



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Probation Policy (2005)
Lead Officer	Margaret Bird
Team	HR-Payroll
Start date of assessment	Feb 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 the probation period. All staff who take up a post with SCDC or transfer internally, regardless of local government service, are subject to a probation period. The aim is that the probation period and the support/training that is given during it will ensure all employees can do their job to the required standard.

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

Recruitment & Selection, Induction checklist and Disciplinary policy.

However the Probation policy states: The full Council disciplinary policy does not apply to new employees with no local government service; and employees on probation will normally only be given one warning no matter what the level of offence.

Also any employee who is an internal transfer or has local government service before joining SCDC is not subject to non-confirmation of employment in the new role.

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

Staff members of SCDC

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

The policy is a Corporate policy and is inclusive to all staff.

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 this 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 when they ask for advice about non confirmation of employment or extending probation or what to do when an employee is seriously failing despite every reasonable effort to give support & training. Feedback that the record sheet is not useful.

Staff survey

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 record sheet could be redesigned to be appropriate to the task.

All policies should apply to all employees equally.

All employees should be subject to non-confirmation if they are failing to meet the required standard of the job.

There should be a way to move to non-confirmation sooner where someone is seriously failing.

All managers to be made aware to complete the probation meetings and place the completed paperwork on Personnel files.

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

Feedback from managers 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 probation: 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	Neutral	Low
RACE: Identify the potential impact of the policy or function on different race/ethnic groups		
Policy is very inclusive and applies to all	Neutral	Low
DISABILITY: Identify the potential impact of the policy or function on disabled people		
Policy is very inclusive and applies to all	Neutral	Low
AGE: Identify the potential impact of the policy or function on different age groups		
Policy is very inclusive and applies to all	Neutral	Low
SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people		
Policy is very inclusive and applies to all	Neutral	Low
RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups		
Policy is very inclusive and applies to all	Neutral	Low
OTHER: Local government service		
The policy discriminates between employees with and without local government service for disciplinary issues and where an employee is failing to meet the required standard..	Adverse	Medium

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 all employees, regardless of whether they have local government service, are internal transferees or new to SCDC, are treated the same

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. Review to be completed by Feb 2009			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Revise policy – take account of issues relating to continuity of local gvmt service	Consultation with managers & unions	December 2008	Margaret Bird	✓
	EMT for approval	January 2009	Margaret Bird	✓
	Portfolio holder	February 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.

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.