulletin which is circulated to all managers- this was done in March and April 2020

- The managers' bulletin asked for feedback from staff to assess impact of changes.

We will continue to monitor the implementation of the policy within the period of implementation AND post change. Monitoring of the policy is via a dedicated (confidential) email address, HR and Manager Support. Our Equalities Project Group will advise senior management on the ongoing impact of the policy.

The changes are temporary and are expected to be end or be tapered in line with Scottish Government guidance and the end of the legislation under Coronavirus (Scotland) Act 2020.

We will engage with staff prior to the withdrawal of the temporary changes AND will support staff who are continuing to use the policy to use appropriate additional leave when this policy change is exhausted.

Lead person(s) for this assessment (job title and department only):

Head of HR & OD, Human Resources

Senior responsible owner agreement that the policy has been fully assessed against the needs of the general duty (job title only):

Director of Corporate Services and Accounts

Publication date (for completion by Communications):
14/10/2020

Step 1 – Framing the planned change

Discussing step 1 and step 2 with the Corporate Policy Officer (Equalities) at an early stage will help identify appropriate evidence. This may include support from the wider Policy and Development team.

1.1   **Briefly describe the aims, objectives and purpose of the policy/ practice/ process/ service.** *You can use the information in your project specification, business case etc.*

The HR Policies provide parameters for working; allow leave, paid or unpaid, from work; pay and benefits.

1.2   **The change to the policy is to allow for authorised leave, paid or unpaid, in certain circumstances that are not covered by other HR policies e.g. annual leave, sickness absence and flexible working. Why is the change required?** *Legislative, routine review etc.*

The Coronavirus (Scotland) Acts required the changes to HR policies due to the Covid-19 pandemic emergency.

1.3   **Who is affected by this policy/ practice/ process/ service?** *Be clear about who the 'customer' is.*

All staff are affected by this change

1.4   **Policy/ practice/ process/ service implementation date** e.g. *project end date, date new legislation will take effect.*
23/03/2020

1.5   **What other SLAB policies or projects may be linked to or affected by changes to this policy/ practice/ process/ service?** The EqIA for related policies might help you understand potential impacts, and/ or your findings might be relevant to share. Refer to SLAB's business plan, our current equality outcomes, current project list etc.

SLAB's Equality Outcomes and the People Strategy.

Step 2: Consider the available evidence and data relevant to your policy/ practice/ process/ service

The information you gather in this section will:

- Help you to understand the importance of your policy/ practice/ process/ service for different equality groups,
- Inform the depth of equality impact assessment you need to do (this should be proportional to the potential impact on equality groups), and
- Provide justification and an audit trail behind your decisions, including where it is agreed an equality impact assessment is not required.

2.1   What information is available about the experience of each equality group in relation to this policy/ practice/ process/ service? Stay focused on the topic and scope of your policy/ practice/ process/ service. Does the policy/ practice/ process/ service relate to an area where there are already known inequalities? Refer to the EqIA guidance for sources of evidence.

Note: If you proceed to a full EqIA you should continue to add to this section as you develop the policy/ practice/ process/ service, come across new evidence and/ or **undertake a consultation.**

General research and evidence includes:
- https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/articles/morepeopl ehavebeenhelpingothersoutsidetheirhouseholdthroughthecoronaviruscovid19lockdown/2020-07-09
- https://www.un.org/sexualviolenceinconflict/wp-content/uploads/2020/06/report/policy-brief-the-impact-of-covid-19- on-women/policy-brief-the-impact-of-covid-19-on-women-en-1.pdf
- https://www.gov.scot/coronavirus-covid-19/
- https://www.acas.org.uk/coronavirus
- http://www.legislation.gov.uk/ukdsi/2020/9780111192238

General statement on EQIA:

This temporary policy change applies equally to all employees. It does not differentiate between any of the criteria associated with the Equality Impact Assessment process. This change is in place to ensure all groups are treated in a positive, responsive and helpful manner, due to the Covid-19 – where flexibility is required. Therefore, we anticipate a positive impact in the implementation of the policy changes. This change is to give staff confidence to ask for flexibility and for a consistent approach to requests. It is our hope the change will give confidence to staff to raise any issues which may arise due to Covid-19.

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
Age	Staff Demographics **CIPD** **National Records Scotland Public Health Scotland Scottish Government**	The % of total SLAB staff who declared some form of caring responsibility is 30-35%. 20-25% of SLAB staff have child care responsibilities only; <5% care for an adult only; and <5% have responsibilities for both a child and adult. SLAB employees between 16-70 may have children and/or look after other dependents (e.g. parents) is 96/109 and may have limited capacity or room space for working at home if children at home too. We know that some older people and people with disabilities are more likely to have a serious illness if they contract coronavirus. 55-60% of SLAB employees are aged 45 and over which is higher than the national figure of 47%. We know older employees or careers who are older are likely to be adversely impacted by Covid-19, may be less likely to return due to ongoing health concerns. Older employees are more likely to be impacted by isolation and may need support re-adjusting. Young people may have less suitable working environment if they are living in parents' homes, share accommodation or flats with limited room space for working at home.

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
Disability	**Staff Demographics** **UK Government** **Scottish Government** **Mental Health Foundation** **Inclusion Scotland**	15-20% of all SLAB employees have disclosed disability. However our 2019 Mental Health Check (MHC), included the question "Do you have any of the following conditions which have lasted, or are expected to last, at least 12 months?" Out of 240 definitive responses 28% indicated a condition. This may be under reporting by staff as the Scottish Health Survey 2018 stats 32% of Scottish Adults have a long term mental or physical health condition or disability. Covid-19 directly or indirectly may disproportionately affect disabled individuals, their carers or families. When working from home disabled staff may have a lack of reasonable adjustments, accessible desk, chair or support structures for working and/or access to health and social care services, food supplies and friends and family. <5% have declared a mental health condition to SLAB but from our 2019 MHC, out of 240 definitive responses to the question above, 10% indicated a mental health condition . We know this figure is below the reported national average by the Mental Health Foundation which indicates 1 in 6 adults' experiences a common mental health problem, such as **anxiety** or **depression**. There is a potential for isolation of an individual when working from home alone, away from socialisation; causing an increase in anxiety, mental health and wellbeing. For individuals with neurodiversity, (1.2% respondents in the 2019 MHC question above) this may have a significant impact on their condition due to ongoing disruption to routine and temporary changes.

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
		Temporary changes to working may require the use of ad hoc procedures to communicate; forms, checklists, guidance which is inaccessible. The Covid-19 regulations require individuals in this group with underlying health conditions, to shield. This adds further to isolation.
Race	NRS **Scottish Government/Police Scotland** **UN Women**	The demographics of SLAB staff by race are as follows: 85-90% white majority, <5% white minority, <5 non-white minority ethnic, and 5-10% PNTS, we know from Scottish Core Data this is comparable to the general Scottish population. For this group, minority ethnic employees may have an increased impact from COVID 19. There is higher recorded positive Covid-19 cases and death nationwide but this is not reflected at SLAB where staff declaring themselves as minority ethnic have recorded Covid-19 related sickness. Potential for harassment to Chinese or Asian employees due Covid-19 to employees in customer facing roles. Scottish Government guidance requires more to be done to protect individuals in this group.
Sex	**Staff Demographics Equal pay national data** Engender & Solace's **#MakeWomenVisible** support	Female staff are more likely to be primary care giver/home schooling for children. We know women make up 65-70% of our workforce– Therefore, there is likely to be impact on families with schools/nurseries closures, and Stay at Home requirements for the population. This will impact on all employees with care responsibilities. Our workforce is 2:1 ratio female to male. It is more likely that our workforce has more caring responsibilities for younger children.

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
	Oxford University	Possible increase in domestic abuse, historically more adversely affecting women Men potentially more likely to get Covid-19 and less likely to ask for support from SLAB or mental health services. Greater risk of stress for parents in return to work, school closures and openings.
Gender Reassignm ent	**Stonewall Scottish Government**	Fewer than 5% of SLAB's staff indicated that they are not the same gender identity they were assigned at birth. This is comparable to national statistics. Trans employees may experience more stress and mental health problems. Health and support services have been closed.
Sexual orientation	**Stonewall Scottish Government**	Fewer than 5% of SLAB's staff indicated they are either lesbian, gay or bisexual; we know this figure is comparable with statistics for the Scottish population. LGB staff may have increased stress and mental health problems. Support organisations have been closed.
Religion or Belief	**Staff Demographics Scottish Government**	Of all staff 25-30% of employees have declared religious observance to SLAB. We understand this figure may be unreported by staff. This is under the Scottish national statics of 49.5% declaring any sort of religion or belief. Due to the Stay at Home Restrictions funerals and or religious observance, including weddings, may have been postponed or restricted. This may have an impact on this groups mental health.
Pregnancy or maternity	**NHS**	SLAB had >10 known pregnancies of our employees are pregnant or are on maternity leave. People who are pregnant are in the list of moderate risk of Covid-19 due to the impact and other complications. People who are pregnant don't appear to be more

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
		susceptible to coronavirus (Covid-19) than the general population, but are generally more susceptible to infection. With the Covid-19 restrictions SLAB health services are more limited and if there is a need to use these services, we provide it may change, for example by phone or video call instead of in-person.
Marriage or civil partnership		None known
Care Experienced *(corporate parenting duty)*	UK Government	We know that <5% of all staff members declare they are care-experienced. The parents of care experienced children may be disproportionately affected directly or indirectly by Covid-19 and associated restrictions, such as school or health and social care services and the loss of family contact.

2.2   Using the information above and your knowledge of the policy/ practice/ process/ service, summarise your overall assessment of how important and relevant the policy/ practice/ process/ service is likely to be for equality groups.

2.3   Outcome of step 2 and next steps. Complete the table below to inform the next stage of the EqIA process. *Consult with the project group and/ or Corporate Policy Officer (Equalities) on completing this section.*

Outcome of Step 2 following initial evidence gathering and relevance to equality characteristics	Yes/ No (Y or N)	Next steps

There is no relevance to equality or our corporate parenting duties	N	Proceed to Step 5: agree with decision makers that no EqIA is required based on current evidence
There is relevance to some or all of the equality groups and/ or our corporate parenting duties	Y	Proceed to Step 3: complete full EqIA
It is unclear if there is relevance to some or all of the equality groups and/ or our corporate parenting duties	N	Proceed to Step 3: complete full EqIA

Step 3 – stakeholder involvement and consultation

This step will help you to address any gaps in evidence identified in Step 2. Speaking to people who will be affected by your policy/ practice/ process/ service can help clarify the impact it will have on different equality groups.

> **Remember that sufficient evidence is required for you to show 'due regard' to the likely or actual impact of your policy/ practice/ process/ service on equality groups. An inadequate analysis in an assessment may mean failure to meet the general duty.**

The Policy and Development team can help to identify appropriate ways to engage with external groups or to undertake research to fill evidence gaps.

3.1 Do you/did you have any consultation or involvement planned for this policy/ practice/ process/ service?
Yes

3.2 List all the stakeholder groups that you will talk to about this policy/ practice/ process/ service.

Staff.

3.3   What did you learn from the consultation/ involvement? Remember to record relevant actions in the assessment action log.

We have taken feedback on the temporary changes to this policy. The changes to the policy, of authorised paid leave were seen as positive and would have a positive and biggest impact for staff responsive to an unusual situation.

Step 4 - Impact on equality groups and steps to address these

You must consider the three aims of the general duty for each protected characteristic. The following questions will help:

- **Is there potential for discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010?** How will this be mitigated?

- **Is there potential to advance equality of opportunity between people who share a characteristic and those who do not?** How can this be achieved?

- **Is there potential for developing good relations between people who share a relevant protected characteristic and those who do not?** How can this be achieved?

4.1   Does the policy/ practice/ process/ service have any impacts (whether intended or unintended, positive or negative) on any of the equality characteristics?

In the tables below, record the impact of the policy/ practice/ process/ service, as it is planned or as it operates, might have on each equality characteristic and describe what changes in policy/ practice/ process/ service or actions will be required to mitigate that impact. Copy any actions across to the project action log.

Age	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take.
	Positive impact	Negative impact	No impact	E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
potential for discrimination	X			The change in special leave, flexible working and sickness polices allows for authorised paid leave in care situations due to Covid-19. We believe this is a reasonable and proportionate change to ensure a positive impact.
potential for developing good relations	X			none
potential to advance equality of opportunity	X			Through our internal website, communication bulletins and briefings to managers, we communicated the special leave, sickness and flexible working policy in particular wellbeing and working at home policy changes. We have regularly kept in touch with employees through informal social calls/discussions in teams or one to one chats with managers and encouraged employees to read information about the changes and to discuss this with managers The special leave, flexible working and sickness policy changes allowed reduced hours and performance in this period to support caring dependants. This had no impact the staff members' pay.

Sex	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination	X			We have temporarily changed the Special Leave, flexible working and sickness policies as a result of Covid-19 restrictions; so that staff with dependents can take unlimited paid leave. We believe this is a reasonable and proportionate change to ensure a positive impact.
potential for developing good relations	X			Positive impact of paid leave will improve the mental wellbeing of staff during the Covid-19 restrictions.
potential to advance equality of opportunity	X			To mitigate for the ability of staff to work in this period we changed the special leave, sickness and flexible working policies and do not expect the same productivity if working from home nor do we expect people to be working unusual hours, late at night. If due to caring responsibilities it is not possible to work, then leave will be provided a full pay. Through line management and advice to HR we will identify and monitor any specific issues. Ensure return to work/changes in circumstances allows for conversations that are open and honest, which allow for caring responsibilities. Through our internal website, communication bulletins and briefings to managers, we communicated wellbeing and working at home policy changes.

Disability	Place 'X' in the relevant box(es)			
	Positive impacts	Negative impacts	No impact	Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
potential for discrimination	X			Potential for indirect discrimination if caring for a dependant with a disability who may require more care during Covid-19. To mitigate for the ability of staff to work in this period we changed the special leave, sickness and flexible working policies and do not expect the same productivity if working from home nor do we expect people to be working unusual hours, late at night. If due to caring responsibilities it is not possible to work, then leave will be provided a full pay. To mitigate the potential extra recovery or sickness faced by people with disabilities and their carers we will be explicit in communication that managers should expect even more time off for dependants care if employee is carer of someone with a disability. We believe this is a reasonable and proportionate change to ensure a positive impact.
potential for developing good relations	X			There is the potential risk for managers to damage relations across equality groups in the way they interpret and apply the policy. We will communicate and provide specific guidance to Managers to help manage relations within their teams. Review any temporary forms, guidance, checklists for accessibility. HR to provide guidance for managers

				Managers to ensure workplace/personal circumstances conversations happen with all staff, to consider open and honest dialogue on disability, mental health and to provide support for workplace adjustments and sign posting support. Gather evidence and support staff with anxiety on return to work: new Personal emergency plan, social distancing, disability risk register on sites reopening.
potential to advance equality of opportunity			X	Special consideration should be given to any member of staff who has made SLAB management aware of being a carer of someone with a disability relevant in adopting this policy. More consideration might need to be given to carers of people with disabilities in the form of further reasonable adjustments as appropriate. As a reasonable adjustment SLAB might allow more flexibility in working hours and less productivity expected.

Gender Reassignment	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity	X			Ensure managers have guidance for return to work conversations, which support work/personal circumstances and enhances the health and wellbeing of employees.

Race	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity	X			Ensure managers have guidance for return to work conversations, which support work/personal circumstances and enhances the health and wellbeing of employees including additional risk or perceived risk for BME staff.

Religion or Belief	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination	X			With Stay at Home restrictions, religious observance is restricted. To mitigate for the ability of staff to work in this period we changed the special leave, sickness and flexible working policies and do not expect the same productivity if working from home nor do we expect people to be working unusual hours, late at night. If due to religious observance it is not possible to work, then leave will be provided at full pay.

				We believe this is a reasonable and proportionate change to ensure a positive impact.
potential for developing good relations	X			The stay at home restrictions may require staff to request time off for religious observance as future requests. Consideration should be given to this.
potential to advance equality of opportunity	X			Ensure managers have guidance for return to work conversations, which support work/personal circumstances and enhances the health and wellbeing with consideration in the restrictions on religious observance are considered

Sexual Orientation	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take.
	Positive impacts	Negative impacts	No impact	E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity	X			Ensure managers have guidance for return to work conversations, which support work/personal circumstances and enhances the health and wellbeing.

Pregnancy & Maternity	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take.
	Positive impacts	Negative impacts	No impact	E.g. to mitigate any impact, maximise the positive impact, or

	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take.
				record your justification to not make changes despite the potential for adverse impact.
potential for discrimination	X			To mitigate for the ability of staff to work in this period we do not expect the same productivity if working from home nor do we expect people to be working unusual hours, late at night. If due to caring responsibilities it is not possible to work, then leave will be provided a full pay.
potential for developing good relations	X			
potential to advance equality of opportunity	X			To mitigate for the ability of staff to work in this period we changed the special leave, sickness and flexible working policies and do not expect the same productivity if working from home nor do we expect people to be working unusual hours, late at night. Work with managers on guidance to support return to work for pregnant parents. Ensure managers have guidance for return to work conversations, which support work/personal circumstances and enhances the health and wellbeing. Consideration to have a frank and honest conversation on reduced or flexible working for maternity leavers. We believe this is a reasonable and proportionate change to ensure a positive impact.

Marriage & Civil Partnership	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or
	Positive impacts	Negative impacts	No impact	

	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take.
				record your justification to not make changes despite the potential for adverse impact.
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity			X	

Care experienced young people	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take.
	Positive impacts	Negative impacts	No impact	E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
potential for discrimination	X			To mitigate for the ability of staff to work in this period we do not expect the same productivity if working from home nor do we expect people to be working unusual hours, late at night. If due to caring responsibilities it is not possible to work, then leave will be provided a full pay. We believe this is a reasonable and proportionate change to ensure a positive impact.
potential for developing good relations			X	

potential to advance equality of opportunity	X			This allows for parents of care experienced children to take time to support their children, who will have significant issues affected by the lack of health and social care or family services.

4.2 **Describe how the assessment so far might affect other areas of this policy**/ practice/ process/ service **and/ or project timeline?**

Examples of the items you should consider here include, but are not limited to:

- **Procurement criteria**: does you assessment indicate you should include equality as part of the technical specification for any current, or future, procurement process?

- **Communication plan/ products**: do you need to communicate with people affected by this policy/ practice/ service/ process in a specific format (e.g. audio, subtitled video, different languages) or do you need help from other organisations to reach people (e.g. representative organisations, the Law Society of Scotland)? This might apply to public information, leaflets, or targeted promotion of a change to particular customer groups.

- **Cost**: do you propose any actions because of this assessment which will incur additional cost?

- **Resources**: do the actions you propose require additional or specialist resource to deliver them?

Timing: will you need to build more time into the project plan to undertake research, consult or to complete any actions identified in this assessment?

4.3 **Having considered the potential or actual impacts of your policy/ practice/ process/ service on equality groups, you should now record the outcome of this assessment below.** Choose from one of the following (mark with an X or delete as appropriate):

Please select (X)	Implications for the policy/ practice/ process/ service
	No major change Your assessment demonstrates that the policy/ practice/ process/ service is robust. The evidence shows no potential for unlawful discrimination and that you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.
X	**Adjust the policy/ practice/ process/ service** You need to take steps to remove any barriers, to better advance equality of to foster good relations. You have set actions to address this and have clear ways of monitoring the impact of the policy/ practice/ process/ service when implemented.
	Continue the policy/ practice/ process/ service with adverse impact The policy/ practice/ process/ service will continue despite the potential for adverse impact. You have justified this with this assessment and shown how this decision is compatible with our obligations under the public sector equality duty. When you believe any discrimination can be objectively justified you must record in this assessment what this is and how the decision was reached.
	Stop and remove the policy/ practice/ process/ service
	The policy/ practice/ process/ service will not be implemented due to adverse effects that are not justified and cannot be mitigated.

Step 5 - Discuss and review the assessment with decision makers and governance structures
You **must** discuss the findings of this assessment with senior decision makers during the lifetime of the project/ review and before you finalise the assessment. Relevant groups include, but are not limited to, a Project Board, Executive Team or Board members. EqIA should be on every project board agenda therefore only note dates where key decisions have been made (e.g. draft EqIA sign off, discussion about consultation response).

5.1   Record details of the groups you report to about this policy/ practice/ process/ service and impact assessment.

Include t**he date you presented progress** to each group and an **extract from the minutes** to reflect the discussion.

The Executive team 10 September 2020
Minute of the meeting held on 10 September 2020

6. Covid Policy Statements & EqIA
The ET considered the compendium of Covid policy statements and the retrospective EqIA. It was agreed that all the emergency policies brought in as a result of Covid and the decision making process had been captured in this paper.

It was agreed that the EqIA did not flag up any major issues of concern. It was noted that this would be published soon."

Step 6 – Post-implementation actions and monitoring impact

There may be further actions or changes planned after the policy/ practice/ process/ service is implemented and this assessment is signed off. It is important to continue to monitor the impact of your policy/ practice/ process/ service on equality groups to ensure that your actual or likely impacts are those you recorded. This will also highlight any unforeseen impacts.

6.1   Record any ongoing actions below. This can be copied from the project action log or elsewhere in this assessment and should include timescales and person/ team responsible. If there are no outstanding items please make this clear.

We had numerous project meetings and reviewed the impact of changes to HR policies in March/April. There may be further changes in the future and these will be assessed at the time of change. There are no outstanding items from March/April that are not being addressed elsewhere e.g. Design a New Workplace Environment project.

6.2   Note here how you intend to monitor the impact of this policy/ practice/ process/ service on equality groups. In the table below you should:

- list the relevant measures,
- Identify who or which team is responsible for implementing or monitoring any changes
- Where the measure will be reported to ensure any issues can be acted on as appropriate.

Measure	Lead department/ individual	Reporting (where/ frequency)
Changes to the policies Special Leave, Sickness and Flexible Working Policies	HR/ LL	HR
To mitigate the potential extra recovery or sickness faced by people with disabilities and their carers we will be explicit in communication that managers should expect even more time off for dependants	HR/Managers	HR
care if employee is carer of someone with a disability. We will communicate and provide specific guidance to Managers to help manage relations within their teams.		
Gather evidence and support staff with anxiety on return to work: new Personal emergency plan, social distancing, disability risk register on sites reopening.	DANWE project Workstream 2/LL	DANWE project
Evidence gathering on the staff requesting use of the policies	HR	HR

6.3   **EqIA review date.** This EqIA should be reviewed as part of the wider post-implementation review of the policy/ practice/ process/ service. The date should not exceed 3 years from the policy/ practice/ process/ service implementation date.

31/03/2022

Step 7 – Assessment sign off

**All equality impact assessments must be signed off by the Executive Team, even where an EqIA is not required.
Note the relevant meeting date here:**

10/09/2020

Approved: the Chief Executive's Office will pass the assessment to Communications for publication on our website. All assessments must be published on SLAB's website as early as possible after the decision is made to implement the policy/ practice/ process/ service.

Not approved: you must review this assessment in line with the Executive Team's comments.