

Equality Impact Assessment Form – Initial Screening (Part 1)



Name of policy/strategy/procedure/function

Workforce Plan

Name and telephone number of officer completing assessment

Wendy Gane, HR Adviser, 01483 523382

Date completed

13/8/09

Section 1 - What is the policy or activity trying to achieve?

This Equality Impact Assessment will evaluate the potential impact of this service/policy/function/strategy on Waverley's residents and staff. It can help staff provide and deliver excellent services by making sure that these reflect the needs of the community and does not discriminate.

This part of the EIA is a risk assessment to find out the possible impact on your customers. If there is likely to be an adverse impact then a full EqIA (Part 2) will need to be completed.

Before you can assess the potential impact of the policy/strategy/procedure or function, it is important to understand exactly what it is trying to achieve.

What **outcomes** are wanted from this service/policy/procedure/function?

The key aims are as follows:

- To identify current and future skills and numbers of employees required to deliver services and highlight shortages, surpluses and skills or competency gaps and take measures to address these.
- To treat all employees fairly and consistently and thus become an employer of choice.
- To apply best practice in all areas of HR management and ensure that Human Resources policies and procedures are appropriate for an authority striving for excellence.
- To be as efficient and cost effective as possible in delivering the Human Resources service.

Who is affected by this service/policy/function/procedure?

Current and future staff.
Customers.

Who are the main people affected or involved in this activity, and how?

- Current and future staff will be positively affected by the identification and application of best practice in all areas of HR management.
- Staff and managers will be involved in the identification of training needs.
- Heads of Service will identify skill shortages.
- Customers be positively affected by the application of an efficient and cost effective service.

Is this policy associated with any other Council policy?

This policy links in with Waverley's Recruitment Policy and Equal Opportunities Policy.

Are there any areas of the service that are governed by discretionary powers? If so, is there clear guidance as to how to exercise these?

No.

Is the responsibility for the proposed policy or function shared with another department, authority or organisation? If so, what responsibility and with whom is it shared?

All Heads of Service have a role to plan in identifying :

- Current and future skills required to deliver the service
- Numbers of employees required to deliver the service
- Skill shortages and competency gaps – and take measures to address these
- Implement best practice in all areas of HR management and ensure that all their staff are treated fairly and consistently.

Section 2 - Information gathering

It is important to consider all available information that would help determine whether the policy could have any potential adverse impact. Data can be statistical information from formal audits, consultation exercises and surveys, service performance information, workforce profiles, local population and census data. For example, the data may show that a particular group of people are not accessing the service. Where data by equality group is limited or not available, assessors should identify this as a limitation and devise action plans to overcome this.

Do you have any monitoring data available on the number of people (from different target groups) who are using or are potentially impacted upon by your service/policy/function/procedure?

The HR service collects and monitors data on the Recruitment service.

The aim will be to reflect the make-up of the local community in Waverley's work force and redress any imbalance through appropriate recruitment and action action.

If monitoring has NOT been undertaken specify the arrangement you intend to make; if not please give a reason for your decision.

See above.

Section 3 – Assess the Impact on Equality Target groups

Assess the potential impact that the policy could have on each of the target groups. The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will also need to assess whether the negative potential impact is high or low.

Consider the following:

Physical access, location, geography, poverty, deprivation and social exclusion issues, employment, accessible communications issues.

Direct discrimination; does the strategy, policy etc intentionally exclude a particular equality category? Is it justified?

Indirect discrimination; does this strategy/policy/function affect some equality categories disproportionately? Is this justified? Is the strategy/policy/function or its outcomes (such as the services provided) likely to be equally accessed by all? Are there barriers that might inhibit or restrict access to the service for some people?

	Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)	Reason
Gender				
Women	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance.
Men	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Transgendered Men/Women	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Race The categories used in the Race section are those used in the 2001 census. Consideration should be given to the needs of specific communities within the broad categories.				
Asian	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Black	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Mixed race	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance

	Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)	Reason
White	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Chinese	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Other racial or ethnic groups - specify	Yes <input type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Disability				
Long term health impairment could include, mental health problems, asthma, heart conditions, chronic fatigue etc.				
Physical	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Sensory	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Learning	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Long Term Health Impairment	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Sexual orientation				
Heterosexuals, lesbians, gay men and bisexuals	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance
Age				
Older people	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	We have implemented a flexible retirement policy. This policy will not impact on the over 65 age group. Waverley's recruitment policy states that Waverley does not recruit people who are within 6 months of their 65 th birthday or older

	Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)	Reason
Younger people and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Waverley supports work experience requests when possible and has strong links with Waverley Training Services.
Religion or belief Faith groups cover a wide range of groupings, the most common of which are Buddhists, Christians, Hindus, Jews, Muslims, and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.				
Faith groups	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance

If you have indicated there is a potential negative impact on any group, are these intentional and of a high impact?

Intended – i.e. can be justified in terms of legislation
e.g. concessionary fares for over 60s

Yes No

High Impact? – i.e. it is or may be discriminatory
against some groups .

Yes No

Is the negative impact **NOT INTENDED** and/or of **HIGH IMPACT**?

- If yes, a full assessment is required. Please complete the **Equality impact assessment form Part Two: Full assessment**.
- If no, complete the rest of this form below and consider if completing the **Equality impact assessment form Part Two: Full assessment** would be helpful in making a thorough assessment. Do not ignore low impacts – these could help you develop services in the future.

Section four: Improvement planning

It is important to consider any influence the strategy/policy/procedure/project/function is having, or potentially could have, on the individual strands of equality. The strategy/policy/procedure/function should also be examined for its effectiveness in

- promoting equality
- eliminating discrimination

Could you minimise or remove any low negative impact or improve the positive impact of the strategy/policy/procedure/function and if so how

Use the table below to record how you could minimise or remove any low negative impact or improve the positive impact of the strategy/policy/procedure/ function:

Issue	Action
To ensure that the work force reflects the community profile.	If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance.

If there is no evidence that the strategy/policy/procedure/project/function promotes equality, equal opportunities or improved relations – could it be adapted so that it does? How?

Section five: Monitoring and reviewing

What data do you have which monitors the impact of the strategy/policy/procedure/project/function on minority groups?

Waverley's recruitment monitoring data

How is this data used?

This data will enable Waverley to determine the extent to which the work force reflects the community profile. If the work force profile does not reflect the community profile, recruitment and retention action will be taken to redress the balance

If there is no data, please explain how you intend to continue monitoring the impact of this strategy/policy/procedure/project/function:

Recommendation

Full Equality Impact Assessment required

No

Name of Assessor:

Wendy Gane, HR Adviser

Date: 13/8/09

Signed off by:

Corporate Equalities Group

Date: 10/11/2009

Name of HOS or Director

Published on website

Date: 21/1/2010

Please send a copy of the completed form to the Corporate Equality Group, via Louise Norie at louise.norie@waverley.gov.uk.