

**Stage One Equality Impact Assessment Form for  
Policies/Services/Functions/Strategies**

**Name of Policy/Service/Strategy/Function**

Disaster Recovery & Crisis Communications Plan

**Name of officer carrying out the review & date of review**

Geoff Redhead

*The following 10 questions will help you to identify whether this activity is a high priority.*

<b>Questions</b>	<b>Yes/No (Plus additional details)</b>
1. Is there any reason to believe less favourable treatment of equality groups occurs?	<b>No</b>
2. Will/could this issue have a significant impact?	<p><b>Yes</b></p> <p>If staff need to be relocated due to denial of access at their usual location, not all locations may be DDA compliant.</p> <p>Those staff / officers with disabilities and transport issues may experience difficulty in relocating. Also reasonable adjustments will need to be taken into account at the alternative location e.g. specialist software, chairs etc.</p> <p>When developing training materials / publications consideration needs to be given to language and accessibility to meet the needs of any given group.</p> <p>Responses and messages to the public will need to be suited to the target communities.</p> <p>Translation and interpreter services may be required when dealing with some communities.</p> <p>DSE (Display Screen Equipment) assessments to be considered in relation to alternative workplaces.</p> <p>Consideration must be given to access to accommodation, parking, dietary requirements, allowing faith requirements (e.g. prayer time) etc. Emergencies are as likely to occur over religious festivals, consideration should be given to those who can't work due to festivals (or whose work might need to be interrupted in order</p>

	<p>to undertake religious observances).</p> <p>Long hours may not be possible for those with young children or pregnant or breast-feeding women.</p> <p>Specific considerations have been given to ensure appropriate advisors on diverse groups are available to provide assistance with the decision making during an interruption. Consideration will also be included regarding food requirements on health and / or religious grounds.</p>
3. Does/could work in this area provide an opportunity to reduce discrimination?	<b>No</b>
4. Could work in this area allow key equality groups to be engaged and included in service planning and/or decision making?	<b>Yes</b> Internally, staff within CHG have been engaged in a scoping exercise.
5. Does/could the issue provide the opportunity to foster good relations between different groups?	<b>No</b>
6. Will/could this issue lead to the procurement of services, goods or facilities?	<b>Yes</b> It may be a suitable time for CHG to consider sourcing an external consultant to re-evaluate the approach to business continuity across the Group, as well as holding a mock emergency to test the existing plan. This would then highlight whether there are any areas that need strengthening that relate to equality and diversity.
7. Could work in this area improve access to employment and services for equality groups?	<b>No</b>
8. Is there any reason to believe user/employee profile is not consistent with CHA's tenant profiled?	<b>No</b> This is monitored on an ongoing basis through the CHG Equality and Diversity KPIs.
9. Has this issue received a high profile - (Community/Political/National agenda)	<b>Yes</b> Business continuity has been highlighted on a national basis during the last twelve months in relation to transport strikes, swine flu, extreme cold weather and the volcanic ash, which grounded all flights. It has been highlighted that a number of organisations lost significant amounts of

	money as they did not have adequate business continuity plans in place.
10. If Equality issues are not addressed is there any potential for adverse impact on particular groups or on the business generally?	<b>No</b>  Priority of recovery will always be based on the critical nature of the work required to support the services CHG provides and will not be prioritised on the basis of a particular need or diversity.

**Decision around priorities**

Priority	Number of questions answered " Yes"	Rating
High	6 - 10	
Medium	3 - 5	4
Low	0 - 2	

***If this is a high priority continue with stage two and three.***

***If this is a medium take a decision on whether or not to proceed.***

***If its low, no need to go any further just keep a copy of stage one for future reference.***

Completed forms should be stored for monitoring and audit purposes by the Continuous Improvement Team, and should also accompany any Policies or Strategies submitted to the Tenants' Forum and/or the Board for approval.

**EIA signed off by:**

**Name: Emma Hartley**

**Date: 29 April 2010**

**Agreement with recommendation (Please circle):      Yes       No**

**This will not proceed to the next stage as at present no issues relating to the current plan have been identified.**