

Equality Impact Assessment Form

Please ensure that you refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team

Details	
Name of responsible officer: Lisa Jones	
Group/Directorate: Customer Services	
Service Area:	Human Resources

Q1(a) WHAT ARE YOU ASSESSING FOR IMPACT ?

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input checked="" type="checkbox"/> X	Proposal <input type="checkbox"/>	Information/ Position statement <input type="checkbox"/>
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(b) Please name and describe below

Strategic workforce plan that sets out the activities for the Council on improving people related opportunities.

**(c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?
If so, please identify what and how?**

It is good practice to set out how the organisation will ensure it is managing the staff resources effectively to support service delivery. The Plan is linked to the Corporate Plan and focuses on Council priorities. WAO recommend a Plan is developed.

(d) Does the initiative directly affect service users, employees or the wider community?

Yes Continue assessment
 No No need to continue screening or carry out an EQIA

Relevance Test: Is an equality impact assessment required?

What will be the effect on :-

Protected Characteristic	Impact?
Gender	<p>Both genders have the opportunity to benefit from the Plan. However some caution is required for those on maternity or adoption leave for the actions below:</p> <ul style="list-style-type: none"> Succession planning and leadership programme. Women/men who take maternity/adoption leave may not have as many opportunities to be developed. The Keeping In Touch days (maternity) could be used to ensure that these women can attend training and keep up to speed with skills One to one process. During the time that the employee is away on maternity/adoption leave, consideration should be given to how the employee can retain contact with the workplace. Review of Council policies. This is an opportunity to take this group of employees into consideration.
Disability	<p>The Plan does not prevent those with a disability from accessing the activities. However consideration must be given to those who may have difficulty attending training</p>

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	course or using standard means of development of skills.
Ethnicity	There is a low level of ethnic minorities working within the Council.
Religion	There is no expected issue in regards to religion.
Age	All ages will have the opportunity to benefit from the Plan. However those that are due to retire may not be invested in for future skills requirements. All training must be applied fairly and in relation to the job needs rather than the individual's age. Consideration will be needed to ensure that discrimination does not occur through developing the succession planning and leadership development based on job needs only.
Sexual Orientation	There is no expected issue in regards to sexual orientation.

If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

Are you happy that you have sufficient evidence to justify your decision?

Yes No

Signed Date

N.B. If the information above, has identified a disproportionate/ negative/ adverse impact on any protected group then you MUST proceed to full assessment below

Full assessment

In terms of any disproportionate / negative / adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

The main area with potential discrimination is training and development. Those taking maternity/adoption leave, and those with disabilities or are older need to be considered. There is no evidence that this has been a problem previously.

To ensure that this does not become a problem, the training programmes will hold criteria that is not dependent on factors that are directly or indirectly discriminatory. The focus of the training will be on job requirements. Those with disabilities that require alternative means of learning, a confidential discussion where this is raised will be able to review how to support the individual.

The 121 and appraisal process has been set up so that development requirements can be discussed regularly and in confidence.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

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Evidence Sources

- (i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.
- (ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

Only employee data has been reviewed as the Plan only affects employees.

The Plan has been consulted on with Corporate Management Team, Senior Leadership Group.

Decision Log – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made)

Re above.

5a	Date of Next Review:
5b	If review is not required, explain why.

6a	Approved by:
6b	Approval date: