

EqlA Publishing Template for the OGB Strategy

<p>Impact Assessment Summary</p>
<p>1. Name of policy, function or service.</p>
<p>Operational Guidance Booklet Strategy.</p>
<p>2. Purpose and aims of the policy, function or service. Insert a brief outline of the purpose of the policy, process or service and provide outline details of main aim(s).</p>
<p>To provide a framework for maintaining the OGB series in a co-ordinated way. To produce and maintain OGBs to an agreed set of standards, setting out the roles and responsibilities for those involved. OGBs cover the legal and FC best practice requirements for Equality and Diversity.</p>
<p>3. Who will benefit mainly from this policy, function or service? Outline briefly who the policy, process or service is aimed at, for example, customers, and staff and identify any specific groups where appropriate.</p>
<p>Ownership groups like the Harvesting and Marketing Officers (HMO). Forest Management Officers (FMO), Authors, Lead Contacts, Equality and Diversity Team, Internal Audit, Operational staff, Safety, Health and Environment and Learning and Development.</p>
<p>4. Information and Data (evidence) used. Include information of evidence collected to undertake the impact assessment. This can be a summary of information or a comprehensive list. Include information on any consultations undertaken and the associated findings.</p>
<p>We did not obtain any data. One of the main objectives of this Strategy is to ensure that Equality and Diversity is considered in all operations and procedures covered by OGBs. OGBs have formed the backbone of operational guidance throughout the FC since 2002. The scope of OGBs is broadening (for instance Equality Impact Assessments), and this approach is being used by other departments for their procedural guidance (for example Grievance and Discipline processes in HR). Health and Safety has always been an important feature of OGBs, but Equality and Diversity has not. The new strategy for OGBs will make sure that Equality and Diversity is written into every new OGB and every revision of existing OGBs.</p>
<p>5. Summary of Impact. Provide a summary of the impact both negative and positive and outline of any remedial action or justifications for impact. Provide information about any modifications made to the policy, process or service as a result of the assessment and/or consultation, or alternative or additional measures.</p>
<p>The Strategy is a management tool for all staff. It includes the requirement to consider and give guidance on Equality and Diversity matters in each OGB. It allocates responsibilities</p>

and provides for editorial checks to make sure that Equality and Diversity is included in all processes covered by OGBs. It provides us with an opportunity to embed Equality and Diversity in the Forestry Commission.

The likely impact is that equality and diversity matters are considered and addressed in those operations and procedures that are covered by OGBs. This will have a beneficial impact on staff and on visitors, as it will make sure that standards set in all OGBs are fair and that practice will embrace equality and diversity, whether due to legal imperatives, FC values or using best practice. By practising the guidance in OGBs, all strands of diversity will benefit.

6. Monitoring or Evaluation.

Provide a brief summary of how the policy, function or service will be monitored and evaluated in terms of equality.

The strategy is reviewed every six months.

7. Further Information.

Insert contact details of the individual who can supply additional information and a copy of the completed Equality Impact Assessment.

Oliver Williams – Operational Support – 10 May 2010