

## Equality Impact Assessment (EIA) Tool

### Document Control

<b>Control Details:</b>	
Title of EIA/ Decision (DDM):	Healthy Schools Team
Budget booklet code (if applicable):	
<b>If this is a budget EIA please ensure the title and budget booklet code is the same as the title used within the budget booklet</b>	
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Strategic Budget EIA:	No
<a href="#">Exempt from publication:</a>	No
Date decision due to be taken:	27 <sup>th</sup> March

### Document Amendment Record

Version	Author	Date
1.0	Ruth Bell	15/03/23

### Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
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## Glossary of Terms

Term	Description
<b>PHSE</b>	<b>Personal, Health, Social and Economic Education</b>
<b>RSE</b>	<b>Relationships and Sex Education</b>
<b>DBS</b>	<b>Disclosure and Barring Service</b>
<b>EIA</b>	<b>Equality Impact Assessment</b>
<b>NCC</b>	<b>Nottingham City Council</b>

### Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

#### 1. a. Brief description of proposal/ policy/ service to be assessed

We are proposing a new Health and Wellbeing team to provide a single point of contact for schools around PSHE and health promotion, providing evidence-based resources, support, training and signposting. They will offer credible and consistent support to enable schools to respond effectively and confidently to local public health priorities and statutory requirements. The team will focus on prevention, providing and coordinating support across a range of areas that impact on health and wellbeing, including sexual health, drugs and alcohol education, financial wellbeing and eating and moving for good health. The team will also develop quality marks and standards for schools to encourage whole school approaches to health and wellbeing. In addition, the team will take responsibility for the co-ordination of a PSHE network to share good practice.

## 1. b. Information used to analyse the equalities implications

Relationships Education, Relationships and Sex Education (RSE) and Health Education (Department of Education Statutory Guidance)

[Relationships Education, Relationships and Sex Education and Health Education guidance \(publishing.service.gov.uk\)](https://www.gov.uk/guidance/relationships-education-relationships-and-sex-education-and-health-education-guidance)

[Equality Act 2010: What Do I Need To Know? A quick start guide to using positive action in recruitment and promotion \(publishing.service.gov.uk\)](https://www.gov.uk/guidance/equality-act-2010-what-do-i-need-to-know-a-quick-start-guide-to-using-positive-action-in-recruitment-and-promotion)

This team will serve multiple schools in Nottingham and therefore a large proportion of the children in the city across all demographics. The service will follow recommendations laid out by the department of education with regards to the implementation of the equality act within PHSE education and will work with schools to tailor work to their own unique needs. This will be determined by a school health survey (completed by pupils) which will be offered to all schools. This will also allow us to monitor outcomes by demographic and adjust the service accordingly. Staff will seek further guidance from the Equalities Team where needed and will update this EIA if required.

In order for the team to effectively identify, support and deliver on the needs presented by the schools and their diverse populations, it is important that staff recruited into these roles are recruited through an inclusive and equitable process. The council must comply with fair and legal recruitment procedures and follow internal recruitment policies in order to be match our ambition to have a workforce that is representative of the communities that it serves. The focus of this EIA will be on the recruitment of staff which accounts for the majority of the spend covered in this decision.

**1. c. Who will be affected and how?**

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment  (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact  (Including any action plans)
NCC Staff	People from different ethnic groups	x			The council aims to have a workforce that is representative of the communities it serves and therefore encourages applications from Black, Asian and	The recruitment of staff will follow NCC policy. Application forms will be anonymous and interview panels will be representative in a balance of ethnicities.  Consideration of appropriate sources of	Staff recruited into these roles will be subject to established council HR protections and practices

					<p><b>other ethnic groups</b></p>	<p>advertising will be considered to attract a diverse pool of candidates, for example use of Kemit FM or Faza Radio Stations. Job vacancies can also be shared internally via NCC staff networks.</p> <p>Positive Encouragement logo displayed on job adverts</p>	
	<p><b>Men</b></p>	<p><b>x</b></p>				<p>Names are removed from application forms so that gender is not obvious</p>	<p>Gender of applicants is asked on a separate form so that diversity of applicants can be monitored without impacting recruitment decisions</p>

	<b>Women</b>	<b>x</b>				<b>Names are removed from application forms so that gender is not obvious</b>	<b>Gender of applicants is asked on a separate form so that diversity of applicants can be monitored without impacting recruitment decisions</b>
	<b>Trans</b>	<b>x</b>			<b>Candidates will not be discriminated against based on gender identity as per the Equalities Act</b>		<b>Gender identity of applicants is asked on a separate form so that diversity of applicants can be monitored without impacting recruitment decisions</b>
<b>NCC Staff</b>	<b>Disabled people/ carers</b>	<b>x</b>				<b>The council two tick recruitment system is designed to</b>	

						<p><b>increase the representation of disabled colleagues in the workforce</b></p> <p><b>Reasonable adjustments will be made at interview and to support successful disabled candidates/carers in their working life.</b></p> <p><b>Positive Encouragement logo displayed on adverts.</b></p>	
	<b>Pregnancy and maternity</b>			<b>x</b>	<b>Candidates will not be discriminated against based on pregnancy as per the Equalities Act</b>	<b>Questions on this will not be asked during the recruitment process.</b>	

	<b>Marriage/Civil Partnership</b>			x	<b>Candidates will not be discriminated against based on marital status as per the Equalities Act</b>		
	<b>People of different faiths/ beliefs and those with none</b>			x	<b>Candidates will not be discriminated against based on faith/belief as per the Equalities Act.</b>		<b>Faith/belief of applicants is asked on a separate form so that diversity of applicants can be monitored without impacting recruitment decisions</b>
	<b>Lesbian/ Gay/ Bisexual people</b>			x	<b>Candidates will not be discriminated against based on their sexuality as per the Equalities Act.</b>	<b>Use of the Stonewall Diversity Champion logo on the job advert</b>	<b>Sexuality of applicants is asked on a separate form so that diversity of applicants can be monitored without</b>



							<b>impacting recruitment decisions</b>
	<b>Older</b>	<b>x</b>					<b>Age of applicants is asked on a separate form so that diversity of applicants can be monitored without impacting recruitment decisions</b>
	<b>Younger</b>	<b>x</b>					<b>Age of applicants is asked on a separate form so that diversity of applicants can be monitored without impacting recruitment decisions</b>

	<p><b>Other</b> (e.g. looked after children, cohesion/ good relations, vulnerable children/ adults), socio-economic background.</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>		<p><b>x</b></p>			<p><b>These posts will require an enhanced DBS in order to safeguard children. This means that some people with a history of offending may not be eligible to apply for the role (dependent on the offense)</b></p>	
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**1. d. Summary of any other potential impact** (including cumulative impact/ human rights implications):

**Section 2 – Equality outcome**


**Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan**

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	<b>Follow council HR recruitment procedures and working practices. Ensure training around recruitment and unconscious bias is completed by recruiting managers</b>			
Advance equality of opportunity between those who share a protected characteristic and those who don't	<b>Utilise the two ticks recruitment system for people with a disability and ensure a representative interview panel</b>			
Foster good relations between those who share a protected characteristic and those who don't	<b>Ensure all staff in the new team are effectively onboarded by following the corporate induction processes. All mandatory training to be completed including equality and diversity training</b>			
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)	<b>Ensure that any reasonable adjustments are made during recruitment processes and continued into working life as per HR policy</b>			

**Please note: All actions will need to be uploaded onto Pentana**

### Section 3 – Approval and publishing

The assessment must be approved by the manager responsible for the service /proposal.	Date sent for advice:
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<b>Approving Manager details</b> (name, role, contact details):	
<b>Approving Manager Signature:</b>  Matt Corder. Public Health Principal – Health Improvement matt.corder@nottinghamcity.gov.uk  	<b>Date of final approval:</b>  27.03.2023

For further information and guidance, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: [edi@nottinghamcity.gov.uk](mailto:edi@nottinghamcity.gov.uk)

**PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.**