



Your Homes
Newcastle

Equality Impact and Needs Assessment Form 2010

PART 1 – Initial Assessment

Step 1 – Preparation

Lead Officer: Vivien Larkin

Directorate:

Chief Executives

Business Development

Tenancy Services

Finance & Resources

Members of EINA group:

① Vivien Larkin

② Gemma Murray

③ Simone Doyle

Service:

Human Resources

Dates of assessment: 25th November 2010

Name of policy, strategy or service:

Dress Code Guidance

Start: 10.30

End: 12.10

New **Existing**

Step 2 - Aims & purpose

<p>What is the main aim of the policy, procedure or function?</p>	<p>Gives guidance to employees of how they are expected to dress in a style appropriate to their working environment and the type of work performed.</p>
<p>What are the outcomes and associated aims you are trying to achieve?</p>	<p>Achieve smart business like workforce.</p>
<p>Which individuals, organisations or stakeholders are likely to have an interest in or likely to be affected by the policy or function? Who has been consulted?</p>	<p>All employees. All appraising managers – Management Team and staff where managers have shared the information.</p>
<p>Who has overall responsibility for this policy, strategy or service? And is there a shared responsibility? (e.g. another department, authority or organisation.)</p>	<p>Whilst overall responsibility lies with the Human Resources Team, managers and employees also have some responsibility.</p>
<p>Does the development/review of the policy or function present us with an opportunity to promote equality of opportunity and good community relations?</p>	<p>Yes, the guidance sets out a consistent approach to the wearing of business like attire.</p>
<p>What are the main policies, legislation or other documentation that relates to this policy or function?</p>	<ul style="list-style-type: none"> • Equality Act 2010 • YHN's Policies: • Equality • Dignity & Respect • Recruitment and Selection

Step 3 – Information and data

What qualitative data has been considered in the development/review of the document/service?

YHN's comments matrix (insert electronic link)

G:\FinanceResources\HR\Personnel\Dress Code Guidance

What quantitative data has been considered in the development/review of the document/service?

YHN's comments matrix (insert electronic link)

G:\FinanceResources\HR\Personnel\Dress Code Guidance

Are there any gaps in the data? What actions are required to address this?

No.

Step 4 – Assessing the impact

All Strands	Impact +/-	Details of impact identified	Evidence
Including pregnancy	Positive	All of the strands are identified and referred to in the guidance	Dress Code guidance document

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If negative impacts have been identified, please go to Step 6. If no impacts have been identified, please go to Part 3.

Step 6 – Improvement Plan

Recommendations & actions for Dress Code Guidance			
All Equality Strands	Action	Responsible Officer	Completion Date
Age	Action	Responsible Officer	Completion Date
Disability	Action	Responsible Officer	Completion Date
Gender	Action	Responsible Officer	Completion Date

Race	Action	Responsible Officer	Completion Date
Religion, Faith or Belief	Action	Responsible Officer	Completion Date
Sexual Orientation	Action	Responsible Officer	Completion Date
Other	Action	Responsible Officer	Completion Date

If you have identified actions to eliminate all of the negative impacts please go to Part 3.

If some or all of the negative impacts cannot be eliminated please go to Part 2.

PART 3 – Publishing

Name of policy, strategy or service:

Dress Code Guidance

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Complete:

Initial Assessment

Full Assessment

Comments:

This can be used to make any comments that you think may be relevant. This includes justifying any positive or negative impacts where no actions have been taken or why an EINA has been signed off.

Lead Officers signature:

V. Larkin

Diversity Officer agreed & signed:

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Director of Service agreed & signed:

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This is new guidance which at the current time has not indicated any negative impacts.

We are conscious that through the passage of time, negative aspects may become evident, therefore the guidance will be reviewed annually by the HR Team.