**Equality Impact Assessment - Preliminary Assessment Form**

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| *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**

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| 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. |

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

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| 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. |

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|  | **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.

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

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| 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.)