



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	'Going the Extra Mile' Employee Recognition Scheme
Lead Officer	Rachael Fox
Team	Rachael Fox, Richard May, Susan Gardner Craig
Start date of assessment	2 December 2010
Completion of assessment	17 December 2010

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 scheme seeks to recognise outstanding achievement for effort above and beyond the normal job responsibilities, to employees and teams who have made a significant positive difference to the customers they provide for.

Quarterly team and individual recognition certificates will be introduced for outstanding service and ideas, over and above the normal day job, judged by staff for staff. Quarterly team and individual winners will be put forward for an annual certificate to be judged by the Chief Executive and presented at the Chairman's Charity Christmas event each year.

Nominations for recognition will be sought from customers, colleagues, managers and Members and evaluated on a quarterly basis. All nominees will be listed throughout the year on In-site, in Scene and in South Cambs. Magazine. Nominations will be encouraged and submitted from the customer/service user, particularly where an employee and/or team has made a significant difference to the quality of their personal or professional lives.

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

Yes. The re-launch of an employee recognition scheme is a key action within the Employee Engagement Strategy and Customer Service Excellence (CSE) corporate accreditation project work plan.

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

All direct SCDC staff, excluding contractors and the Contact Centre.

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

Yes.

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

The scheme will be finalised in December 2010, launched in January 2011 and its effectiveness reviewed at timely intervals during 2011 to identify improvements where required.

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

It represents the re-launch of an employee recognition scheme for the Council.

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?

The last Staff Survey undertaken in 2009 revealed high demand for the introduction of a recognition scheme.

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

The Human Resources (HR) team holds comparator data of the Council's staffing establishment on key issues such as gender, age and ethnic profile's of the Council's workforce.

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

Specific actions are being forward through the Council's statutory equality schemes relating to race, disability and gender (being combined into a Single Equality Scheme during 2011).

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

Yes. The scheme has been subject to detailed discussions with the CSE Project Assurance Group, which comprises representatives of all the Council's services. Previously, the Employee Engagement Strategy was developed by a cross-service staff focus group.

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?

None specific in terms of protected equality characteristics. The Employee Recognition Scheme is an initiative from the Employee Engagement Strategy, which is expected to be launched in early 2011.

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

In addition to the consultation referred to in Section B4 above, the Customer Service Co-ordinator sought examples of good practice from other organisations in developing a suitable recognition scheme for SCDC.

C1. IMPACT OF THE POLICY OR FUNCTION

Assess the potential impact on each of the following protected characteristics. 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)
The reward criteria require nominations to demonstrate how individuals and teams have contributed significantly to the achievement of the Council's strategic aims. These aims all contribute towards enhancing an equal and inclusive community; as such, recognition of outstanding work is intended to have direct and indirect benefits for all protected equality characteristics.		
AGE: Identify the potential impact of the policy or function on different age groups.	Neutral	
As 'description of impact' above. The Employee Recognition Scheme is inclusive to people of all ages, but is not specific to age.		
DISABILITY: Identify the potential impact of the policy or function on disabled people.	Positive	
As 'description of impact' above. The scheme makes provision for nominations to be made by any appropriate means, thereby ensuring inclusive access for those wishing to make nominations who have disabilities relating to literacy, which reduce their ability to complete hard copy or on-line forms. In addition, large copy versions of the leaflet will be produced if required for customers with disabilities relating to sight or hearing.		

GENDER REASSIGNMENT: Identify the potential impact of the policy or function on people that have changed gender identity.	Neutral	
As 'description of impact' above. The Employee Recognition Scheme is inclusive to people undergoing gender realignment, but is not specific to gender reassignment.		
MARRIAGE AND CIVIL PARTNERSHIPS: Identify the potential impact of the policy or function on people who are married or in a civil partnership.	Neutral	
As 'description of impact' above. The Employee Recognition Scheme is inclusive to people regardless of their marital status, but is not specific to marriage or civil partnerships		
PREGNANCY AND MATERNITY: Identify the potential impact of the policy or function on pregnant or maternal mothers and those women who wish to breastfeed.	Neutral	
As 'description of impact' above. The Employee Recognition Scheme is inclusive to pregnant and maternal mothers, but is not specific to pregnancy or maternity.		
RACE: Identify the potential impact of the policy or function on different ethnic groups, including national origins, colour and nationality.	Neutral	
As 'description of impact' above. Reasonable requests for interpretation and translation of the Employee Recognition Scheme documentation will be considered in line with Council policy.		
RELIGION/BELIEF: Identify the potential impact the policy or function on different religious/faith groups.	Neutral	
As 'description of impact' above. The Employee Recognition Scheme is inclusive and applies to people of all religious/faith groups, but is not specific to religion or belief.		

SEX: Identify the potential impact of the policy or function on men and women.	Neutral	
As 'description of impact' above. The Employee Recognition Scheme is inclusive to men and women, but is not specific to sex.		
SEXUAL ORIENTATION: Identify the potential impact of the policy or function on lesbian, gay men, bisexual or heterosexual people.	Neutral	
As 'description of impact' above. The Employee Recognition Scheme is inclusive to lesbian, gay men, bisexual or heterosexual people, but is not inclusive to sexual orientation.		
OTHER CHARACTERISTIC SPECIFIC TO SOUTH CAMBRIDGESHIRE – RURALITY: Identify the potential impact of the policy or function on people who are rurally isolated.	Neutral	
As 'description of impact' above.		

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.

<p>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.</p> <p>No adverse impacts.</p>
<p>C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?</p> <p>Yes – as 'description of impact' above.</p>

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.

The scheme promotes and supports a culture where new ideas are shared and good practice and innovation is recognised throughout the Council, thereby exemplifying the Council's Values of customer service, mutual respect, commitment to improving services and trust.

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input checked="" type="checkbox"/>	YES
	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"/>	NO
	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"/>	The impact on equalities is predominantly neutral, but positive for disability.

	No?	<input type="checkbox"/>	
D4. Do you have any other conclusions/outcomes from the partial assessment?			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress

RESOURCES

Does the above action plan require any additional resources?

Not applicable

ARRANGEMENTS FOR MONITORING

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

Not applicable

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.