

Appendix 1: Equality Analysis Report Template

Title:	Code of Conduct
EA Lead :	Karen Joyce
EA Team:	HR Team
Date Commenced:	6th August 2015
Target Completion Date:	28th September 2015
Reason for assessment:	Revision and updating of Code of Conduct

Context and Scope

1. What are the main purposes and aims of the service/project/decision?

See paragraph 15 of the guidance.

Revision and updating of the Code of Conduct

2. What effect does it have on how other organisations operate and what commitments of resources are involved?

None

3. How does it relate to the demographics and needs of the local community?

See paragraph 16 of the guidance.

Relates to LDC employees and Councillors only

4. How does it relate to the local and national political context?

See paragraph 16 of the guidance.

In line with other Local Authorities

5. Is there any obvious impact on particular equality groups?



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	Race (includes ethnic or national origins, colour, & nationality)			Disability (includes mental & physical)			Gender (includes gender reassignment)			Pregnancy (includes maternity & paternity)			Sexual Orientation (includes heterosexual, homosexual & bisexual)			Religion & Belief (includes all faiths, beliefs & agnostic)			Age (includes all age groups)		
Impact	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None
Tick if relevant	x			x			x			x			x			x			x		

6. How does it help to us meet our general duties under the Equality Act 2010?

See paragraph 2 of the guidance.

The revised and updated Code of Conduct has a positive impact on all of equalities groups as it encompasses the Equalities Act 2010 and other LDC policies such as Dignity at Work. It has been further enhanced with a section which covers Safeguarding Children which has improved the Age equality group profile.

7. What is the scope of this analysis?

See paragraph 16 of the guidance.

The Code of Conduct applies to all LDC employees and Councillors and therefore encompasses all equalities groups covered within the Equalities Act 2010

Information gathering and research

8. What existing information and data was obtained and considered in the assessment?

See paragraph 17 of the guidance.

The current Code of Conduct, current legislation and the Councils Core Values and other Local Authorities

9. What gaps in information were identified and what action was undertaken/is planned to address them?

See paragraph 18 of the guidance.

Safeguarding children and Intellectual Property. Additional paragraphs have been inserted based upon LDC Safeguarding Policy and legislation changes.

10. What communities and groups have been involved and what consultation has taken place as part of this assessment?

See paragraphs 19 & 20.

None as internal LDC Policy only

Analysis and assessment

11. What were the main findings, trends and themes from the research and consultation undertaken?

See paragraph 22 of the guidance.

None identified given the narrow scope of the policy update.

12. What positive outcomes were identified?

See paragraph 23 of the guidance.

Updated and revised Code of Conduct policy that is line with current legislation and the Council values.

13. What negative outcomes were identified?

See paragraph 23 of the guidance.

None

Action planning

14. The following specific actions have been identified: *(see paragraph 25 of the guidance)*

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success



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Summary Statement

Between *(insert start date)* and *(insert end date)* Equality Analysis was undertaken by *(insert Lead Officer)* on the *(insert strategy, policy, service, decision, action, project or procedure)*.

Due regard was given to the general equalities duties and to the likely impact of the policy/service/decision/project* on people with protected characteristics, as set out in the Equality Act 2010.

The assessment identified: *(*delete as appropriate)*

*The policy/service/decision/project was found to have positive outcomes for *(insert the relevant protected characteristic groups)* by *(insert the key benefits)*.

*No major changes are required. The EA demonstrates the service/policy/decision/project is robust, there is little potential for discrimination or adverse outcomes, and opportunities to promote equality have been taken.

*Minor adjustment is required. There are potential problems or missed opportunities, and so actions have been identified to remove barriers and better promote equality. The EA Action Plan will be incorporated and monitored within the service/project plan.




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*Major adjustment is required. There is potential for adverse outcomes or missed opportunities to promote equality. (*Insert compelling justifications for continuing the policy/service/decision/project or state that it will be discontinued until remedial action has been taken*). Actions have been identified to remove barriers and better promote equality, and will be undertaken as a matter of priority. The EA Action Plan will be incorporated and monitored within the service/project plan.

The policy/service/decision/project needs to be immediately removed or discontinued as unlawful discrimination is likely to occur. Actions have been identified to remove barriers and better promote equality, and these will be undertaken as a matter of priority. The EA Action Plan will be incorporated and monitored within the service/project plan. Once actions have been undertaken, the position will be reassessed.

Approval

Director/Head of Service	Helen Knight, HR Manager – Shared Service
Signed	
Dated	December 2015

