

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

Service	Joint Council – Swale and Maidstone
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Title of Policy, Function Or Service	Attendance Management Policy
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Type of Policy, Function Or Service	Existing:	
	New/proposed	
	Changed	Yes

Step 1 - Identify Aims

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

- improve and maintain satisfactory levels of attendance at work, through monitoring, advice, guidance and support, with the emphasis on reducing sickness absence and promoting employee wellbeing
- ensure all employees are treated in a fair, consistent and understanding manner in relation to attendance issues
- to ensure the Council is a fair employer, meeting all relevant legal requirements regarding absence related decisions
- support managers in carrying out their responsibilities for the maintenance of high levels of attendance at work 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?

1.1 The policy should benefit both employees and the employer as it provides clear guidelines and expectations about how absence should be reported, monitored and managed. It encourages preventative action which addresses the wider issues associated with sickness absence, identifying and resolving organisational and work-related causes and promoting employee wellbeing.

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 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 Borough Councils. 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

Name of Lead Officer	Bal Sandher
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Signature <i>B. Sanchez</i>	
Date 05/06/13	Contact number ext 2165
Head of Service Endorsement	
Signature	
Date	Contact number

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

Step 8 – Publish Your Approved Assessment
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.