

Equality Impact Analysis (EIA)

Introduction: The EIA it is an effective way of improving decision making, policy development and service delivery by making sure that managers consider the needs of all service users, the community and employees. It is also designed to identify potential steps to promote equality and good relations and avoid unintentional discrimination. Please ensure you read the guidelines before completing this form.

[Guidance Notes](#)

Policy/Procedure	Reasonable Adjustments
Service	HR
Business unit	HR Advisory
Your name	Sophie Thompson
Email	sophie.thompson@nfdc.gov.uk
Title	HR Advisor
Service manager's name	Heleana Aylett

If you would like your service manager to receive a copy of this form, please enter their email address.

Service manager email	heleana.aylett@nfdc.gov.uk
Date completed	31/08/2022

1. What is the overall purpose and aim of the policy/project/practice or service?

The Council already supports all employees with long term health conditions and disabilities by agreeing reasonable adjustments, where possible, based on employee needs.

The aim of this updated guidance is:

- i. Improved management direction and support in agreeing reasonable adjustments
- ii. Improved employee awareness of their available support and the process followed to agree it
- iii. To create a living record of agreed support through a documented plan
- iv. Improved recording of employee disabilities of the Councils HR Management System to aid monitoring and reporting

2. What are the main aspects of the policy/project/practice or service where consideration of equality impacts and issues need to be incorporated?

This guidance's sole aim is to support employees with disabilities and make reasonable adjustments in an informed and positive way for those affected.

3. Relevance Assessment - which group(s) of people (if any), do you think will, or potentially can be, affected by this policy/project/practice or service? Please state your reasons.

Employees who have a disability are likely to have a positive impact as a result of this updated guidance.

Please indicate if you think the impact is none, low, medium or high?

Age Sex Disability Race

None	None	Religion or Belief None	None	None	Sexual Orientation	Marriage/Civil partnership	Gender reassignment	Maternity and Pregnancy None	APPENDIX 3
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