Code of Conduct

Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The main aims and purpose of the Code of Conduct is to provide information to all staff about what is required of them in relation to working in the organisation and specifically related to working in the public sector. The policy includes the Nolan principles which are the seven principles of public life.

Lead officer: Rachel Urquhart

Stakeholders: All employees, trade unions, Cheshire West and Chester Council

Equality analysis is a valuable tool to help embed equality into everything we do
While process is important, equality analysis is essentially about outcomes
Lack of evidence of discrimination is not evidence of a lack of discrimination

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas below, an assessment needs to be made on whether the policy has a positive, negative or neutral impact, and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a high, medium or low assessment. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

	Neutral	Positive	Negative
Target group / area			
Race and ethnicity			As this is a written policy there could be

(including Gypsies and Travellers; migrant workers, asylum seekers etc.)			a language barrier for employees whose first language is not English and where reading English may be an issue.

The code of conduct is covered briefly at the all staff induction verbally.

Managers and HR are available to support staff in understanding the code of conduct and what is required of them. Language service is also available

Low |
| **Disability** (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities) | | | There could be a barrier for employees who have dyslexia or learning disabilities with reading the details of the code of conduct.

Managers should seek to support staff in understanding the requirements where there may be issues. HR are also available for advice where necessary.

Low |
Gender	No impact		
Gender reassignment	No impact		
Religion and belief	No impact		
Sexual orientation (including heterosexual, lesbian, gay, bisexual)	No impact		
Age (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older older people 81+. The age categories are for illustration			May be potential impact on those who are new to work and particularly new to work in the public sector in younger age groups.

Managers should support staff to |

only as overriding consideration should be given to needs)			understand the required conduct. The code of conduct is referred to in the staff induction welcome event and is part of the induction process with the requirement to complete an i-learn module on the expectations. The i-learn module is simple to access and managers and HR area available to support staff in accessing the e-learning platform. Low
Rural communities	No impact		
Areas of deprivation	No impact		
Human rights	No impact		
Health and wellbeing (consider both the wider determinants of health such as education, housing, employment, environment, crime and transport, as well as the possible impacts on lifestyles and the effect there may be on health and care services)	No impact		
Procurement/partnership (if project due to be carried out by contractors/partners etc, identify steps taken to ensure equality compliance)	No impact		

Evidence

Any contravention of the code of conduct could lead to action under a different procedure for example the disciplinary procedure or legal action; this is clearly documented in the section compliance with the code of conduct. The HR team

record disciplinary cases in the HR casework log – all cases are logged by the HR leads and can be reported on the basis of protected characteristics. However the casework log does not give details of the nature of each case so it is difficult to identify any connections with the Code of Conduct specifically from this. The HR casework log for Cheshire West and Chester Council does not show any specific trends or concerns regarding disciplinary cases in relation to any of the protected characteristics. As some fields on the employee personal information include the options; other, prefer not to say and are not compulsory fields the self-reported data is limited and this in turn has an impact on the reporting – further work is to be undertaken to improve the self-reporting in Cheshire West and Chester and as such should have a positive impact on the accuracy of information held on employees.

Action plan

Actions required	Key activity	Priority	Outcomes required	Officer responsible	Review date
Review equality analysis		Low		HR Team	2019 or sooner if policy is amended
Continue with work to improve data captured on employees		High	Annual data cleanse prompt in self-service to include personal information	HR Team with relevant technical support	March / April 2016

Sign off	
Lead officer:	Rachel Urquhart
Approved by Head of Service:	
Moderation and/or Scrutiny – Chief Executive's Equality and Diversity Group	
Date: 18 March 2016	
Date analysis to be reviewed based on rating (high impact – review in one year, medium impact - review in two years, low impact in three years)	Three years