**Equality Impact Assessment - Preliminary Assessment Form**

|  |  |
| --- | --- |
| *Title of the strategy, policy, service or project:*  | Whistleblowing Procedure |
| *Service Area:* | All |
| *Lead Officer:* | Ellie Burke – Human Resources Officer  |
| *Date of assessment:* | 07/10/2024 |
| *Is the strategy, policy, service (procedure) or project:*  |  Procedure  |
| *Changed* | x |
| *New*  | ¨ |

**Section 1 – Clear aims and objectives**

|  |
| --- |
| 1. What is the aim of the strategy, policy, procedure or project?
 |
| This procedure is designed to ensure that employees can raise concerns about wrongdoing or malpractice within the Council without fear of victimisation, subsequent discrimination, disadvantage or dismissal.  |

|  |
| --- |
| 1. Who is intended to benefit from the strategy, policy, procedure or project and how?
 |
| All Council employees. |

|  |
| --- |
| 1. What outcomes do you want to achieve?
 |
| * Encourage employees to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about malpractice.
* Provide safe options for employees to raise those concerns and receive feedback on any action taken.
* Ensure that employees receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
* Reassure employees that they will be protected from possible reprisals or victimisation if they have made any disclosure in the public interest.
 |

|  |
| --- |
|  |
|  | **Potentially positive impact** | **Potentially negative impact** | **No disproportionate impact** |
| Age  | ¨ | ¨ | x |
| Disability and long-term conditions | ¨ | ¨ | x |
| Gender reassignment | ¨ | ¨ | x |
| Marriage or civil partnership | ¨ | ¨ | x |
| Pregnant women and people on parental leave | ¨ | ¨ | x |
| Sexual orientation | ¨ | ¨ | x |
| Race | ¨ | ¨ | x |
| Religion or belief | ¨ | ¨ |  x |
| Sex (Gender) | **¨** | **¨** | x |

**Section 3 – Recommendations and monitoring**

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

|  |
| --- |
| 1. **Should a full EIA be completed for this strategy, policy, procedure or project?**
 |
| ¨ *Yes* | x *No* |  |
|  |

**Section 4 – Approval by**

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

|  |  |  |
| --- | --- | --- |
| Reviewed by Head of Service | Name: | Fiona Pittam |
| Date: | 09.10.2024 |

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)