

Nottingham City Council: Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Extension of Employee Benefits Contract
Department: Organisational Transformation
Service Area: Resourcing and Reward
Author (assigned to Covalent):Sheona Dawes

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Strategic Director: Angela Probert
Strategic Budget EIA Y/N (please underline)

Brief description of proposal/policy/service being assessed:

Extension of the existing Employee Benefits Contract for the provision of the award winning Works Perks offering a number of salary sacrifice schemes and lifestyle discounts to City Council employees. The Council's current Employee Benefits contract with p&mm (benefit partners) commenced on October 2012 and is due to expire in October 2015. There is provision in the current contract for it to be extended for a further two years before it has to go out for tender.

Information used to analyse the effects on equality:

The existing Employee Benefits scheme, procurement regulations and also relevant guidance from the Equality Act 2010

	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	X	<input type="checkbox"/>
Men	X	<input type="checkbox"/>
Women	X	<input type="checkbox"/>
Trans	X	<input type="checkbox"/>
Disabled people or carers.	X	<input type="checkbox"/>
Pregnancy/ Maternity	X	<input type="checkbox"/>
	X	<input type="checkbox"/>

How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
The extension of the existing contract will mean that the current employee benefits offering will continue to be available to NCC employees. Works Perks will also be enhanced through the introduction of new salary sacrifice schemes and discounts. The only salary sacrifice benefit that may have an	The Employee Benefits specification includes a section on accessibility and specifies the following requirements – All information to be available in formats to meet the needs of different groups of employees, including: text only, large font sizes, compatibility with NCC's screen reader software,

People of different faiths/ beliefs and those with none.

Lesbian, gay or bisexual people	X		<input type="checkbox"/>
Older	X		<input type="checkbox"/>
Younger	X		<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	X		
Please underline the group(s) /issue more adversely affected or which benefits			<input type="checkbox"/>

adverse impact on some of the protected groups is the potential removal of the childcare voucher scheme planned by the government in March 2017. But in the meantime, this scheme continues to help reduce the financial impact of childcare and supports new parents to return to work. This benefit is also available to same sex couples. In the main, employee benefits provision will continue to have a positive impact across all of the equality strands.

hard copy word version options available, applications / orders to be able to be made by phone in addition to online.
Regular consultation will be held with the three employee networks as required. During 2015, the Works Perks team have visited 2 out of the 3 networks as part of the need to engage more fully with the workforce.
Actions will need to be uploaded on Covalent

Outcome(s) of equality impact assessment:

- No major change needed X
- Adjust the policy/proposal
- Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:
Note when assessment will be reviewed (e.g. Review assessment in 6 months or annual review); Note any equality monitoring indicators to be used; consider existing monitoring/reporting that equalities information could form part of.

Approved by (manager signature): *Charles*
LYNN GRIFFIN-PEARCE & **REWARD** **2ND SEPTEMBER 2015**
RESOURCING CONSULTANT

The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.
equalityanddiversityteam@nottinghamcity.gov.uk
Send document or link to:

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.

