

Equality Impact Assessment Form

Part 1 – Initial Screening

1. People responsible for completing the assessment:

Jo Collinge - EqIA trained
Sandra Moores - EqIA trained
Chris Ryman - consultant

2. Name of the policy, strategy or project:

Diversity Conference “Your role in Building Diversity Awareness in Natural England”

16 September 2009, Birmingham Botanical Gardens

3. What is the main purpose or aims of the policy, strategy or project?

To increase the awareness of Diversity, and to enhance the commitment to effectively manage Diversity in Natural England.

To help equip Managers and Team Leaders with the relevant skills to manage Diversity effectively.

4. Who will be the beneficiaries of the policy/strategy/project?

Team Leaders and Managers – as part of their ongoing development this Conference is designed to help to equip them with the relevant skills to effectively manage Diversity in their teams.

Natural England, and its' employees as improvements resulting from the conference filter through the organisation and diversity becomes embedded in the way the organisation works.

5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?

Communications have been sent to all staff telling them about the conference and its aims and objectives.

Invitations and further details have been sent to the target audience (Managers and Team Leaders).

6. Have you consulted on this policy/strategy/project?

Yes, consultation has taken place with the Diversity Steering Group, Diversity Champions and Diversity Ambassadors.

The trade unions have been consulted and are supportive of the aims and objectives of this event.

7. Please complete the following table and give reasons/comments for where:

(a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.

(b) The policy/strategy/project could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way.

If the impact is high, or the policy will impact significant amounts of people, a full EqlA should be completed.

Equality Target Group	a) Positive impact		b) Negative impact		Reason/Comment
	High	Low	High	Low	
Men	√				The content of this event is designed to promote an appreciation of diversity issues across all the diversity strands, and to enhance and improve the working environment for the whole workforce.
Women	√				As above

Asian or Asian British people	√				As above
Black or Black British people	√				
White people (including Irish people)	√				
Chinese people	√				
Mixed Race people	√				
Other racial/ethnic group (please specify)	√				
Disabled and deaf people	√			√	As above The venue is easily accessible to wheelchair users. There are some disabled speakers and access to the stage via a wheelchair ramp is being provided. There will be provision also for a lectern and microphone to be placed at an appropriate height. Consideration was given as to whether to provide sign language facilities for the event. In reviewing this it was decided to use relay screens so that people can lip read if they wish.
Gay, Lesbian and Bisexual people	√				As above
Transgender people	√				As above
Older people (50+)	√				As above
Younger people (17-25) and children	√				As above
Working patterns (P/T or part year)	√			√	As above The conference is a whole day which may impact on part time people who work part days. However, to mitigate this people may build up hours by attending the conference and then take TOIL/Flexi for the extra time worked. Additionally we are recording the conference for future broadcast for those people who are unable to attend.

Faith groups (please specify)	√			√	As above A separate prayer room is being provided at the venue so that attendees may pray during the day.
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8. If there is a negative impact on any equality target group, is the impact intended?

There is potentially a low negative impact on part time workers.

If there is a negative impact on any equality target group is the impact legal?

Yes, the impact is legal

9. What actions could be taken to amend the policy/strategy/project to minimise the negative impact?

Part time workers – provision is being made for this group, see section 7 for further details.

Accessibility – the venue is accessible by wheelchair and appropriate provision is being made for disabled speakers, see section 7 for further detail. Additionally consideration will be given as to whether sign language facilities will be required. See section 7 for further details.

10. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

N/A – there is strong evidence that this event will promote equality, equal opportunities and improve relations within equality target groups.

11. How will the policy/strategy/project be implemented including any necessary training?

The conference is being managed by an external company, with input from the Diversity Champions, Diversity Ambassadors, a Diversity consultant and the OD Team.

Full assessment necessary? No

Is this Policy/Strategy/Project:

A new policy/strategy/project **Yes**

A change to an **existing** policy/strategy/project **No**

An existing policy/strategy/project **No**

Is this Equality Impact Assessment:

Predictive **Yes**

Retrospective **No**

Date completed: 4th September 2009

Signed by Line/Project Manager: Jo Collinge/Sandra Moores

Approved by Senior Management /Project Management Team: Chris Udall

Signed by Diversity lead: Chris Udall

(This indicates that the EqIA has been through the QA process and has been approved as sufficient quality and appropriate for publication)