

Question	Response
Name of policy / funding activity / event being assessed?	Recovery – Re-occupation of office/s post Covid-19 Pandemic
Summary of aims and objectives of the policy / funding activity / event	To safely re-occupy the office/s to reach a steady state
What involvement / consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	Consultation with Employee Forum, involvement from BAME Lean in Group. Wider organisation informed of plans once agreed at higher level.
Who is affected by the policy / funding activity / event?	All Employees
What are the arrangements for monitoring and reviewing the actual impact of the policy / funding activity / event	Monitoring regularly and review at 3 months post re-occupation. Consultations with Employee Forum, BAME lean in Group. Having a regular item at Team meetings and general organisation wide feedback will also inform this work.

Commented [NT1]: Good idea -included

Protected Characteristic group	Is there potential for positive or negative impact?	Please explain or give examples of any evidence/ data used	Action to address negative impact. (e.g. adjustment to the policy)
Disability	Yes	<p>Positive Impact could be flexible working meaning less commuting, home environment may be more comfortable.</p> <p>Those who are within vulnerable categories are also set to have booster vaccinations, which may result in requirement to work</p>	<p>Ensure regular communication, and inclusive meetings.</p> <p>H&S Protocols reviewed and communicated regularly.</p>

		<p>from home more due to associated side effects.</p> <p>Negative impact could be feelings of isolation when working from home, anxieties around safety in the office and worries around Covid if CEV</p>	
Gender reassignment	None Anticipated		
Marriage or Civil Partnership	None Anticipated		
Pregnancy and Maternity	Yes	<p>Pregnant people are at higher risk from catching Covid and may not have taken vaccination when offered. Potential for partners to support those who are pregnant by wanting to minimise contacts through travel and going to the work place.</p> <p>Those with children may feel pressure to 'do it all' and this could translate to issues with childcare / flexible working</p>	<p>Increased cleaning regimes in place and regular communication with line managers to work on an approach that works best for the individual and mitigates risk. In addition, those with children may need to be more flexible and line managers should work with their team to ensure there is a solution in place.</p>
Race	Yes	<p>Statistically people from Black, Asian and Ethnic Minority (BAME) groups are more likely to suffer with Covid – therefore travelling to workplace could</p>	<p>Reduced time in office and regular communication with line managers to work on an approach that works best for the individual and mitigates risk.</p>

		create a negative impact.	
Religion or belief	Yes	For those people who do not accept the vaccination for religious or cultural reasons, risks are higher when entering the workplace / using public transport etc.	Increased cleaning regimes in place and regular communication with line managers to work on an approach that works best for the individual and mitigates risk.
Sexual orientation	None Anticipated		
Sex (gender)	Yes	See also – Pregnancy and Maternity. Traditionally women may feel additional pressure when it comes to childcare / work balance.	Regular communication with line managers to work on an approach that works best for the individual and team.
Age	Yes	<p>Those who are older are more at risk from Covid and therefore could create negative impact through travelling on public transport or being in crowded environment.</p> <p>Those who are older are also set to have booster vaccinations, which may result in requirement to work from home more due to associated side effects.</p> <p>Equally those who are younger may live within a home with people in more vulnerable categories.</p>	<p>Phased re-occupation over the summer months is anticipated to mean less people on public transport / peak teams changed. Regular communications with line managers to work on an approach that works best for the individual and mitigates risk.</p> <p>Phased approach means by the time we are in 'steady state' (September 2021) the majority of the UK adult population will have been offered their vaccination and those who take it are likely to have had both jabs.</p>

		<p>Additionally they may not have suitable space to work from home some of the time. Also, younger people may not have been offered vaccination yet which could cause anxieties.</p>	
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Evaluation:

Question	Explanation / Justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	We have taken every action we can to ensure this does not happen, however there is a possibility that some groups may feel unfairly disadvantaged. However, we plan to work closely to ensure any negative impact is minimised and all our employees working in a way that benefits both them and LLDC.	
Final Decision	Tick the relevant box	Include any explanation / Justification required
No barriers identified, therefore activity will proceed .		
You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
You can adapt or change the policy in a way which you think will eliminate the bias	X	We have identified potential impact / bias and will change things if needed as we progress with the re-occupation.
4. Barriers and impact identified, however, having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy		

or practice (e.g. in extreme cases or where positive action is taken). Therefore, you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		
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Will this EIA be published* Yes/Not required (*EIA's should be published alongside relevant funding activities e.g. calls and events)?	Internally published only
Date completed:	July 2021
Review date (if applicable):	October 2021

Change Log:

Name	Date	Version	Change
	when published	1	