

Equality Impact Assessment Corporate Service Improvement Tool

Details of the assessment

Name of Function/Policy/ Service being assessed:	The HR Strategy
Is the activity...?	Existing: <input type="checkbox"/> (please go to step 2)
Date of assessment	21 February 2011
Directorate & Service	Central Services : Personnel
Policy Owner	Central Services Director
Lead Officer	Delia Gordon

Step 1	Initial Screening for:		
	<ul style="list-style-type: none"> • new policies/strategies • revised policies/strategies • policy decisions • considering partnership working arrangements • procurement/commissioning activities <p>(For assessments identified within the Equality Impact Assessment Timetable 2010-13 please go straight to Step 2).</p>		
	Key Questions	Answers/Notes	
1	What are you looking to achieve in this activity?		
2	Who in the main will benefit?		
3	Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?	Yes <input type="checkbox"/>	Please explain:
		No <input type="checkbox"/>	Please explain:

Equality Impact Assessment Corporate Service Improvement Tool

Step 1	Initial Screening for:		
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	Key Questions	Answers/Notes	
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	
4	Does the activity make a positive contribution to equalities?	Yes <input type="checkbox"/>	Please explain:
		No <input type="checkbox"/>	Please explain:
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	

Where the screening has identified the need for a full impact assessment, this must:

- be commenced during the drafting stages of a new policy/strategy and fully completed following any consultation period before submitting the committee approval
- carried out before any policy decision is taken
- completed in the planning stages of any procurement exercise

Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes
Step 2	Scoping the assessment	
1.	What is the overall aim, or purpose of the function/ policy/service?	To provide a framework for leadership and managerial behaviour, organisational and workforce development, recruitment & retention, communication & team working.
2.	What outcomes do you want to achieve with this function/ policy/service and for whom?	A transparent and equitable framework to inform the actions of managers, and to concretise employees' understanding of the corporate culture.
3.	Who is intended to benefit from the function/service/ policy?	All employees of the Council and elected Members.
4.	Who defines or defined the function/service/policy?	Management Team considers the Strategy annually before it is submitted to Members via the auspices of the Policy Overview Committee, consideration by the Cabinet and approval at meetings of the whole Council.
5.	Who implements the function/service/policy?	All managers as advised by staff within the Personnel Service.
6.	How do the outcomes of the function/service/policy meet or conflict other policies, values or objectives of the public authority (if applicable)?	Please indicate which Sustainable Community Strategy (SCS) priority these outcomes relate to:
		Safer place <input type="checkbox"/>
		Cleaner, smarter borough <input type="checkbox"/>
		Improving health & reducing inequalities <input type="checkbox"/> Yes, but limited to employees of the Council.
		Protecting & enhancing the environment <input type="checkbox"/>
		Good local transport <input type="checkbox"/>
		Strong economy & decent housing <input type="checkbox"/>
		Any other comments:
7.	Are there any factors that could contribute or detract from the	Changes in employment legislation.

Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes
	outcomes identified earlier?	
Step 3	Consideration of data and information	
8.	What do you already know about who uses this function/service/ policy?	Equality outcomes regarding recruitment & selection, promotion, training and development, and use of the grievance and disciplinary procedures are monitored annually and have not revealed any statistically significant trends pertaining to any of the protected characteristic groups.
9.	Has any consultation with service users already taken place on the function/service/ policy and if so what were the key findings?	<p>The Council was re-accredited with the 2 Ticks Award in January 2011. This confirmed that the Council continues to honour its commitments to:</p> <ul style="list-style-type: none"> i) interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities; ii) ensure there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities; iii) make every effort when employees become disabled to make sure they remain in employment; iv) take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work. <p>The LSBU was re-accredited with the Investors in People Award in 2010 (at Gold level), and the rest of the Council in 2009 (at Silver level). Both assessments confirmed that the Council was performing over and above the standard for the indicator to measure the extent to which “strategies for managing people are designed to promote equality of opportunity in the development of the organisation’s people.”</p> <p>The LSBU’s Staff Survey in 2010 revealed very positive outcomes, across all protected characteristic groupings, in the satisfaction ratings that staff have given to the broad topic of “communication”. 89% of respondents rated work related communication at facilities as good, 88% rated their line manager as good at providing leadership and direction, 89% thought their managers good at listening to and understanding their views, 92% rated their manager as good at providing help and support, and 83% felt managers were good at giving praise and</p>

Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes
		<p>recognition.</p> <p>The 2008 Staff Survey (covering all of the Council apart from the LSBU) revealed the following outcomes:</p> <ol style="list-style-type: none"> 1 74.1% of staff agreed strongly that the Council had a zero tolerance approach to discrimination against staff, with only 11.5% of staff disagreeing strongly; 2 66.6% of staff agreed strongly that the Council had a zero tolerance approach to bullying and harassment, with only 11.5% of staff disagreeing; 3 84.8% of staff agreed strongly with the statement “I am treated fairly and with respect by colleagues within my section”, with only 4.3% disagreeing strongly. <p>The survey data was analysed to investigate the results for protected characteristics compared to the overall results. In those instances where there were statistically significant differences (which were slight in all cases) it was decided by the Council’s Management Team that no remedial action was required.</p>
10.	What, if any, additional information is needed to assess the impact of the function/service/policy?	None.
11.	How do you propose to gather the additional information?	N/A
Step 4	Assessing the Impact	
12.	Based on what information you already know, in relation to each of the following groups consider whether a) there is anything in the function/service/policy that could discriminate or put anyone at a disadvantage b) for an existing function/service/policy, how it is actually working in practice for each group	
a.	Equality	Age

Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes
b.	groups	Disability
c.		Gender
d.		Race
e.		Religion/Belief
f.		Sexual Orientation
g.		General/other
Step 5	Reviewing and Scrutinising the Impact	
13.	Have you identified any differential impact and does this adversely or positively affect any groups in the community?	N/A
14.	Can we make any changes or improvements?	N/A
15.	If there is nothing you can do, can the reasons be fairly justified?	N/A
16.	Do any of the changes in relation to the adverse impact have a further adverse affect on any other group?	N/A

Equality Impact Assessment Corporate Service Improvement Tool

Step 5 continued...		Actions to be inserted into Equality Action Plans			
Based on your answers in Step 5, please finalise your actions here. These actions will then be incorporated into our equality action plans.					
Equality Strand	Related SCS (or other) Priority	Action	Outcome/monitoring information and targets	Date for Completion	Responsible Officer
If an adverse impact was found or unmet needs identified, which actions will you put in place to address this:					
If the impact is still unclear, list the actions you will put in place to gather the information you need:					
If you did not find any evidence of unmet needs or adverse impact, list the actions you will put in place to maintain good practice:					
All	Improving health & reducing inequalities	Continue to monitor the equality outcomes and update the Strategy on an annual basis.		March each year	Delia Gordon
All	Improving health and reducing inequalities	Undertake EQiAs for all new HR policies and for any changes to the Council's Establishment flowing from partnership working.		Ongoing	

Equality Impact Assessment Corporate Service Improvement Tool

Step 6	Decision making and future monitoring	
17.	Which decision making process do these changes need to go through i.e. do they need to be approved by a committee/Council?	N/A
18.	How will you continue to monitor the impact of the function/service/ policy on diverse groups?	Via annual monitoring.
19.	When will you review this equality impact assessment?	2014
Final steps		
For an existing function/service/policy: Send your assessment to the West Kent Equalities Officer		
For a new function/service/ policy: Summarise your findings in the committee report. Ensure planned consultations address the findings of this impact assessment.		