



City of Edinburgh Council

Record of Equality and Rights Impact Assessment

Part 1: Background and Information

(a) Background Details

Please list ERIA background details:

ERIA Title and Summary Description: Procurement Plan - Stage 2 & 3 Develop and Approve Proposal Occupational Health, Physiotherapy & EAP(Employee Assistance Programme) and Eye Care Programme

Service Area	Division	Head of Service	Service Area Reference No.
Employee Relations	HR	Katy Miller	2017R52

(b) What is being impact assessed?

Describe the different policies or services (i.e. decisions, projects, programmes, policies, services, reviews, plans, functions or practices that relate to the Corporate ERIA Title):

Policies and Services	Date ERIA commenced
We're assessing the procurement and provision of an Occupational Health service, an Employee Assistance Programme, a Physiotherapy provider and an Eye Care Programme.	10 January 2017

(c) When is it due to be reviewed? (insert furthest away date if question relates to a number of review dates)

(d) ERIA Team

Please list all ERIA Team Members:

Name	Organisation / Service Area
Nichola Corrigan	Employee Relations Consultant
Martin Young	Senior Manager – Employee Relations & Reward
Claire Ross	Senior Human Resources Business Partner
Susan Tannahill	Health & Safety Manager
Paul Dickson/Stewart Cassie	Employee Relations Consultant

Part 2: Evidence and Impact Assessment

(a) Evidence Base

Please record the evidence used to support the ERIA. Any identified evidence gaps can be recorded at [part 3a](#). Please allocate an abbreviation for each piece of evidence.

Evidence	Abbreviation
Officer knowledge	
Benchmarking, evidence and research from other Scottish local authorities	
Internet searches on OH, EAP and physiotherapy providers	

(b) Rights Impact Assessment – Summary

Please describe all the identified enhancements and infringements of rights against the following ten areas of rights. Please also consider issues of poverty and health inequality within each area of rights:

- Life
- Health
- Physical security
- Legal security
- Education and learning
- Standard of living
- Productive and valued activities
- Individual, family and social life
- Identity, expression and respect
- Participation, influence and voice

Please indicate alongside each identified enhancement or infringement the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Summary of Enhancements of Rights

Health – The Council works with an Occupational Health provider to get fast access to medical advice, so that we can provide appropriate support in order to help the employee return to work as quickly as possible. They can also provide counselling and a physiotherapy service, both of which can help avoid absence in the first place and generally improve the health of all employees. From a mental health point of view, the Employee Assistance Programme can offer a range of wellbeing services to support all employees. These cover issues around work/life balance, financial advice and legal advice, all of which are known to be causes of stress for employees. Looking at the Council now, one of the main issues we have is long-term sickness absence. What we hope to be able to procure is something that looks at prevention of absence in the first place, rather than focusing on support and assistance once an employee is absent or has returned from a period of sickness absence.

Education and learning – the Employee Assistance Programme can provide information on health related issues to all employees. They can also provide advise to managers on how to deal with difficult situations and how to help others deal with stress.

Individual, family and social life – Employee Assistance Programme provides support on lifestyle issues.

All employees have an equal to the services provided by our Occupational Health provider, the EAP, our physiotherapy provider and our eye care provider, regardless of any protected characteristic, not matter their grade. All staff will have the same opportunities to discuss the reasons for their absence with their manager and Occupational Health, if they are referred there. There is also equal access to additional support where disability or performance issues are identified.

Summary of Infringement of Rights

Can these infringements be justified? Are they proportional?

There are no infringements of any rights.

(c) Equality Impact Assessment – Summary

Please consider all the protected characteristics when answering questions 1, 2 and 3 below. Please also consider the issues of poverty and health inequality within each protected characteristic:

- Age
- Disability
- Gender identity
- Marriage / civil partnership
- Pregnancy / maternity
- Race
- Religion / belief
- Sex
- Sexual orientation

1. Please describe all the positive and negative impacts on the duty to eliminate unlawful discrimination, harassment or victimisation. Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

The Occupational Health Service provides advice and support to help all employees who are off sick to return to work. The service also provides advice on reasonable adjustments that could be made to enable disabled employees continue in their role or to return to work. Occupational Health also provides advice for women returning to roles after pregnancy.

Negative Impacts

None

2. Please describe all the positive and negative impacts on the duty to advance equality of opportunity (i.e. by removing or minimising disadvantage, meeting the needs of particular groups that are different from the needs of others and encouraging participation in public life)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

The Occupational Health Service provides advice and support to help all employees return to work. The service also provides advice on reasonable adjustment that could be made to enable employees continue with their work or return to work.

Negative Impacts

3. Please describe all the positive and negative impacts on the duty to foster good relations (i.e. by tackling prejudice and promoting understanding)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts
Negative Impacts

Part 3: Evidence Gaps, Recommendations, Justifications and Sign Off

(a) Evidence Gaps

Please list all relevant evidence gaps and action to address identified gaps.

Evidence Gaps	Action to address gaps
We need to sure that those providing all these services are trained appropriately to treat their customers without prejudice and to deal with any issues around discrimination that may be raised in communications. Fundamentally, the staff providing these services will need to have some awareness of the different needs of staff from different communities and with different identities.	Standard clauses in the contracts requiring providers to be compliant with The Equality (2010) Act. Before a contract is awarded, it would be worth thinking about what we would like to see in place to ensure that training includes these elements.
There have been some issues around accessibility regarding some OH providers' premises. This is not something that we an deal with until a contract is awarded.	To ensure that accessibility is covered in the tendering process and covered off when the contract is awarded.

(b) Recommendations

Please record SMART recommendations which may include actions to


- (i) eliminate unlawful practice or infringements of absolute rights;
- (ii) justify identified infringements of rights; or
- (iii) mitigate identified negative equality impacts
- (iv) further advance equality and rights, and promote good relations.

Recommendation	Responsibility of (name)	Timescale
To make sure that the successful provider(s) have had equalities training.	Nichola Corrigan/Paul Dickson/Stewart Cassie	Before the contract is awarded
To make sure that the premises of the various providers are fully accessible	Nichola Corrigan/Paul Dickson/Stewart Cassie	Before the contract is awarded

(c) Sign Off

I, the undersigned, am content that:

- (i) the ERIA record represents a thorough and proportionate ERIA analysis based on a sound evidence base;
- (ii) the ERIA analysis gives no indication of unlawful practice or violation of absolute rights;
- (iii) the ERIA recommendations are proportionate and will be delivered;
- (iv) the results of the ERIA process have informed officer or member decision making;
- (v) that the record of ERIA has been published on the Council's website / intranet, or
- (vi) that the ERIA record has been reviewed and re-published.

Date	Sign Off (print name and position)	Reason for Sign Off (please indicate which reason/s from list (i) to (vi) above)
26/06/17	 Katy Miller, Head of HR	(i), (ii), (iii), (iv), (v), (vi)