

# Swale and Maidstone Joint HR Policy Group



## Community Impact Assessment Initial Assessment



## Equality Impact Assessment Initial Assessment

The initial assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full:-

Community Impact Assessment (CIA) – Swale  
Equality Impact Assessment (EIA) – Maidstone

by looking at:

- ❖ negative, positive or no impact on people that possess any of the protected characteristics
- ❖ opportunity to promote equality for people that possess any of the protected characteristics
- ❖ data / feedback
- prioritise if and when a full assessment should be completed
- justify reasons for why a full assessment is not going to be completed

<b>Service</b>	Joint Council – Swale and Maidstone
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<b>Title of Policy, Function Or Service</b>	Capability Policy
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<b>Type of Policy, Function Or Service</b>	Existing:	
	New/proposed	
	Changed	Yes

### Step 1 - Identify Aims

#### Q1. What Are the Aims of Your Policy, Function or Service?

- improve and maintain the standard of work performance of an employee, through advice, guidance and support, with the emphasis on developing performance improvement plans to reach the required standard
- ensure all employees are treated in a fair, consistent and understanding manner in relation to capability issues
- to ensure the Council is fair employer, meeting all relevant legal requirements regarding capability related decisions
- support managers in carrying out their responsibilities for the maintenance of high standards of work performance by all employees
- contribute towards the improvement of the performance and effectiveness of the Council.

**Q2. Who Is Going To Benefit From This Policy, Function Or Service and How?**

The policy should benefit both employees and the employer as it ensures key learning and development needs are recognised and addressed early on ensuring that employees are given the opportunity to address these before the matter gets too serious.

**Step 2 - Assess Potential Impact**

**Q3. Thinking about each of the groups below, does, or could the policy, function, or service have a negative impact on people who possess the protected characteristics below?**

Group	Yes	No	Unclear
Age		X	
Disability		X	
Race		X	
Sex		X	
Sexual orientation		X	
Religion or belief		X	
Gender Reassignment		X	
Marriage and Civil Partnerships		X	
Pregnancy and Maternity		X	
Relationships between groups		X	
Other socially excluded groups		X	

**If The Answer Is “Yes” Or “Unclear” Consider Doing A Full Assessment**

**Step 3 - Assess Potential to Promote Equality**

**Q4. Does, or could, the policy, project or service help to promote equality for on people who possess the protected characteristics?**

Group	Yes	No	Unclear
Age	X		
Disability	X		
Race	X		
Sex	X		
Sexual orientation	X		
Religion or belief	X		
Gender Reassignment	X		
Marriage and Civil Partnerships	X		
Pregnancy and Maternity	X		
Relationships between groups	X		
Other socially excluded groups	X		

**If The Answer Is “No” Or “Unclear” Consider Doing A Full Assessment**

**Step 4 - Collect and Use Evidence**

**Q5. Have you undertaken any consultation on this policy, function or service?**

Yes | X | No

**If yes give details of who has been consulted (internally and externally) and a brief summary of any equality and diversity issues raised**

The policy has been consulted with members from the joint policy group. This includes the Trade Union, unit managers and other HR colleagues from Swale and Maidstone Council. The policy will also be sent to unit managers from both sites so that they can review the policy and provide any comments regarding the application of the process.

**Q6. Do you have any feedback data from people with any of the protected characteristics that influences, affects or shapes this policy, function or service?**

Group	Yes	No	Unclear
Age		X	
Disability		X	
Race		X	
Sex		X	
Sexual orientation		X	
Religion or belief		X	
Gender Reassignment		X	
Marriage and Civil Partnerships		X	
Pregnancy and Maternity		X	
Relationships between groups		X	
Other socially excluded groups		X	

**If the answer is “no” or “unclear”, no-one knows or opinion is divided consider doing a full assessment**

**Step 5 – Finalise Your Decision**

**Q7. Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, project or service?**

Yes		No	X
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**If you have to complete a full assessment use the easy to follow toolkit and form on Intranet**

**Q8. How Have You Come To This Decision?**

Provided that the policy is followed I do not consider that the implementation of the policy will result in an adverse impact or discrimination against different groups of people. This conclusion can be reached on the balance of the information mentioned above and feedback from the policy group.

**You only need to answer this question if you answered yes to Q7.**

**Q9. What Is Your Priority For Doing The Full Assessment?**

High	Medium	Low
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**Step 6 – Details of People Involved**

**Q10. Who was involved in the CIA, and how?**

Trade Union – Swale and Maidstone  
 Unit managers – Swale and Maidstone  
 HR staff – HR shared service  
 All managers at Swale and Maidstone Council

<b>Name of Lead Officer</b>	Bal Sandher
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<b>Signature</b> <i>B. Sanchez</i>	
<b>Date</b> 03/08/2012	<b>Contact number ext</b> 2165
<b>Head of Service Endorsement</b>	
<b>Signature</b>	
<b>Date</b>	<b>Contact number</b>

<b>Step 7 – CIA Group (Swale) Approval or Complete a full assessment</b>			
<b>Approval</b>			
The CIA Group (Swale) has approved this assessment			
The CIA Group (Swale) as approved this assessment in principle subject to further evidence being provided			
<b>Name of Lead Officer</b>			
<b>Signature</b>			
<b>Date</b>		<b>Contact number</b>	

<b>Step 8 – Publish Your Approved Assessment</b>
<b>Please confirm an electronic copy of the approved CIA/EIA has been sent to the Website Officer to be published on the Council’s website.</b>