

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<b>Service area</b>	Human Resources
<b>Date of assessment</b>	September 2015
<b>Name of Policy to be assessed</b>	Drug & Alcohol Policy
<b>Is this a new or existing Policy?</b>	New Policy
<b>Name of manager responsible for Policy</b>	HR Business Partner (LGSS)
<b>Names of people conducting the assessment</b>	Linsey Bishop
<b>Step 1 – Description of Policy</b>	
Describe the aims; objectives and purpose of the Policy (include how it fits in to wider aims or strategic objectives).	<p>This policy aims to:</p> <ul style="list-style-type: none"> <li>• promote greater awareness of how alcohol, drugs and substance misuse and/or dependency can be prevented;</li> <li>• achieve a balance between employee support and discipline when dealing with isolated incidents of substance misuse or employees who have dependency problems;</li> <li>• encourage and support self-referral or intervention at an early stage of dependency; and</li> <li>• meet the Council's legal obligation to discharge its duty of care to its employees and clients.</li> </ul>
<p>The Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, the Council also needs to demonstrate its compliance with the Equality Duty. The Council therefore needs to understand how its decisions and activities impact on different people, specifically employees and how they are affected by policies and practices. An Equality Impact Assessment is the current method by which the Council can assess and keep a record of the impact of new or amended strategies, policies, functions or services.</p> <p>The council retains these duties even when outsourcing services or providing shared services.</p> <p><i>Definition of Adverse Impact - occurs when a decision, practice, or policy has a disproportionately negative effect on a protected group. Adverse Impact</i></p>	

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<p><i>may be unintentional</i> Adverse impact can be measured statistically:</p>	
<p>Are there any (existing) equality objectives of the Policy</p>	<p>The Policy states that the Council will encourage the creation of a working environment in which the issues caused by inappropriate consumption of alcohol and drugs and substance misuse are better understood. This includes impact on work performance. Monitoring and review will ensure that this Policy is implemented in a fair, consistent and non-discriminatory manner.</p>
<p>Who is intended to benefit from the Policy and in what way?</p>	<p>Under the Health and Safety at Work Act 1974, Huntingdonshire District Council is required to ensure, so far as is reasonably practicable, the health and safety (physical and mental) of its employees at work. This means taking reasonable care to ensure that they, and third parties, are not exposed to risks to their health and safety because of substance misuse, drug or alcohol-related negligence. This Policy applies to all those employed on Huntingdonshire District Council's terms and conditions of employment. Volunteers, contractors and Members are required to adhere to the requirements in this Policy.</p>
<p>What are the intended outcomes of this Policy?</p>	<p>The Council's policy is not intended to intrude upon the privacy of its employees, particularly in health matters, where their condition does not affect their conduct or performance. However the Council is concerned where health or behaviour impairs conduct or work performance and impacts on the health and safety of other employees or clients. It is recognised that alcohol, drugs or other substances can be a cause of such impairment, and the aim of this policy is to mitigate the risks associated with this. Positive outcomes could be the potential to prevent alcohol, drug or substance misuse through early intervention and support, increased levels of wellbeing and therefore reduced absence levels, decrease in health and</p>

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	safety risks and a safer working environment.
<b>Step 2 – Data</b>	
What baseline <b>quantitative data (statistics)</b> do you have about the Policy relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population), relevant to this policy? <a href="#">Census 2011 district profile</a>	Due to none (or low numbers) of disciplinary/capability cases based on drug or alcohol (and the sensitivity of this) we are unable to provide any monitoring data.
What <b>qualitative data (opinions etc)</b> do you have on different groups (e.g. comments from previous consumer satisfaction surveys/consultation, feedback exercises, or evidence from other authorities undertaking similar work), relevant to this policy?	The policy has had input through focus groups, from Staff Council, Joint Liaison Group and Senior Management Team to get the correct balance to meet the needs of the differing services.
The <a href="#">Consultation and Engagement Strategy Accessibility Guidance</a> may be helpful when thinking about the potential impact of a policy/strategy/function on people with different protected characteristics.	
Are there concerns that the Policy could have a differential impact on <b>different racial groups</b> ; this refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. Gypsy/Travellers are distinct group within this category.  What evidence do you have for your answer?	Neutral impact
Are there concerns that the Policy could have a differential impact on <b>younger or older people</b> ?  For some services this should include consideration of impact in terms of safeguarding young people.  What evidence do you have for your answer?	Neutral impact There is a perception that young people are more likely to use drugs and alcohol but it is an issue that impacts upon all age groups. This Policy is consistent in its approach to the management of drug and alcohol related problems regardless of the employee's age.

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Are there concerns that the Policy could have a differential impact on <b>gender, including transgender people</b> ? What evidence do you have for your answer?	Neutral impact
Are there concerns that the Policy could have a differential impact on <b>part time/full time</b> employees? What evidence do you have for your answer?	Neutral impact
Are there concerns that the Policy could have a differential impact on <b>disabled people</b> ? What evidence do you have for your answer?	Neutral impact
Are there concerns that the Policy could have a differential impact in terms of <b>marriage and civil partnership</b>	Neutral impact
Are there concerns that the Policy could have a differential impact in terms of <b>pregnancy and maternity</b> (e.g. pregnant or breast feeding women)	Neutral impact
Are there concerns that the Policy could have a differential impact on <b>lesbian, gay man, bisexual or heterosexual (straight) people</b> ? What evidence do you have for your answer?	Neutral impact
Are there concerns that the Policy could have a differential impact on grounds of <b>religion or belief</b> ? What evidence do you have for your answer?	Neutral impact
Are there concerns that the Polic could have a differential impact in terms of specific characteristics of Huntingdonshire e.g. <b>Rural isolation</b>	Neutral impact



### **Findings**

The Policy aims to raise awareness regarding the responsibilities of managers and staff in relation to drug and alcohol problems and the support provided to individuals with these problems. The implementation of this Policy will therefore not result in an adverse impact or discrimination against different groups of people.

### **Recommendations**

- Ensure all employees have access to the Policy
- Manager to ensure that their staff are aware of this Policy and the support available to them;
- Ongoing monitoring and review