

1. Equality Impact Analysis

Policy / Project / Function:	Managing Stress in the Workplace Policy								
Date of Analysis:									
This Equality Impact Analysis was completed by: (Name and Department)	CSU Workforce Team								
What are the aims and intended effects of this policy, project or function?	The aim of this policy is to provide a framework and guidance to managers and employees for the effective prevention and management of stress at work. To develop working practices that reduce or prevent factors which may lead to stress in the workplace and identify support mechanisms in place for managing stress.								
Please list any other policies that are related to or referred to as part of this analysis?									
Who does the policy, project or function affect? Please Tick ✓	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	x	<input type="checkbox"/>	<input type="checkbox"/>	x	In the national NHS staff survey, 39% of white staff and 32% of non-white staff reported suffering work-related stress. However 25% of non-white staff and 9% of white staff reported experiencing discrimination at work which could lead to feeling stressed.
Age	<input type="checkbox"/>	x	<input type="checkbox"/>	x	Considered, no impact
Sexual Orientation	x	<input type="checkbox"/>	<input type="checkbox"/>	x	In the national NHS staff survey, 38% of heterosexual staff reported suffering work-related stress. 48% of gay males and 43 % of gay females reported feeling stressed. Greater numbers of gay staff also reported experiencing discrimination than heterosexual staff.
Disabled People	x	<input type="checkbox"/>	<input type="checkbox"/>	x	In the national NHS staff survey, 53% of disabled and 35% of non-disabled staff reported suffering work-related stress. Those with a mental health condition may be more vulnerable to stress and anxiety due to their condition. Some physical conditions such as epilepsy can be triggered by stress.
Gender	<input type="checkbox"/>	x	<input type="checkbox"/>	x	Considered, no impact
Transgender People	x	<input type="checkbox"/>	<input type="checkbox"/>	x	Whilst there is no NHS survey data to support this, employees who undergo a gender transition may be more vulnerable to stress and anxiety due to this major life-transformation. The May 2013 EU on-line LGB&T survey of 93,000 European participants, revealed that some 35% of transgender respondents had been attacked or threatened with violence within the past five years. Additionally, 29% said they had

					suffered discrimination at work or whilst seeking employment.
Pregnancy and Maternity	x	<input type="checkbox"/>	<input type="checkbox"/>	x	Employees who are pregnant may be more vulnerable to stress and anxiety due their pregnancy or when they return to work.
Marital Status	x	<input type="checkbox"/>	<input type="checkbox"/>	x	Whilst there is no specific data, it is possible that those in a civil partnership might have similar issues as the sexual orientation protected characteristic.
Religion and Belief	x	<input type="checkbox"/>	<input type="checkbox"/>	x	Whilst the NHS staff survey does not show any particular evidence of work related stress for staff who follow a religion or belief compared to those who do not, the number of staff who have reported discrimination in religious groups is higher.
Reasoning	The policy would help to provide a framework to identify those at risk in the above areas and provide support in accordance with Occupational Health advice.				
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7					

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected at Jan 2015	
General	Total number of employees in the CCG is 121
Age	61.98% of staff are aged 30-55 15.7% of staff employed are under 30 22.32% of staff are over 55
Race	90.90% of staff employed in the CCG declared themselves White 7.44% of staff are not stated/undefined 0.83% of staff declared themselves Black 0.83% of staff declared themselves Other
Sex	80.99% of staff employed are female 19.01% of staff employed are male
Gender reassignment	No information
Disability	81.82% of staff employed declared themselves as having no disability 17.35% of staff did not declare /undefined 0.83% of staff declared a disability
Sexual Orientation	70.25% of staff described themselves as heterosexual 28.92% did not wish to respond /undefined 0.83% described themselves as bisexual
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (52.07%) 31.4% were undefined or did not wish to declare 8.26% of staff declared other faith or religious beliefs 7.44% declared themselves Atheist 0.83.% of staff declared their faith Islam
Marriage and civil partnership	58.67% of employees are married. 37.2% are single/divorced/legally separated/widowed 2.48% are undefined 1.65% of employees are in a civil partnership
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

4. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place both locally and nationally with Trade Unions and staff</p> <ul style="list-style-type: none"> • CCG Employees • JTUPF Sub group • JTUPF • CCG Senior Management Team • Governing Body (approval)
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	

5. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			
Race (All Racial Groups)	✓			
Disability (Mental and Physical)	✓			
Religion or Belief	✓			
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity	✓			
Transgender	✓			
Marital Status	✓			
Age	✓			

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	The CCGs Communication Team is developing the 'portal' to signpost individuals to alternative formats.	CCG Communications		Next policy review

7. Equality Impact Analysis Findings

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input checked="" type="checkbox"/> Green
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		Actions	Wording for Policy / Project / Function
<p>Red</p> <p>Stop and remove the policy</p>	<p>Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is recommended that the use of the policy be suspended until further work or analysis is performed.</p>	<p>Remove the policy</p> <p>Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.</p>	<p>No wording needed as policy is being removed</p>
<p>Red Amber</p> <p>Continue the policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.</p>	<p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.</p> <p><i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i></p>

Equality Impact Findings (continued):

		Actions	Wording for Policy / Project / Function
<p>Amber</p> <p>Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green</p> <p>No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary/Further comments	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	
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Approved By		
Job Title:	Name:	Date:

