

**Business Continuity Policy - Appendix B**

**Equality Analysis (EA's) Template**

<p>1. Title of policy, programme, framework or organisational change being analysed.</p> <p>Business Continuity Policy</p>
<p>2. Please state the aims and objectives of this work and the intended equality outcomes. How does this proposal link to the organisation's business plan or Values and Beliefs?</p> <p>Ensures as a category one responder, we adhere to civil protection duties under the Civil Contingencies Act, this policy sets out our management arrangements for Business Continuity.</p>
<p>3. Who is likely to be affected? Eg: staff, patients, service users (please refer to appendix 1)</p> <p>Staff, Patients and Services users</p>
<p>4. Using the 'Equality Definitions' template - What evidence do you have of the potential impact (positive or negative)? Include any supporting evidence eg: research, data or feedback from engagement activities</p>
<p>4.1 Disability</p> <p>None identified</p>
<p>4.2 Sex (Male or Female)</p> <p>None identified</p>
<p>4.3 Race</p> <p>None identified</p>
<p>4.4 Age</p> <p>Considered provision of temporarily expanding our child care services where possible (Day Nursery and Holiday Play Scheme) so staff can cope with additional demands on their resources, or provide details of child care services from the Wiltshire Council Early Years service. Flexible arrangements will be considered for working different shift patterns for staff with personal caring responsibilities. As part of departmental HR plans, recently retired staff may be given the option of returning to work to assist in a BC situation.</p>
<p>4.5 Transgender</p> <p>None identified</p>

4.6 Sexual Orientation (this will include lesbian, gay and bi sexual as well as heterosexual people)				
None identified				
4.7 Religion or belief (includes religion, beliefs or no religion or belief)				
None identified				
4.8 Marriage and civil partnership				
None identified				
4.9 Pregnancy and maternity (this can include impact on working arrangements and infant caring responsibilities)				
If Business Continuity situation is in relation to a Pandemic or outbreak consideration has been taken into account within the linked Flu policy to ensure communication plan is activated.				
<b>5.0</b> This table should be completed with all actions identified to mitigate any negative effects	<b>Action Plan</b>	<b>Target Date</b>	<b>Review Date</b>	<b>Person Responsible</b>
<b>List of Actions:</b>				
No negative impact highlighted	No further Action	N/A	Review EQ as part of annual review or if a situation arises through lessons learnt.	EPRR Manager
Policy consulted with Staff Side	No comments, or action required	Completed May 2018	At annual review, consult Staff Side	EPRR Manager
<b>6.0 Sign off</b>				
Name and signature of person who carried out this analysis: Tracey Merrifield				
Date analysis completed:				
Name and signature of line manager: Jane Dickinson, Deputy COO				
Date analysis approved by line manager:				
Copy forwarded to Equality and Diversity Department:				