

Equality Impact Assessment

Directorate: Resources and Regeneration	
Service: Human Resources	
Name of Officer/s completing assessment: Christine Ford/Surjit Nagra	
Date of Assessment: October 2012	
Name of service/function or policy being assessed: Dress Code Statement	
1.	<p>What are the aims, objectives, outcomes, purpose of the code, service change, function that you are assessing?</p> <p>To provide clear and consistent guidance to managers and staff about acceptable standards of dress for SBC employees. The council recognises that how employees dress is important in conveying a professional image to internal colleagues, customers and the general public. The main areas of the code are:</p> <ul style="list-style-type: none"> • Encouraging a corporate awareness of the need for appropriate dress • Recognising service areas where there is a requirement to have a formal dress code in line with the service they provide i.e. Customer Service Centre. • Supporting managers in how to address issues around inappropriate dress • Making employees aware of the acceptable standards of dress and the consequence if this is not adhered to
2.	<p>Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.</p> <p>This is within the HR policy and procedures which are applicable to all employees. Managers are responsible for ensuring staff are aware of the code and that appropriate standards of dress are adhered to. Employees are responsible for ensuring they have read the code. Monitoring of the code remains with HR.</p>
3.	<p>Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed (more information is available in the background information). Bear in mind that people affected by the proposals may well have more than one protected characteristic.</p> <p>Age: ✓ Disability: ✓ Gender Reassignment: ✓ Marriage and Civil Partnership: ✓ Pregnancy and maternity: ✓</p>

	<p>Race: ✓ Religion and Belief: ✓ Sex: ✓ Sexual orientation: ✓ Other:</p> <p>All staff will be affected by the dress code. The council has a diverse workforce and some staff dress in accordance with cultural and religious requirements. Some staff have specific dress needs related to their disabilities. The code clearly states that reasonable adjustments should be made to accommodate the needs of disabled staff (in accordance with the Equality Act 2010) , and to allow for cultural and religious dress to be observed.</p>
4.	<p>What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information.</p> <p>The code exists to support both managers and staff in setting appropriate standards of dress; managers are supported in being able to challenge inappropriate dress that may be causing embarrassment for internal colleagues and customers, and/or projecting an unprofessional image. Staff are aware upon commencing employment with the council what standards of dress are expected. The code is not exhaustive or hugely prescriptive – it seeks to set some minimum standards and enable managers to exercise judgment and reasonableness in relationship to the work of their specific teams. It also seeks to increase overall awareness of the impact that dress has on both internal colleagues and the general public.</p>
5.	<p>What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why?</p> <p>It is possible that certain groups may feel discriminated against if they feel they cannot dress to meet their needs and individual self expression. The code specifically states the need to make reasonable adjustments to support disabled staff and to allow for religious and cultural dress choices. The code identifies a process whereby a manager can challenge a member of staff for inappropriate dress but allows for the employee to give a reasonable response.</p>
6.	<p>Have the impacts identified in (4) and (5) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc).</p> <p>Workforce profile of the council :</p>
7.	<p>Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved?</p> <p>Full consultation with Joint Trade Union Secretaries, Directors and 2nd Tier Managers through August and September 2012. Consultation with Employees with Disability Forum and Equality and Diversity Manager.</p>

	There was widespread support for having guidance as some managers expressed they were finding it hard to move some staff to appropriate standards of dress with nothing in place corporately.
8.	<p>What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact?</p> <p>Publicity around promoting the code and full review after 12 months. Managers with queries will be supported by guidance from HR.</p>
9.	<p>What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below.</p> <p>This code will be fully reviewed after 12 months to ensure that it is meeting its stated aims, and is providing consistent support to managers and staff in identifying appropriate dress. In particular, the equalities implications of this code will be re-considered to ensure that staff are not being unfairly disadvantaged and particular groups are not being discriminated against. (i.e. disabled staff and those wishing to observe religious or cultural dress).</p>

What course of action does this EIA suggest you take? More than one of the following may apply	✓
Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	√
Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
Outcome 3: Continue the policy despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination. (Complete action plan).	

Action Plan and Timetable for Implementation

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

Action	Target Groups	Lead Responsibility	Outcomes/Success Criteria	Monitoring & Evaluation	Target Date	Progress to Date
October 2013	All staff	Surjit Nagra	Review of impact of dress code; staff consultation/feedback, analysis of breaches and complaints			

<p>Name: Christine Ford Signed: (Person completing the EIA)</p> <p>Name: ...Surjit Nagra – HR Business Partner..... Signed: (Policy Lead if not same as above) Date:</p>
