

Appendix C - Business Continuity Policy

Equality Analysis (EA's) Template

1. Title of policy, programme, framework or organisational change being analysed. Business Continuity Policy
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? Ensures as a category one responder, we adhere to civil protection duties under the Civil Contingencies Act (2004), this policy sets out our management arrangements for Business Continuity.
3. Who is likely to be affected? Eg: staff, patients, service users (please refer to appendix 1) Staff, Patients and Service users
4. <u>Using the 'Equality Definitions' template</u> - What evidence do you have of the potential impact (positive or negative)? Include any supporting evidence eg: research, data or feedback from engagement activities
4.1 Disability None identified
4.2 Sex (Male or Female) None identified
4.3 Race None identified
4.4 Age Considered provision of temporarily expanding our childcare services where possible (Day Nursery and Holiday Play Scheme) so staff can cope with additional demands on their resources, or provide details of childcare 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 Business Continuity situation.
4.5 Transgender None identified
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

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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.

5.0 This table should be completed with all actions identified to mitigate any negative effects

Action Plan

Target Date

Review Date

Person Responsible

List of Actions:

No negative impact highlighted

No further Action

N/A

Review EQ as part of annual review or if a situation arises through lessons learned.

Head of EPRR

Policy consulted with Staff Side

No comments, or action required

Completed May 2018

At annual review, consult Staff Side

Head of EPRR

6.0 Sign off

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: