<table>
<thead>
<tr>
<th><strong>EIA Reference Number</strong></th>
<th>131</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service, policy, or strategy</strong></td>
<td>Staff Survey</td>
</tr>
<tr>
<td><strong>Names of Assessors</strong></td>
<td>Customer Access Manager, Communications and Media Manager, Management Accountant, Organisational Development Officer</td>
</tr>
</tbody>
</table>

Consider:

- Was discrimination or disadvantage identified?  
  - Yes [x]  
  - No [ ]

- Was the service promoting equality?  
  - Yes [ ]  
  - No [x]

- Could the service be improved in promoting equality?  
  - Yes [x]  
  - No [ ]

- Are the customers’ needs understood and met?  
  - Yes [x]  
  - No [ ]

- Is there good evidence and/or reasoning to support the decisions on whether groups are/aren’t affected?  
  - Yes [x]  
  - No [ ]

- Does the summary report properly reflect the key findings of the assessment?  
  - Yes [x]  
  - No [ ]

- Is the summary report clear and easy to understand?  
  - Yes [x]  
  - No [ ]

- If improvements have been identified, do they reflect and deal with the key findings?  
  - Yes [x]  
  - No [ ]

**The decision is to:**  
Validate [x]  
Not validate [ ]

The reason/s for the decision are: **please give details below**

- Validation given – information correct [ ]
- Not validated – decision not to proceed as EIA incorrect [ ]
- Not validated - screening error [ ]
- Not validated – research/consultation error [ ]
- Not validated – improvement error [ ]

**Signed**  
Karen Brimacombe

**Designation**  
Corporate Director

**Date**  
30 September 2011
Equality Impact Assessment

Stage 1

<table>
<thead>
<tr>
<th>STAGE 1 – Briefing Note</th>
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<tbody>
<tr>
<td><strong>EIA ID (Sinbad reference number)</strong></td>
</tr>
<tr>
<td><strong>Date of meeting</strong></td>
</tr>
<tr>
<td><strong>Job Titles of assessors</strong></td>
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</table>

The Assessment

The assessment covers an internal survey designed to give staff the opportunity to express their views on the council as an employer and to use that information to enable improvements where necessary.

The Council has previously conducted staff surveys in 2006 and 2009. In addition there have been various staff briefings, workshops and ad-hoc focus groups allowing staff opinion to be gathered, most of which has resulted in action planning. A further staff survey is to be carried out to see what progress is being made. The survey will explore staff perception around job, direct management report, service team and business unit, the council as an employer, learning and development, and communication.

The objectives of the exercise are:

- To identify organisational strengths and weaknesses, from a people management perspective
- To identify progress on issues since the last staff surveys
- To prompt action and staff engagement at corporate and business unit levels in capitalising on strengths and developing solutions to weaknesses
- To test the council vision and values
- To inform the council’s approach to IIP accreditation.

The staff survey will be open to all staff and will be available for completion in both electronic (via the Snap survey tool) and paper form. Any staff that might have difficulty completing the survey in these modes will be offered the opportunity of an assisted completion.

Assessment Findings

The EIA briefing discussion concluded that there were no adverse equality issues identified. The approach has been designed to be inclusive and open to everyone, by providing electronic and paper formats for completion of the survey, and offering supported assistance.
Equality Impact Assessment

Stage 1

to those who will find this difficult. Careful consideration has been given to questions about personal details, in light of their impact on completion rates, and the statistical validity of the data. In addition staff will have an option to choose ‘prefer not to answer’ under any questions of a personal nature. The questionnaire itself will provide information that can be used in a positive way to explore equality issues and prompt actions to address any issues identified.

Justification

It was agreed that a scoping and screening exercise would be carried out as the survey contained elements that would impact on all staff.
## STAGE 5 - Improvements

<table>
<thead>
<tr>
<th><strong>EIA ID (Sinbad reference number)</strong></th>
<th>131</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date to be submitted for validation</strong></td>
<td>10\textsuperscript{th} August 2011</td>
</tr>
<tr>
<td><strong>Target implementation start date</strong></td>
<td>1\textsuperscript{st} November 2011</td>
</tr>
<tr>
<td><strong>Target completion date</strong></td>
<td>31\textsuperscript{st} March 2012</td>
</tr>
</tbody>
</table>

**Action required to achieve improvement title & brief description**

- Include a general question about whether staff feel they are treated fairly and equally, together with a free text comment box. This will enable those who choose not to answer the personal questions to still have an opportunity to indicate any particular concerns / issues
- Include a further question about whether staff feel they can access services and facilities in the workplace. This will indicate any issues with physical access
- Include a glossary to explain the meaning of some of the questions to avoid mis-understanding / mis-interpretation. This will help to ensure the data is meaningful

<table>
<thead>
<tr>
<th><strong>Reference number or code</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Responsibility:</strong></td>
<td></td>
</tr>
<tr>
<td>Lead</td>
<td>Janice Brill</td>
</tr>
<tr>
<td>Support</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Resource implications**

None

**Links**

To business/service plan actions, policies, strategies or programmes
Please add this information to the Equality & Diversity section of your Business Unit Service Plan.

Stage 5

Equality Impact Assessment

The prioritisation criteria used at Stage 2 may be useful to give an overall priority and to prioritise individual actions. In either case you may need to add additional criteria such as cost, timescale, ease of implementation, etc.
### Stage 6

<table>
<thead>
<tr>
<th>EIA ID (Sinbad reference number)</th>
<th>131</th>
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<tbody>
<tr>
<td><strong>Date of assessment</strong></td>
<td>3rd August 2011</td>
</tr>
<tr>
<td><strong>Job title of assessors</strong></td>
<td>Customer Access Manager, Communications and Media Manager, Management Accountant, Organisational Development Officer</td>
</tr>
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</table>

### The Assessment

The assessment covered the general approach to conducting the survey, and the specific questions to be asked of staff.

The assessment was carried out by the above in a meeting.

Evidence used included the terms of reference for the project, the draft questionnaire, and anecdotal evidence from the previous survey, in particular about the impact of those questions asking personal information.

### The Customer/Customer Group

No further additional information was gathered on the 'customer group' (staff in this case)

### Consultation and Research

No further additional information was gathered during research and/or consultation

### Key Individuals and Organisations

No other individuals or organisations provided assistance in the process.

### Assessment Findings

The EIA briefing discussion concluded that there were no adverse equality issues identified. The approach has been designed to be inclusive and open to everyone, by providing electronic and paper formats for completion of the survey, and offering supported assistance to those who will find this difficult. Careful consideration has been given to questions about personal details, in light of their impact on completion rates, and the statistical validity of the data. In addition staff will have an option to choose 'prefer not to answer' under any questions of a personal nature. The questionnaire itself will provide information that can be used in a positive way to explore equality issues and prompt actions to address any issues identified.

### Recommendations

There are 3 improvements:
Equality Impact Assessment

Stage 6

- As questions about sexuality and religion / belief are not being asked a general question will be included about whether staff feel they are treated fairly and equally, together with a free text comment box. This will enable staff in those groups (and any other staff) to have an opportunity to indicate any particular concerns / issues.

- A further question will be included about whether staff feel they can access services and facilities in the workplace. This will indicate any issues with physical access.

- A glossary will be provided to explain the meaning of some of the questions to avoid misunderstanding / mis-interpretation. This will help to ensure the data is meaningful.