

Equality Impact Assessment Record

Date of EIA March 2010
 Directorate Corporate Services

		Step
Initial Screening Record		1/2
Activity to be assessed	Substance Misuse Policy	
What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	<p>The purpose of the activity is to: Describe the authority’s approach to employees whose performance is impaired by the misuse of substances or who may have a problem with substance misuse; provide guidance for managers about dealing sensitively with such problems within their teams. The objective is to balance support for the employee with a concern for health and safety in the workplace and the proper provision of Council services</p> <p>The activity is designed for: All employees</p>	
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Corporate Services - HR	
Did Step 1: Initial Screening indicate that a full EIA was necessary?	<input type="checkbox"/> Yes – full EIA completed and recorded below. <input checked="" type="checkbox"/> No – full EIA not completed therefore record ends here. Whilst different groups will have different cultural values in respect to the use of alcohol, drugs and other substances, the policy primarily addresses giving help to those who have a problem and the effect of their use on performance in the workplace – without taking any moral or cultural stance on their use in general. It is therefore felt that there is no differential impact.	
Full EIA Record		
Who are the members of the EIA team?		
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)		
With regard to the equalities themes, which groups might be impacted by the activity? Might any of these groups be impacted adversely ?	Groups Impacted <input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief	Groups impacted adversely <input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief
What evidence is there to suggest an impact/adverse impact?		
On what grounds can impact or adverse impact be justified?		
Is there any current action that addresses issues for any of the groups		
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impacted/adversely impacted?		
What changes will you make to the activity reduce or remove any differential/adverse impact?		5
Into which action plan/s will these actions be incorporated?		
Who is responsible for the action plan?		
Have any examples of good practise been identified as part of the EIA?		
Has the EIA been published on the Council website?	Yes / No	6
Who is the relevant Chief Officer and have they signed off the EIA?	Signature.....	
Which PMR will this EIA be reported in?		

