

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Occupational Health and EAP procurement and implementation approval.
Directorate and Service Area	Resources
Name of Lead Officer	Ros Jiggins

Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

1.1 What is the proposal?

Currently BCC has an Occupational Health* contract and a separate Employee Assistance Programme* contract in place. Both contracts are due to expire at a similar time (OH in Dec 2020 and EAP Jan 2021). With that in mind BCC is seeking to procure a service whereby our OH and EAP responsibility and provision is under the one supplier for parity and consistency. In this case there is a requirement to go out to tender in one contract. This will enable us to consolidate our offer of wellbeing support holistically whilst balancing service level agreements, to ensure we get the best value and support from the contract. We will aim to procure a service where all individuals are supported on the basis of their protected characteristics. OH and EAP referrals are by their nature highly confidential, the EAP aspect supports employees through many psychological and mental health concerns.

Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

2.1 What data or evidence is there which tells us who is, or could be affected?

Over 1000 employees of BCC utilise the OH and EAP service per year, there is diversity monitoring in use, anonymised due to the nature and confidentiality of the service.

2.2 Who is missing? Are there any gaps in the data?

No

2.3 How have we involved, or will we involve, communities and groups that

could be affected?

The suppliers are been commissioned from a Framework where the public sector equality duty has already been addressed.

Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?

Whilst we have not identified any negative impact from the proposal at this stage we need to ensure that the replacement OH and EAP services fully meet the needs of service users.

3.2 Can these impacts be mitigated or justified? If so, how?

Yes, the suppliers are been commissioned from a Framework where the public sector equality duty has already been addressed. The ESPO framework requires that suppliers on the framework demonstrate equality and diversity within their own organisation and that they proactively work with their staff to ensure that they take similar steps with regards any future recruiting and retention of their staff and afford the same considerations for any work undertaken .

3.3 Does the proposal create any benefits for people with protected characteristics?

The proposal is inclusive for everyone at BCC, As above ESPO suppliers are required to demonstrate equality and diversity in OH and EAP support.

3.4 Can they be maximised? If so, how?

As above

Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?

- The equality impact assessment has highlighted that equality and diversity are considered at each stage in the process to garner the best support for

all employees.
4.2 What actions have been identified going forward? As above
Request detailed information from any future EAP provider with regards to adherence with equalities and how equalities are respected.
4.3 How will the impact of your proposal and actions be measured moving forward?
As above

Service Director Sign-Off: John Walsh	Equalities Officer Sign Off: Duncan Fleming
Date: 11/12/2019	Date:2/12/19