Equality Impact Assessment
Validation Decision Notice

<table>
<thead>
<tr>
<th>EIA Reference Number</th>
<th>145</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service, policy, or strategy</td>
<td>Alcohol and Substance Abuse Policy</td>
</tr>
<tr>
<td>Element(s) assessed</td>
<td>Corporate Health and Safety Advisory, Local Tax Court Officer, Customer Access Manager</td>
</tr>
</tbody>
</table>

Consider:

- Was discrimination or disadvantage identified?  
  - Yes  
  - No
- Was the service promoting equality?  
  - Yes  
  - No
- Could the service be improved in promoting equality?  
  - Yes  
  - No
- Are the customers' needs understood and met?  
  - Yes  
  - No
- Is there good evidence and/or reasoning to support the decisions on whether groups are/aren't affected?  
  - Yes  
  - No
- Does the summary report properly reflect the key findings of the assessment?  
  - Yes  
  - No
- Is the summary report clear and easy to understand?  
  - Yes  
  - No
- If improvements have been identified, do they reflect and deal with the key findings?  
  - Yes  
  - No

The decision is to:  
- Validate ✔  
- 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  
  - Yes  
  - No
- Not validated - screening error  
  - Yes  
  - No
- Not validated – research/consultation error  
  - Yes  
  - No
- Not validated – improvement error  
  - Yes  
  - No

Signed

Name
Karen Brimacombe

Designation
Corporate Director

Date 22/3/11
Equality Impact Assessment

Stage 1

STAGE 1 – Briefing Note

<table>
<thead>
<tr>
<th>EIA ID (Sinbad reference number)</th>
<th>145</th>
</tr>
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<tbody>
<tr>
<td>Date of meeting</td>
<td>8 February 2012</td>
</tr>
<tr>
<td>Job Titles of assessors</td>
<td>Corporate Health and Safety Advisor</td>
</tr>
<tr>
<td></td>
<td>Court Officer Local Tax</td>
</tr>
<tr>
<td></td>
<td>Customer Access Manager</td>
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The Assessment

The group considered the Alcohol and Substance abuse policy.

Assessment Findings

The group identified better clarity was required in section 3.5 of the policy, in relation to
storage of substances for personal use.

The group found the policy to be supportive and intended to help individuals in need.

Justification

Stage 2 scoping and screening is required as this is an HR policy.

Please note that if the service/policy etc. has any relevance to people e.g. Youth Strategy, HR
policy a scoping/screening exercise will need to be carried out in all cases.
Equality Impact Assessment

Stage 6

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</table>
| Job title of assessors          | Corporate Health and Safety Advisor  
|                                 | Local Tax Court Officer  
|                                 | Customer Access Manager |

The Assessment

The Alcohol and Substance Abuse Policy was assessed.

The Customer/Customer Group

N/A

Consultation and Research

The policy was formed from experience of the Officer, trade unions, Health & Safety Executive (HSE) amongst others

Key Individuals and Organisations

As above

Assessment Findings

The group found this to be a supportive and positive policy which seeks to support individuals in times of need.

Recommendations

The group recommend that this policy is validated and is a positive step in supporting all equality strands.