

**Equality Impact Assessment  
Level One Assessment Form  
HR**

**Service Area**.....

<b>1. What is the name of the proposed policy, procedure, project etc to be assessed.</b>	
Code of Conduct	
<b>2. What are the aims or intended outcomes of the policy to be assessed.</b>	
To ensure employees are aware standards of service & behaviour required as a council employee	
<b>3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact</b>	
<b>PUBLIC</b>  No	<b>STAFF</b>  No
<b>4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of</b>	
<p>a. Race No</p> <p>b. Religion No</p> <p>c. Gender No</p> <p>d. Disability No</p> <p>e. Sexual Orientation No</p> <p>f. Age No</p>	

<b>5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues</b>			
Staff consultation via trade unions			
<b>6. How will the views of these groups be obtained</b>			
Staff surveys, staff focus groups and LJCC			
<b>7. Please detail the outcomes of these consultations</b>			
No inequity highlighted			
<b>8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's</b>			
None are evident although this are will be monitored on an ongoing basis. Any formal action (eg disciplinary) will be monitored by ETG's. If these figures highlight code of conduct for any of these groups, the reasons will be explored and amendments to the code actioned as appropriate.			
<b>9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions</b>			
	<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>Disability</b>			<b>X</b>
<b>Race</b>	<b>Is a standard advice note to all Employees on accepted behaviour</b>		
<b>Gender</b>			
<b>Sexual Orientation</b>			
<b>Age</b>			
<b>Religion or Belief</b>			
<b>10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?</b>			

N/A	
<b>11. What steps will you take to address any unjustified impact</b>	
Please refer to 8 above	
<b>12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances</b>	
No additional, monitoring disciplinary cases ongoing, examine reasons for misconduct and assess if linked to this particular policy.	
<b>13. How will you monitor the effect of this function, policy etc on the equality target groups</b>	
Please refer to 8 above	
<b>14. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included</b>	
Yes, provides clear guidelines on expected behaviours for all employees.	
<b>15. Does this Policy need to be fully impact assessed? Please give reasons</b>	
No	

Name            Joanne Wolfendale  
Signed

Service HR  
Dated 30.01.07

**Service Manager Signature**

Approved by Corporate Equalities Planning and Scrutiny Group

**Signed**

**Date**