

Equality Analysis Guidance

What is an Equality Analysis?

An equality analysis is a process the council uses to evidence and make informed decisions to determine if a proposed change is likely to have an impact on people who belong to a protected group(s) if implemented. Croydon Council have a legal duty to consider equality in decision making to prevent discrimination and to advance equality of opportunity for all. The Equality Act 2010 provides protection on the grounds of: gender, age, disability, race, religion or belief, sexual orientation, marriage or civil partnership, gender reassignment or pregnancy and maternity (characteristics).

1	On the 'Data' Tab': Please update the worksheet with relevant data taken from the Corporate (Council wide) and Departmental diversity profile of staff by protected characteristics. This analysis is produced annually and refers to preceding financial year (1st April - 31 March).
2	When analysing the data, please take into consideration:
	(a) Reporting limitations - e.g. reporting on pregnancy that is separate from maternity is not possible within current reporting protocols.
	(b) Reliability of data - Although an employee data audit is conducted annually, non-disclosure rates for certain protected characteristics remain high and with that the reliability of any statistical analysis is compromised.
	(c) Non-disclosure of information - There are high levels of non-disclosure across the organisation in multiple categories - see the 'Non-Disclosure/Not Specified' tables within the Corporate/Departmental data.
3	On the 'Analysis Tab': For each of the protected characteristics please record and evidence your conclusions around the impact in relation to the equality data and the change proposal i.e. please explain the effect the proposal would have on different groups, given the equality data of staff in scope and the organisational and departmental equality profile.
4	On the 'Analysis Tab': No specific data should be quoted if individual staff can be identified due to small pool of staff analysed. In such circumstances, there must be a standard comment of <i>"HR have reviewed the equality data and have not identified any adverse impact. However specific figures cannot be disclosed due to the risk of individual staff being identifiable"</i> .