



Your Homes  
Newcastle

**Equality Impact and Needs Assessment Form 2010**

**PART 1 – Initial Assessment**

**Step 1 – Preparation**

**Directorate:**

Chief Executives

Business Development

Tenancy Services

Finance & Resources

**Lead Officer: Sandra Archbold**

**Service:**

Organisational Development/Human Resources

**Members of EINA group:**

① Sandra Archbold

② Paul Hickey

③ Norma Armstrong

④ Karen Timms

⑤ \_Simone Doyle

**Name of policy, strategy or service:**

Wellbeing at work policy

**Dates of assessment: 17<sup>th</sup> November 2010**

**New**  **Existing**

**Start: 12.00 – 1.30p.m.**

## Step 2 - Aims & purpose

<p>What is the main aim of the policy, procedure or function?</p>	<p>Maintaining and improving the physical and mental well being of YHN's employees.</p>
<p>What are the outcomes and associated aims you are trying to achieve?</p>	<ul style="list-style-type: none"> <li>• Create a presenteeism culture</li> <li>• Reduced staff turnover</li> <li>• Reduced costs to risk management</li> </ul> <p>In addition YHN recognises that the benefits of health promotion in any workplace are many and include:</p> <ul style="list-style-type: none"> <li>• Improvement in staff morale and culture</li> <li>• Development of a “caring organisation”</li> <li>• Better employee relations</li> <li>• Lower stress levels</li> <li>• Higher productivity</li> <li>• Development of a positive corporate image</li> <li>• Improved retention</li> <li>• Reduction of ill health retirement</li> <li>• Maintaining health &amp; safety practices</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• All employees of YHN</li> <li>• Employees families</li> <li>• Customers</li> <li>• Wider communities</li> <li>• Newcastle Smoke Free Group</li> </ul> <p>We have consulted with:</p> <ul style="list-style-type: none"> <li>• YHN Management Team</li> <li>• YHN Wider Management Team</li> <li>• Absence Management Board</li> <li>• Well-being working group</li> </ul>

	<ul style="list-style-type: none"> <li>• Michael McMullen Primary Health Care Trust</li> <li>• Karen Timms H &amp; S Officer - Newcastle City Council</li> <li>• John Reed – Unison</li> <li>• Medifit (Health Checks)</li> <li>• YHN Sports &amp; Social Group</li> <li>• Link to Wellbeing @ work pages</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Organisational Development /Human Resources Unit</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Yes. Our Well Being initiatives open to all YHN employees and their immediate families, we have joint initiatives for example Spaceworks, Wickes &amp; SAGE (neighboring businesses) joined us in the Active Newcastle Summer Activity 2009.</li> <li>• 9<sup>th</sup> December sharing our good practices as the Health @ Work Awards Ceremony.</li> <li>• We also participate in NCC's Walking Challenge Orient Express</li> </ul>
<p>What are the main policies, legislation or other documentation that relates to this policy or function?</p>	<p>YHN's duty of care towards its staff determined externally by legislation such as Health and Safety at Work Act 1974. Human Rights Act (1988), Data Protection Act (1988) Equality Act 2010. YHN exercises that duty of care through this Policy, and through the following related policies and notes for guidance (list not exhaustive)</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Dignity at Work Policy</li> <li>• Equal Opportunities Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Complaints and Compliments Policy</li> <li>• Discipline and Grievance Policy</li> <li>• Managing Attendance Policy</li> <li>• Employee Capability &amp; Policy and Procedure</li> <li>• Stress Management Guidance</li> <li>• Occupational Health Guidance</li> <li>• Job Share Policy</li> <li>• Confidentiality Policy</li> <li>• Disability Statement</li> <li>• Whistle blowing policy</li> <li>• Flexible Working Policy</li> <li>• Recruitment &amp; Selection Policy</li> <li>• Communication Strategy</li> <li>• People Strategy</li> <li>• Weblink to Policies pages.</li> </ul>
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**Step 3 – Information and data**

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

<ul style="list-style-type: none"> <li>• People Strategy</li> <li>• Reason for absence</li> <li>• Frequency and types of absences</li> <li>• Potential risk indicators</li> <li>• Asbestos controls</li> <li>• Risk assessments</li> <li>• Investors in people reports 2007 &amp; 2009</li> <li>• Health &amp; Safety Committee (staff side) 6 monthly committee meeting</li> <li>• Whistle Blowing reporting telephone line</li> </ul>
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What quantitative data has been considered in the development/review of the document/service?

- A range of data from absence management board including:
- Sickness trends
  - Short and long term sickness
  - Areas of high absences
  - Reportable incidents
  - Accident and incident statistics
  - Occupational Health referrals
  - 2009 Staff Survey
  - Health & Wellbeing Survey July 2010
  - Staff employee numbers 875 (November 2010)
  - Collect information in relation to Bullying and Harassment & Grievances
  - Whistle Blowing reporting telephone line

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

The data is collected and analysed regularly. Where it becomes evident that there are changes in trends – actions will be taken to address the issue(s) identified.

**Step 4 – Assessing the impact**

All Strands	Impact +/-	Details of impact identified	Evidence
See comments box contained within section 3 of this form			

**PART 3 – Publishing**

**Name of policy, strategy or service:**

Well being at work policy

**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.

**Complete:**

Initial Assessment

Full Assessment

The outcome of this assessment does not indicate any negative impacts. We are however aware that this is a developing policy and that as time progresses this may change. As a consequence a further EINA will be conducted simultaneous with the policy review which is scheduled to take place July 2011.

**Lead Officers signature:**

**Diversity Officer agreed & signed:**

**Director of Service agreed & signed:**