Equality Impact Assessment (EQIA) Template

Section 1: Details of the policy/practice/project

| **Information required** | **Enter information below** |
| --- | --- |
| Department/Team responsible | Human Resources / Health, Safety & Wellbeing |
| Name of Policy, Practice or Project being assessed | Employee Assistance Programme (framework renewal) |
| Purpose and anticipated outcomes | Provision of Employee Assistance Programme to FLS and SF staff, including:* Information and advice about wellbeing, debt, health
* Counselling sessions
* Welfare checks
* Support for immediate family members of staff
* Advice and support for managers
 |
| Is this a new or existing Policy, Practice or Project? | Both – we are drawing down from a new framework for the same EAP services |
| List of participants in Equality Impact Assessment process | Niamh Foley, Wellbeing AdvisorElla Hashemi, Equality Diversity & Inclusion Manager |
| Date Assessment started | 08.05.2023 |
| Completion date | 19.05.2023 |
| Who is likely to be affected?*E.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.* | FLS and SF staff |

Section 2: Collecting information

What evidence is available about the needs of relevant groups? Please consider demographic data, including census information, research, consultation and survey reports, feedback and complaints, case law, others knowledge and experience. Please refer to the list of evidence on the EqIA page of the intranet.

| **Details** | **Source of evidence** |
| --- | --- |
|

|  |  |
| --- | --- |
| **Age** | **%** |
| 18-29 | 19 |
| 30-39 | 13 |
| 40-49 | 56 |
| 50-59 | 13 |
| 60+ | 0 |
| prefer not to say | 0 |
|  |  |
| **Gender** | **%** |
| Female | 56 |
| Male | 44 |
| prefer not to say | 0 |
|  |  |

 | April 2023 anonymised management information report from Optima on EAP usage for FLS and SF. |
|

|  |  |
| --- | --- |
| **Forestry and Land Scotland**  | **%** |
| **Sex** |  |
| female | 34 |
| male | 66 |
|  |  |
| **Age** |  |
| aged 39 years and under | 35 |
| aged 40 and over | 65 |
|  |  |
| **Sexual Orientation** |  |
| Heterosexual | 43 |
| LGBT+ | 2 |
| Prefer not to share | 55 |
|  |  |
| **Race** |  |
| White | 91 |
| Prefer not to share | 8 |
| Minority ethnicity | 1 |
|  |  |
| **Gender reassignment** |  |
| Yes | 0 |
| No | 53 |
| Prefer not to share | 47 |
|  |  |
| **Disability** |  |
| Yes  | 5 |
| No  | 89 |
| Prefer not to share | 6 |
|  |  |
| **Marital Status** |  |
| Single | 34 |
| Partner | 10 |
| Married | 46 |
| Divorced | 5 |
| Prefer not to share | 2 |
| Separated | 2 |
| Civil partnership | \* |
| Widowed | \* |
|  |  |
| **Religion** |  |
| Religious | 14 |
| Agnostic | 3 |
| Atheist | 28 |
| Prefer not to share | 55 |
|  |  |

 | FLS workforce demographics, HR management information from March 2023 |
|

|  |  |
| --- | --- |
| **Scottish Forestry**  |  **%** |
| **Sex** |  |
| female | 53 |
| male | 47 |
|  |  |
| **Age** |  |
| aged 39 years and under | 30 |
| aged 40 and over | 70 |
|  |  |
| **Sexual Orientation** |  |
| Heterosexual | 52 |
| LGBT+ | 5 |
| Prefer not to share | 42 |
|  |  |
| **Race** |  |
| White | 91 |
| Prefer not to share | 6 |
| Minority ethnicity | 3 |
|  |  |
| **Gender reassignment** |  |
| Yes | 0 |
| No | 63 |
| Prefer not to share | 37 |
|  |  |
| **Disability** |  |
| Yes  | 7 |
| No  | 87 |
| Prefer not to share | 7 |
|  |  |
| **Marital Status** |  |
| Single | 28 |
| Partner | 8 |
| Married | 47 |
| Divorced | 6 |
| Prefer not to share | 5 |
| Separated | \* |
| Civil partnership | \* |
|  |  |
| **Religion** |  |
| Religious | 18 |
| Agnostic | 4 |
| Atheist |  |
| Prefer not to share | 46 |

 | SF workforce demographics, HR management information from March 2023 |

| **From your research above, if you have you identified any gaps in evidence, enter the details of the gaps below** |
| --- |
| The EAP does not collect information on all 9 of the protected characteristics of who uses its services. |

| **As appropriate, please describe below, the consultation/engagement undertaken, including details of the groups involved and the methods used** |
| --- |
| The EAP sends anonymised management information about who uses its services and what reasons motivated them to refer. It also collects information about their satisfaction with the services provided, using quantitative surveying.Representatives from HR and FTUS were also invited to the User Intelligence Group for the EAP to share feedback they have received about the programme from staff. |

| **Detail below if there are any other groups to be consulted** |
| --- |
| n/a |

Section 3: Impacts

Has the research and consultation identified any potential for impacts on those with the following protected characteristics:

| **Protected Characteristic** | **Potential Impact (yes or no)** | **Explain** |
| --- | --- | --- |
| **Age***E.g. older people, children including looked after children, young people including care leavers* | No  | It is not anticipated that the continued use of the EAP will have an impact on age. Optima Health is fully compliant with the Equality Act 2010 and details of this can be found in its Equality and Diversity Policy.Optima provides equality and diversity training to every employee, and encourages its clinicians and counsellors to develop their knowledge of the nine protected characteristics through company-wide workshops.  |
| **Disability***E.g. long term mental health conditions, neurodiversity, physical impairments* | No | Optima provides different ways to access its services, including: * Literature available in Braille by request
* Optimise app and Workplace Wellbeing Platform are accessibility compliant for blind and visually impaired users.
* The accessibility interface (located in the bottom left-hand corner of the screen via a person icon, pictured right) on the Workplace Wellbeing Platform allows individuals with specific disabilities to adjust the website’s user interface and design it to their personal needs. This includes: Epilepsy Safe Profile, Vision Impaired Profile, Cognitive Disability Profile, ADHA Friendly Profile, Blind Users Profile (Screen-Readers), and Keyboard Navigation Profile.
* Premises for face to face appointments are wheelchair accessible, with disabled toilets and parking
* Live Chat function on the Workplace Wellbeing Platform supports those with hearing or speech impediments to access the services
* BSL counsellors can be provided if required.
 |
| **Gender reassignment***Where a person is living as a different gender to that at birth* | No  | It is not anticipated that the continued use of the EAP will have an impact on gender reassignment. Optima Health is fully compliant with the Equality Act 2010 and details of this can be found in its Equality and Diversity Policy.Optima provides equality and diversity training to every employee, and encourages its clinicians and counsellors to develop their knowledge of the nine protected characteristics through company-wide workshops. |
| **Pregnancy and maternity***Including breastfeeding*  | No | It is not anticipated that the continued use of the EAP will have an impact on pregnancy and maternity. Optima Health is fully compliant with the Equality Act 2010 and details of this can be found in its Equality and Diversity Policy.Optima provides equality and diversity training to every employee, and encourages its clinicians and counsellors to develop their knowledge of the nine protected characteristics through company-wide workshops. |
| **Race, ethnicity, colour, nationality or national origins***Including gypsies or travellers, refugees or asylum seekers* | No | Optima provides access to language support for those whose first language is not English. If there isn’t a counsellor who speaks the same language as the caller, Optima utilise LanguageLine UK; a secure interpretation service used by the NHS and Police. This offers a translation service in over 240 languages. |
| **Religion or belief***Including non-belief* | No | It is not anticipated that the continued use of the EAP will have an impact on religion or belief. Optima Health is fully compliant with the Equality Act 2010 and details of this can be found in its Equality and Diversity Policy.Optima provides equality and diversity training to every employee, and encourages its clinicians and counsellors to develop their knowledge of the nine protected characteristics through company-wide workshops.  |
| **Sex/Gender** | No | It is not anticipated that the continued use of the EAP will have an impact on sex/gender. Optima Health is fully compliant with the Equality Act 2010 and details of this can be found in its Equality and Diversity Policy.Optima provides equality and diversity training to every employee, and encourages its clinicians and counsellors to develop their knowledge of the nine protected characteristics through company-wide workshops. |
| **Marriage and civil partnership** | No | It is not anticipated that the continued use of the EAP will have an impact on marriage/civil partnership. Optima Health is fully compliant with the Equality Act 2010 and details of this can be found in its Equality and Diversity Policy.Optima provides equality and diversity training to every employee, and encourages its clinicians and counsellors to develop their knowledge of the nine protected characteristics through company-wide workshops. |
| **Sexual Orientation** | No | It is not anticipated that the continued use of the EAP will have an impact on sexual orientation. Optima Health is fully compliant with the Equality Act 2010 and details of this can be found in its Equality and Diversity Policy.Optima provides equality and diversity training to every employee, and encourages its clinicians and counsellors to develop their knowledge of the nine protected characteristics through company-wide workshops. |

Is there any evidence that the policy may result in any less favourable treatment, discrimination, harassment or victimization as detailed below:

| **Potential outcome of the policy** | **Delete as appropriate** | **If yes, give details of the potential outcome and any project modifications to mitigate the risk** |
| --- | --- | --- |
| Result in less favourable treatment for particular groups | No evidence |  |
| Give rise to direct or indirect discrimination | No evidence |  |
| Give rise to unlawful harassment or victimisation | No evidence |  |

Section 4: Meeting our General Equality Duty

| **Enter below which aspects of the Policy, Practice or Project seek to eliminate unlawful discrimination, harassment and victimisation** |
| --- |
| Optima Health is fully compliant with the Equality Act 2010, including counselling interventions, whereby practitioners evaluate all individuals for any adjustments to ensure the service is accessible and the appropriate support is provided. If an allegation of discrimination occurs, Optima Health have a number of HR policies and procedures that are followed to determine if a breach of the Equality Act has taken place and what action is required. The incident is immediately investigated either through their complaints procedure, or their disciplinary processes. Once the investigation has concluded, the incident may be followed up, dependent on the outcome, with disciplinary action, training requirements, mediation, or policy revision. As part of their commitment to continuous improvement, corrective action will be carried out where appropriate to ensure such incidents do not reoccur in the future.  |

| **Enter below which aspects of the Policy, Practice or Project seek to advance equality of opportunity between people who share a relevant protected characteristic and those who do not** |
| --- |
| Optima Health’s Equality and Diversity Policy addresses the expectation that in every working relationship, we guarantee equality of opportunity, honour the rights of the individual, and foster honest partnership and trust. |

| **Enter below which aspects of the Policy, Practice or Project seek to foster good relations between people who share a protected characteristic and those who do not** |
| --- |
| It is not within the scope of the Employee Assistance Programme to foster good relations between people who share a protected characteristic and those who do not. However, information on Optima’s Workplace Wellbeing Platform may support staff to better inform themselves about protected characteristics, thereby bringing about better relations between people who do not share a protected characteristic and people who do. |

Section 5: Outcome of the assessment

| **Outcome of the assessment on the Policy, Practice or Project** | **Enter detail below** |
| --- | --- |
| No major change  | X |
| Adjust the Policy, Practice or Project |  |
| Continue to Policy, Practice or Project |  |
| Stop and remove the Policy, Practice or Project |  |

| **Detail below recommendations, including action required, to address any negative impacts identified** |
| --- |
| n/a |

Section 6: Monitoring

| **Describe below how you will monitor the impact of this Policy, Practice or Project***E.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes etc.* |
| --- |
| FLS will receive monthly management information from Optima. These are anonymised and will give the contract manager reports on how many staff are using the service and their satisfaction with the service provided. Optima will also provide reports monthly updates on its KPIs for continuous improvement which include measures such as answering calls within 30 seconds, responding to emails in 48 hours, ensuring the service is available 24 hours a day, 7 days a week, 365 days a year etc.  |

| **When and how is the Policy, Practice or Project due to be reviewed?** |
| --- |
| Contract Manager and UIG will meet quarterly to discuss monthly metrics and challenges.When needed, FLS will arrange up to a maximum of quarterly reviews with Optima Health to discuss progress and improvement. |

Section 7: Sign off

| **Required information** | **Enter information below** |
| --- | --- |
| Date sent to Equality and Diversity Manager | 12.05.2023 |
| Comments from Equality and Diversity Manager | Not needed as contributed throughout process |
| Date signed off by Equality and Diversity Manager | 12.05.2023 |

| **Details of Senior Manager who has signed off this Equality Impact Assessment** | **Enter information below** |
| --- | --- |
| Name | Julie Fitzpatrick |
| Title | Head of People and OD |
| Date approved | 19.5.23 |

Please send this completed and approved Equality Impact Assessment to:

Ella Hashemi, Equality, Diversity and Inclusion Manager, Forestry and Land Scotland