

Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HR

Section: HR

Lead Officer: Sandy Gillham-Hardy

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

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

Existing

Changed

New/Proposed **New**

Q1 - What is the aim of your policy or new service?

This policy has been produced to formalise arrangements and provide a written agreement for all parties when a council employee is seconded to another post inside, or outside of the council.

Q2 - Who is the policy or service going to benefit?

The purpose of a secondment policy is to fill short-term vacancies at the same time as giving staff a way of developing their professional skills and experience. Secondment arrangements can help with retaining employees who are seeking new challenges and would otherwise look for work elsewhere, taking expertise and knowledge.

Benefits of secondments for managers

- To complete a project or provide continuity in respect of organisational needs or staff absences such as long term sickness, maternity leave, career breaks and so forth.
- To develop a multi-skilled workforce and enhance closer working relationships with other areas of the Trust.
- To provide a cost effective way of developing employees skills and knowledge.
- To improve team morale and motivation

Benefits of secondments for employees

- To provide the opportunity for employees to enhance their career and personal development.
- To gain new skills and knowledge through practical experience within different working environments.
- To increase motivation and engagement

The arrangements within the policy should benefit:

- The seconded employee - they are clear on what terms they will be on during the secondment and what terms they will return to with the council.
- The council – clarity on the duration of the secondment and what responsibilities the council has during this period.
- The new employer – clarity on the duration of the secondment and what responsibilities they have during this period.

The secondee should not be disadvantaged because they are on secondment eg delaying an appraisal or failing to progress a grievance.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.			✓
Disabled people – physical, mental and sensory including learning			✓

disabled people and people living with HIV/Aids and cancer.			
Gender – men, women and transgender.			✓
Marital status including civil partnership.			✓
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			✓
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			✓
Ethnic Groups			✓
Religions and Beliefs including those with no religion and/or beliefs.			✓
Other groups e.g. those experiencing deprivation and/or health inequalities.			✓

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes
No

Q5 - Reasons for this decision:

The lack of a policy surrounding secondments will inevitably mean that employees are treated differently before, during and after a secondment. This policy provides a clear framework for employees and managers to follow to ensure equity and consistency across the council.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.