

**Equality Impact Assessment
Level One Assessment Form**

Service Area: Human Resources.

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Childcare Voucher Scheme	
2. What are the aims or intended outcomes of the policy to be assessed.	
The childcare voucher scheme offers all eligible employees the opportunity to purchase childcare vouchers using a salary sacrifice scheme. This scheme provides working parents with the benefits of making a saving on childcare costs	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC No	STAFF No
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	
No	a. Race *
No	b. Religion
No	c. Gender

d. Disability

No

e. Sexual Orientation

No

f. Age

No* No evidence as based on best practice, legislation and model policies and nothing identified during consultation process

5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues

Consultation with unions and employees

6. How will the views of these groups be obtained

Through the LJNCC group and staff consultation groups. Also emailed all employees to ascertain interest in the scheme.

7. Please detail the outcomes of these consultations

No concerns put forward from unions as to the operation of the policy, seen as a valuable benefit to support working parents and the work life balance initiative throughout the council

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's			
Non Identified			
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			
	High	Medium	Low
Disability			X
Race			X
Gender			X
Sexual Orientation			X
Age			X
Religion or Belief			X
10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?			
N/A			

11. What steps will you take to address any unjustified impact	
Implement an effective monitoring system that reviews take up throughout the authority and actively publicise of the scheme in these areas.	
12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances	
Non Identified	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
As above	

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
yes
15. Does this Policy need to be fully impact assessed? Please give reasons
No

Name
Signed

Service
Dated

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date