

Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: HR
Section: HR
Lead Officer: Kate Harley

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for:

Capability Policy and Procedure

Is the policy, project, service, function or strategy:

Existing
Changed
New/Proposed

STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES

What is the aim of the policy, project, service, function or strategy?

The aim of this policy is to provide guidance for all employees and managers on how to handle situations where performance of an individual is below the standard expected by the organisation. The new policy expands on and clarifies references to performance issues outlined in the current Disciplinary Policy which will be removed in due course.

Who is the policy, project, service, function or strategy going to benefit and how?

All managers and employees will benefit from the clarity this new policy provides. Managers will know what steps to take to support staff to improve their performance and staff will know what to expect at each stage of the process, removing any uncertainty.

What outcomes do you want to achieve?

The new policy aims to provide a clear framework for managers to improve performance of staff where concerns have been raised. The policy aims to support managers and staff to tackle the causes of underperformance and provide support for all involved.

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Certain barriers will exist for employees with protected characteristics as the underperformance may be related to either their health, age or ethnicity rather than a lack of ability. This restrains managers from being able to take the appropriate action and managers tend to accept poor performance rather than tackle it.

STEP 2 – COLLECTING YOUR INFORMATION

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- Data from Resourcelink on reasons for leaving
- Data on Resourcelink relating to equalities
- CIPD research and guidance
- ACAS guidance
- Equalities Office guidance
- Capability statistics/cases held on Resourcelink

STEP 3 – FURTHER ENGAGEMENT ACTIVITIES

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
2015	Policy Working Group	Approved
2015	Union engagement	Comfortable with proposals to make adjustments in line with the equality legislation.
21.1.16	CJCC	

STEP 4 – WHAT’S THE IMPACT?

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
Age – including older people and younger people.	There are neither positive or negative impacts		CBC has a range of policies to support employees including flexible and early retirement and ill health retirement if appropriate. Advice would be sought from OH to ensure no age-related conditions impacted on performance.
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	There are neither positive or negative impacts		Take appropriate advice from OH on the impact of the disability on the work performance and make adjustments as necessary. Para 4.2, 4.3 gives informal process.
Gender – men, women and transgender.	There are neither positive or negative impacts		

Marital status including civil partnership.	There are neither positive or negative impacts	
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	There are neither positive or negative impacts	Any specific issues would be discussed during the process and advice taken from OH if appropriate
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	None	
Ethnic Groups	There are neither positive or negative impacts	Any barriers in relation to capability would be covered by adherence to the recruitment policy .
Religions and Beliefs including those with no religion and/or beliefs.	None	
Other groups e.g. those experiencing deprivation and/or health inequalities.	There are neither positive or negative impacts	

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes

No x

If yes what action can be taken to stop the discrimination?

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The EIA has highlighted the issues surrounding health related performance and the need to ensure that OH/medical advice is sought and adhered to.

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

HR will be responsible for the monitoring of this policy, in conjunction with feedback from managers. This policy will be renewed in 2019.

STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION

Please note the draft EIA should be reviewed by the appropriate Head of Service/Service Manager and the Policy Service before WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager

Name:

Date:

Reviewed by Policy Service

Name: Richard Gadsby

Date: 13 / 01/ 16

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service