



# Employment Equality Impact Assessment Screening Form

**PLEASE READ HR EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM**

1. Summary Information	
Date screening completed	December 2014
Name of policy / project/ service reform?	Employee Performance Improvement Framework
Project duration	On-going
What is the aim or purpose of the policy, strategy or service reform?	To support the council's strategic aims for a flexible and skilled workforce and the commitment set out in the HR Strategy to strengthen the development of all employees and support them in realising their full potential.
Which employees may be affected?	All council employees
Who is responsible developing this policy, strategy or service reform?	Corporate HR

2. Does this proposed change have a potential impact on employees?			
	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?		✓	
b) Involve a change of departmental or service structure?	✓		
c) Involve a reduction or increase in workforce?	✓		
d) Change employees' terms and conditions	✓		
e) Change employees' working hours?	✓		
f) Change employees' work location?	✓		
g) Change aspect of employees' physical work environment?	✓		
h) Introduces new or amends existing working practices for employees?	✓		

3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?  Please provide summary explanation(s) in the appropriate column(s).	Employees of different ages			Neutral
	Employees with a disability			Neutral
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral
	Employees who are pregnant or subject to maternity arrangements			Neutral



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	Employees belonging to race, cultural and ethnic groups			Neutral
	Employees who have a religion or belief, or who do not			Neutral
	Female and Male employees			Neutral
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership			Neutral
	Employees with caring responsibilities			Neutral
	Full Time Employees			Neutral
	Part Time Employees			Neutral
Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
<p>b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	Employees of different ages	A plan of support would be implemented. In line with the Equality Act, reasonable adjustments would be made. This could include reallocation of duties, specialist equipment or consideration of redeployment.	n/a	
	Employees with a disability	A plan of support would be implemented. In line with the Equality Act, reasonable adjustments would be made for employees with a disability where required. This could include reallocation of duties, specialist equipment or		



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		consideration of redeployment.	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	In line with the Equality Act, reasonable adjustments would be made where required. This could include reallocation of duties, or consideration of redeployment.	n/a
	Employees who are pregnant or subject to maternity arrangements	If on maternity/adoption leave, the same support and communication about the performance review and measurement arrangements must be provided that all other employees receive or this could cause potential discrimination. The communication could be whilst on leave or upon return to work.	
	Employees belonging to race, cultural and ethnic groups	n/a	n/a
	Employees who have a religion or belief, or who do not	n/a	n/a
	Female and Male employees	n/a	n/a
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	n/a	n/a
	Employees with caring responsibilities	This may mean an employee works different hours to those of a full-time employee. This must be considered when agreeing performance	



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		objectives. To avoid potential discrimination, the considerations are similar to those of the part-time employees - see section below.	
	Full Time Employees	n/a	n/a
	Part Time Employees	<p>It would not be appropriate for a part-time employee to have the same number and volume of targets as a full-time employee with comparable experience and responsibilities. Targets should be decided through discussion between employee and reviewer, taking into account the time at work each week and what is achievable, challenging and measurable.</p> <p>The expectation of level of service would be the same however, so it's important part-time employees have the same opportunities to training and career development as their full-time counterparts. They may also need the same proportionate time following training to be effective in the learning outcomes.</p> <p>Where a part-time employee is underperforming a plan of support should be</p>	



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		<p>implemented. However, it's important that managers take into account the hours an employee works in any PIP. For example, if a counterpart full time employee's performance would be reviewed every 4 weeks to evaluate improvement, it may be appropriate that 8 weeks would be reasonable to expect the same improvement from a part-time employee (0.5fte).</p> <p>Services would need to consider this on a case by case basis and make the appropriate adjustments to avoid potential discrimination.</p>	
Question	Three needs of Equality Act 2010	Summary explanation	
<p>c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.</p>	<p>Eliminate unlawful discrimination, harassment and victimisation.</p>	<p>The under-performance arrangements recognise that poor performance may be as a result of discrimination, a disability, bullying or harassment. If the employee is unable to carry out their duties due to their age, a disability or gender reassignment the manager must consider reasonable adjustments in line with the Equality Act 2010. The concept of the performance improvement framework is to support employees to improve their performance.</p>	
	<p>Advance equality of opportunity between people who share a relevant protected characteristic and those who don't</p>	<p>N/A</p>	
	<p>Foster good relations</p>	<p>N/A</p>	



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	between people who share a protected characteristic and those who don't.	
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4. Conclusion			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision?  Please provide a brief statement explaining why you have made this decision.		✓	This framework will affect all employees and should be applied fairly and consistently across the whole workforce.
<ul style="list-style-type: none"> <li><b>If you are proceeding to a full EEqIA please refer to the template EEqIA.</b></li> <li><b>If you are not proceeding to a full EEqIA please answer the questions below:</b></li> </ul>			
b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or project plan? If yes, please provide a brief statement about this opposite.			Reference will be made in any guidance materials of the need to consider reasonable adjustments in line with the Equality Act.
c) Have you identified anything which is likely to change during the implementation stages of the project or policy development which would result in your reviewing this screening?  If yes, please provide a brief statement opposite.		No.	
d) Have you added Equality into the implementation plan for this policy, strategy or decision?		Yes.	
e) If implementation is longer than 3 months what is the scheduled review date for your screening?		n/a	
5. Screening Sign off			
I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:			
<b>Signature of HR Manager: Catharine Kirwan, Deputy Head of HR</b>			



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