



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

**Service:**

Human Resources

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

Whistle-blowing Policy September 2010

New  Existing

**Lead Officer: Mark Halpin**

**Members of EINA group (name & title):**

① Ceri Liddell

② Stephen Foster

③ Ashleigh Peel

**Dates of assessment**

**Start date: 27/04/2011**

**End date: 27/04/2011**

## Step 2 - Aims & purpose

(Please see page 10 of the toolkit for further information)

What is the main aim of the policy, procedure or function?  How does this contribute to E&D in YHN?	<b>To give all staff the ability to raise and report concerns in a confidential way in relation to working policies and activities within YHN.</b> <b>Fair and open policy to report work related concerns.</b>
What are the outcomes and associated aims you are trying to achieve?	<b>To provide a safer and fair place of work.</b>
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?	<b>All staff</b>
Who has overall responsibility for this policy, strategy or service? And is there a shared responsibility? (e.g. another department, authority or organisation.)	<b>Chief Executive</b> <b>HR Department</b>
Does the development/review of the policy or function present us with an opportunity to promote equality of opportunity and good community relations? Please explain.	<b>No</b>

What are the main policies, legislation or other documentation that relates to this policy or function?

**Public Interest Disclosure Act 1998**

**Step 3 – Information and data**

(Please see page 11 of the toolkit for further information)

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

**Legislation  
Employment law  
Employment Expectation  
Good Practice**

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

**None, legislative driven  
Complies with ACAS**

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

**None**

**Step 4 – Assessing the impact**

(Please see page 12 of the toolkit for further information on positive & negative impacts)

All Strands	Impact +/-	Details of impact identified	Evidence
None		No Impact Identified	

**If negative impacts have been identified, follow step 5 from the toolkit (this step does not need to be documented) and then go to Step 6. If no impacts have been identified, please go to Part 3.**

**Step 6 – Improvement Plan**

(Please see page 13 of the toolkit for more information)

Recommendations & actions for 'Whistle-blowing Policy'			
All Equality Strands	Action	Responsible Officer	Completion Date
	The policy will be monitored over the next 6 months	Mark Halpin	27 April 2011

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

**PART 3 – Publishing**

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

**Whistle-blowing Policy**

**Summary:**

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, why an EINA has been signed off or why an EINA was not necessary.

**Complete:**

Initial Assessment

Full Assessment

The panel found no impact in terms of Equality and Diversity.

The policy will be monitored over the next 6 months.

**Lead Officers signature:**

**Diversity Officer agreed & signed:**

**Director of Service agreed & signed:**

