



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Relocation Policy (2003)
Lead Officer	Margaret Bird
Team	HR-Payroll
Start date of assessment	March 2009
Completion of assessment	March 2009

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

The policy is to give guidance about claiming relocation expenses for newly appointed staff. All staff who take up a post with SCDC may be eligible if they are moving from a home location more than 25 miles from their new place of work to take up the post. However in reality, it is generally more senior posts rather than some thing such as basic admin posts that would be offered this benefit.
It includes a relocation agreement for repayment of monies should the new employee leave SCDC within a 3 year period.

A2. Is this policy or function associated with any other Council policy or priority?

Recruitment & Selection

A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

Newly appointed staff members of SCDC who meet the qualifying criteria.

A4. Is the policy/function corporate and far-reaching?

The policy is a Corporate policy and is inclusive to all new staff. However it is aimed at new employees purchasing a property.

A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.

Due to be reviewed under HR-Payroll cycle of policy review and in the light of the EQIA findings.

A6. Is this a new or existing policy or function?

Existing policy.

B. EVIDENCE/ DATA and CONSULTATION

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?

Anecdotal evidence: Conversations with managers and new employees when they ask for advice about the policy.

Accountancy monitor the monies paid out to individuals. There is no central budget for relocation claims and monies come from Service area budgets, with claims signed off by the appropriate manager and passed through creditors. The maximum can be exceeded if this is signed off and there is budget.

Staff survey 2008 – policies are consistently implemented = 31% agree

Current financial climate: relocation expenses are an important benefit when attracting new employees; more people are renting rather than buying and the policy does not address the needs of this group.

B2. Have you compared the data you have with the equality profile of the local population? What does it show?

No, this is an internal facing policy.

B3. Have you identified any improvements or other changes that could be made from monitoring the data?

- The policy should address the needs of a range of circumstances a new employee may be in when taking up a post with SCDC e.g. someone moving away from the family (parental) home; someone moving from rented accommodation to rented accommodation, someone moving from owner occupier to rented accommodation; someone not wanting to move their family because of exceptional circumstances but willing to live locally during the week and return home at weekends.
- HR-Payroll should be involved in monitoring the policy, Relocation agreement and monies paid out to monitor fair application of the policy and benefits.
- Monies paid through Payroll and identifiable as relocation payments in line with any relevant tax legislation.
- Checking leavers against Relocation agreements to ensure that monies are paid back to the Council as per the agreement.

B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?

Feedback from managers and employees as in B1

B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?

Staff survey 2008 – policies are consistently implemented = 31% agree

A small selection of managers for their views who concur with recommendations as described at B3.

B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.

General advice around relocation policies: East of England Regional Assembly (EERA) and other local Councils

C1. IMPACT OF THE POLICY OR FUNCTION		
Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.		
DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
GENDER: Identify the potential impact of the policy or function on men and women		
Policy is very inclusive and applies to all	Positive	Low
RACE: Identify the potential impact of the policy or function on different race/ethnic groups		
Policy is very inclusive and applies to all	Positive	Low
DISABILITY: Identify the potential impact of the policy or function on disabled people		
Policy is very inclusive and applies to all	Positive	Low
AGE: Identify the potential impact of the policy or function on different age groups		
The current policy favours older people who are more likely to be owner-occupiers and taking up more senior posts.	Adverse	Medium
SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people		
Policy is very inclusive and applies to all	Positive	Low
RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups		
Policy is very inclusive and applies to all	Positive	Low
OTHER:		

PLEASE NOTE: Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.

By revising the policy so that there are a wider range of options that meet differing needs giving fairer access to relocation monies.

C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?

Other than the point addressed at C2, the policy actively promotes equal opportunities across the Council for SCDC staff.

C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.

None

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input checked="" type="checkbox"/>	If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?
	No?	<input type="checkbox"/>	
D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?	Yes?	<input type="checkbox"/>	If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?
	No?	<input checked="" type="checkbox"/>	
D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?	Yes?	<input checked="" type="checkbox"/>	If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities? Yes Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? It will be reviewed in line with HR-Payroll cycle of policy reviews.
	No?	<input type="checkbox"/>	Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?
D4. Do you have any other conclusions/outcomes from the partial assessment?			
The policy will benefit from some revisions to address the issues raised.			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Revise policy	Consultation and redrafting	March/April 2009	Margaret Bird	
	EMT for approval	May 2009	Margaret Bird	
	Portfolio holder	June 2009	Margaret Bird	

RESOURCES

Does the above action plan require any additional resources?

No

ARRANGEMENTS FOR MONITORING

Please give your plans for monitoring the achievement of the above actions.

- HR-Payroll should be involved in monitoring the policy, Relocation agreement and monies paid out to monitor fair application of the policy and benefits.
- Monies paid through Payroll and identifiable as relocation payments in line with any relevant tax legislation.
- Checking leavers against Relocation agreements to ensure that monies are paid back to the Council as per the agreement.

SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance

Signature of Lead Officer

Date:

Signature of Corporate Manager or Chief Officer:

Date:

Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.