

## Forestry Commission Equality Analysis Form

<b>1. What is the name of your policy, function or service?</b>	
Operational Guidance Booklets (OGB) Strategy.	
<b>2. What are the main aims and objectives of the Policy function or service?</b>	
<p>The Forestry Commission (FC) uses OGBs as internal guides for staff, specifically highlighting mandatory or key elements that staff need to adhere to as a means of ensuring they meet legal or policy requirements. The OGBs are supplemented by core learning and development, and provide updates on legislation, policy, best practice and internal business processes.</p> <p>The OGBs are produced to FC branding and web accessibility standards, including being accessible to staff using IT equipment/software due to disability.</p>	
<b>3. Briefly describe the impact (or potential impact) on people</b>	
All Forestry Commission (FC) staff have access to OGBs and are likely to be impacted by the way they are developed/written, with the OGB Strategy outlining specifically to the author and Owning Group the expected levels of production to meet legal and staff requirements.	
<b>4. What are the names and contact details of the initiative's owner and the person who completed the Equality Analysis?</b>	
Peter Weston owns the OGB Strategy and Oliver Williams completed this analysis.	
<b>5. Is this a new Equality Analysis, or a review of a previous Equality Analysis?</b>	
<b>New.</b>	
<b>3 year review.</b>	√
<b>Early review, explain why.</b>	
<b>Review due to end of the initiative.</b>	
<b>6. If this is a review, when was the previous Equality Analysis signed off?</b>	
May 2010.	
<b>7. How will this initiative be put into practice?</b>	
The OGB Strategy provides the overarching expectations of the standards for inclusion in an OGB, and will be met by the OGB author and owning group. The OGBs are made available to all staff via our internal website, positive promotion by line managers and through the delivery of learning and development (L&D).	

**8. What evidence regarding the protected characteristics have you obtained to analyse this initiative? Quote sources including details of engagement.**

Data on the FC workforce as at March 2013 (extract from the Forestry Commission's REBUS payroll system) indicates that 2535 people are employed.

The protected characteristics of the staff employed are:

**Gender** – 827 (33%) are female, and 1708 (67%) are male.

**Disability** – 58 (2%) staff consider themselves to have a disability. Although we do not have specific details of the disabilities staff have, we are aware anecdotally that there are a small proportion who are dyslexic, have manual dexterity/mobility issues, or have visual impairments.

**Ethnicity** – 2428 (96%) have identified as White British, 80 (3%) as White Other, 18 (<1%) as Black and Minority Ethnic (BAME) and 9 (<1%) as Prefer Not to Disclose.

**Age Groups -**

24 and under = 97 (4%);

25 to 29 = 188 (7%);

30 to 34 = 259 (10%);

35 to 39 = 275 (11%);

40 to 44 = 338 (13%);

45 to 49 = 391 (15%);

50 to 54 = 469 (19%);

55 to 59 = 341 (13%);

60 to 64 = 145 (6%); and

Over 65 = 32 (1%).

Although we do not have specific details, we are aware anecdotally that there is a small proportion of staff in the older ages groups who have issues around literacy and numeracy.

Information in relation to sexual orientation, gender identity and religion and belief is not currently captured on the REBUS system. However, evidence from the Staff Survey 2011 showed that of the 1410 (56%) staff in post who completed the survey, that:

**Sexual orientation** – 85% identified as heterosexual, 1% as a gay man or woman or as bisexual, and the remaining 14% preferred not to disclose.

**Religion and belief** – 42% identified as Christian (all denominations), 37% as having no religion, 6% as Atheist, 3% as other religion, and 12% preferred not to disclose.

**Gender Identity** – 1.6% identified as being transgender.

Reviews were carried out in 2011/2 by Forest Enterprise (FE) England and FC Wales to look at how OGBs were used and received in various units in those countries. They also looked

at how useable and accessible OGBs were. The findings of both reviews were made available on our internal website for staff to see and comment on. In summary, OGBs were shown to be valuable guides for staff, they were easily accessible/ to read and find what was needed. There were no negative issues highlighted in relation to diversity. OGBs are also used as the basis of the content for many training courses by L&D and any feedback received to date has always been positive. Details of the review are available on request.

**9. What gaps are there in the available evidence?**

	<b>Describe the gaps and what you have done to fill them, or why you cannot fill them.</b>
<b>Age</b>	None
<b>Disability</b>	None
<b>Gender</b>	None
<b>Gender Reassignment</b>	Information in relation to gender identity is not currently captured on the REBUS system, and as per Civil Service guidelines we will not be introducing any amendments to capture this data. However, we do capture evidence via our Staff Survey 2011, although this cannot be linked to use of OGBs.
<b>Marriage and Civil Partnership</b>	Information in relation to marriage and civil partnership is not currently captured on the REBUS system.
<b>Pregnancy and Maternity</b>	Information in relation to pregnancy is only recorded on the REBUS system where a MATB1 has been issued by a midwife confirming that the staff member is within 11 weeks of their Expected Week of Confinement (EWC). Line managers will be aware of staff that have advised of their pregnancy before this time, but it is not collectively available for analysis.
<b>Race</b>	None.
<b>Religion and Belief</b>	Information in relation to religion and belief is not currently captured on the REBUS system, and plans will be progressed in 2014 to upgrade the data capture facilities. However, we do capture evidence via our Staff Survey 2011, although this cannot be linked to use of OGBs.
<b>Sexual Orientation</b>	Information in relation to sexual orientation is not currently captured on the REBUS system, and plans will be progressed in 2014 to upgrade the data capture facilities. However, we do capture evidence via our Staff Survey 20011, although this cannot be linked to use of OGBs.

**10. What does all the evidence tell you about the actual or likely impact on different groups?**

	<b>Positive Impact</b>	<b>Negative impact</b>	<b>High, Medium or Low</b>	<b>Comments</b>

<b>Age</b>	√		<b>M</b>	We are aware that our workforce demographic is predominantly older workers, and anecdotally there may be issues with literacy and numeracy amongst this group.
<b>Disability</b>	√		<b>H</b>	There may be staff with varying levels of dyslexia, and there may be staff with physical access difficulties.
<b>Gender</b>	√		<b>L</b>	All OGBs are developed and written using neutral language and imagery. We are not aware of any potential impacts on this group. However, we will review our plans if we receive any feedback that highlights issues.
<b>Gender reassignment</b>	√		<b>L</b>	All OGBs are developed and written using neutral language and imagery. We are not aware of any potential impacts on this group. However, we will review our plans if we receive any feedback that highlights issues.
<b>Marriage and Civil Partnership</b>	√		<b>L</b>	All OGBs are developed and written using neutral language and imagery. We are not aware of any potential impacts on this group. However, we will review our plans if we receive any feedback that highlights issues.
<b>Pregnancy and Maternity</b>	√		<b>L</b>	All OGBs are developed and written using neutral language and imagery. We are not aware of any potential impacts on this group. However, we will review our plans if we receive any feedback that highlights issues.
<b>Race</b>	√		<b>L</b>	All OGBs are developed and written using neutral language and imagery. We are not aware of any potential impacts on this group. However, we will review our plans if we receive any feedback that highlights issues.
<b>Religion and</b>	√		<b>L</b>	All OGBs are developed and

<b>Belief</b>				written using neutral language and imagery. We are not aware of any potential impacts on this group. However, we will review our plans if we receive any feedback that highlights issues.
<b>Sexual Orientation</b>	√		L	All OGBs are developed and written using neutral language and imagery. We are not aware of any potential impacts on this group. However, we will review our plans if we receive any feedback that highlights issues.

**11. What have you changed in the initiative to reduce or eliminate any negative impact?**

The FC has a wide range of IT hardware and software solutions in place to meet the needs of people with disabilities through provision of reasonable adjustments, including instructions for staff on to use Adobe Read Aloud software, or creating Audio versions of OGBs.

Provision of reasonable adjustments can also be used to support those staff with literacy and numeracy issues, enabling them to access appropriate information. This is also addressed through L&D courses, and direct support from line managers.

**12. Where negative impact cannot be reduced, give the reasons why.**


N/a

**13. Does this initiative fulfil the General Equality Duty?**

	<b>Comment</b>
<b>Eliminate unlawful discrimination, harassment and victimisation.</b>	Yes – we have taken steps to ensure that important information is available to all staff, to enable them to undertake their job role in a safe and legal manner.
<b>Advance equality of opportunity.</b>	Yes – through provision of reasonable adjustments staff can access relevant information, and ensure others meet the legal and professional standards expected by the FC
<b>Foster good relations.</b>	Yes – ensuring that all staff, irrespective of their protected characteristics have access to the most up to date information available to support them in undertaking their job role, or when managing others.

**14. Describe the arrangements to measure and monitor the actual impact of this initiative on people from the protected characteristic groups.**

<b>How will you measure the effects of the initiative?</b>	We continue to value any input or feedback from staff, and continue to invite them to contact the OGB manages to highlight any concerns.  We will also ask L&D for continuing feedback for
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	courses.
<b>What type of information is needed for monitoring and how often will it be analysed?</b>	Usefulness and accessibility. We will analyse any feedback we get at least once a year, particularly with the owners if appropriate.
<b>How will you engage stakeholders* in implementation, monitoring and review?</b>	All staff are involved in the implementation. Monitoring will be done by the owners and Oliver Williams, and all reviews will be done through the Owing Group and the Lead Author, involving staff as necessary and available.
<b>Who will be responsible for the monitoring and review?</b>	Oliver Williams.
<b>15. What is the review date for this Equality Analysis?</b>	
<b>Date of next review(s)</b>	February 2017.
<b>What could trigger an early revision?</b>	Any issues raised by staff or management regarding the usability or accessibility of OGBs.
<b>16. Senior manager sign off</b>	
I agree with this Equality Analysis and its supporting evidence relating to this initiative and that it demonstrates that it advances or will advance, the three aims of the General Equality Duty.	
<b>Name</b>	Peter Weston.
<b>Signature</b>	
<b>Job Title</b>	Head of Inventory, Forecasting and Operational Support (IFOS).
<b>Date</b>	27/05/14.