

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**



Policy/Strategy/Project/Procedure/Service/Function Title: Authorisation and Protocol Requirements for Review of Work Activities
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Chris Pyke	Job Title: Audit Manager, Operational Manager
Service Team: Internal Audit	Service Area: Resources
Assessment Date: 03/09/2020 (updated 11/02/2021)	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

The procedure (Authorisation and Protocol Requirements) is designed to help to ensure that when a suspicion or allegation of misconduct by an employee comes to the attention of the Council, an adequate investigation, conforming to the rules of natural justice, is carried out as quickly as possible.

The procedure requires that before monitoring is undertaken a preliminary investigation is completed, and if monitoring is considered appropriate, a review of work activities impact assessment will be completed.

An impact assessment pro forma has been designed, and is contained within the procedure, to ensure that the relevant factors are taken into account when deciding if monitoring is justified and to ensure that the exercise is properly authorised.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

The procedure has been prepared through consultation with colleagues in Internal Audit, Information Governance, HR People Services and Legal Services.

The procedure is prepared in order to support a consistent and disciplined assessment of the purpose and impact of considerations for monitoring, where there are suspicions or allegations of misconduct. The procedure is aligned to upholding the principles of the Council's Counter-Fraud and Corruption Strategy.

All employees have a duty: to be honest; to act with propriety and integrity at all times; and to adhere to legal requirements, rules, policies and practices.

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3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years			X
18 - 65 years			X
Over 65 years			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on younger/older people. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment			X
Physical Impairment			X
Visual Impairment			X
Learning Disability			X
Long-Standing Illness or Health Condition			X
Mental Health			X
Substance Misuse			X
Other			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on disabled people. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

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	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on transgender people. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			X
Civil Partnership			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on marriage and civil partnership. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			X
Maternity			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on pregnancy and maternity. General comments are included in section 5.

What action(s) can you take to address the differential impact?

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3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White			X
Mixed / Multiple Ethnic Groups			X
Asian / Asian British			X
Black / African / Caribbean / Black British			X
Other Ethnic Groups			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact in respect of race. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			X
Christian			X
Hindu			X
Humanist			X
Jewish			X
Muslim			X
Sikh			X
Other			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on people with different religions, beliefs or non-beliefs. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

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	Yes	No	N/A
Men			X
Women			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on men and/or women. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual			X
Gay Men			X
Gay Women/Lesbians			X
Heterosexual/Straight			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact in respect of sexual orientation. General comments are included in section 5.

What action(s) can you take to address the differential impact?

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the procedure will have a differential impact on welsh language. General comments are included in section 5.

What action(s) can you take to address the differential impact?

4. Consultation and Engagement

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What arrangements have been made to consult/engage with the various Equalities Groups?

A copy of the procedure has been shared and discussed with the Equality Team and Trade Unions.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Not applicable
Disability	Not applicable
Gender Reassignment	Not applicable
Marriage & Civil Partnership	Not applicable
Pregnancy & Maternity	Not applicable
Race	Not applicable
Religion/Belief	Not applicable
Sex	Not applicable
Sexual Orientation	Not applicable
Welsh Language	Not applicable
Generic Over-Arching [applicable to all the above groups]	Not applicable

Comment	
	<p>There will be no adverse impact on any Equality groups or protected characteristics, as the procedure supports the Council in its duty to protect public resources.</p> <p>The review of work activities impact assessment document, and authorisation process, will ensure that all relevant obligations and adverse impacts are appropriately taken into account in the consideration of requests for monitoring employees at work.</p> <p>The procedure requires that decisions must bear in mind Article 8 of the European Convention on Human Rights, which creates a right to respect private and family life, home and correspondence. There is a requirement for any adverse impact on workers to be justified by the benefits to the employer.</p> <p>That all those tasked with administering the procedure should have received adequate equality/unconscious bias training to ensure fairness throughout the process.</p>

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6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : David Hexter	Date: 11 February 2021
Designation: Group Auditor (Investigations)	
Approved By: Chris Pyke	
Designation: Audit Manager, Operational Manager	
Service Area: Resources	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 2536 / 3262 or email equalityteam@cardiff.gov.uk