

Equality Impact Assessment

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| Title of the policy/report /strategy/service | Capability Policy & Procedure |
| Date | 22 nd April 2016 |
| Lead Officer | Elaine Griffin – HR Business Partner |
| Who else is involved in undertaking this assessment? | Claire Perry – HR Business Partner |

Step 1 – Overview of policy/function being assessed

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| A. Outline: What is the purpose of this policy? (specify aims and objectives) |
| The purpose of the Capability Policy and Procedure is to support and encourage employees in achieving and maintaining the required level of performance in a fair and consistent manner. It provides a framework for resolving capability issues, ideally through the improvement of the employee's performance. The policy sets out the circumstances in which employees may be considered for redeployment and / or dismissed on the grounds of capability, where the required standards of performance cannot be achieved. |
| B. What specific groups are the policy designed to affect/impact? |
| The policy is relevant to all employees of the Council, particularly those where capability issues are identified by HDC's management. |
| C. Which groups have been consulted as part of the creation or review of the policy? |
| Unison, Human Resources, Service Managers |

Step 2 – What we already know and where there are gaps

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| A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc. |
| <p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence |
| Information is available regarding employees' characteristics and pay from the annual anonymous, voluntary data capture exercise carried out as at 31 st March 2015. No equality information is currently collated in respect of those staff subject to capability procedures. |
| B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list) |
| No data is available specifically relating to the characteristics of those staff who are subject to the formal stages of the policy. |

Step 3 – Do we need to seek the views of others? If so, who?

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| A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why. |
| HR will continue to liaise with the Equality and Diversity Officer in respect to identify and issues and work to resolve any underlying causes. |

Step 4 – Assessing the impacts

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| | In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page) |
| A. Age | The policy is neutral. Age does not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. |
| B. Disability (physical, visual, hearing, learning disabilities, mental health) | The policy is neutral. Disability does not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. The policy recognises the need to make reasonable adjustments for disabled employees. In cases where a connection is identified between a disability and capability, Occupational Health advice is sought and reasonable adjustments are considered. |
| C. Gender / Sex | The policy is neutral. Gender does not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. |
| D. Religious Belief | The policy is neutral. Religious belief does not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. |
| E. Racial Group | The policy is neutral. Ethnicity does not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. |
| F. Sexual Orientation | The policy is neutral. Sexual orientation does not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. |
| G. Transgender | The policy is neutral. Transgender status does not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. |
| H. Other protected groups (pregnancy & maternity, marriage & civil partnership) | The policy is neutral in respect of protected characteristics and they do not impact on the use of, or outcome of, the formal stages of the capability policy and procedure. |
| I. Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc) | No employee data is kept regarding socio-economic status of employees but, as HDC's commitment to equality is observed throughout the capability policy and procedure, staff are treated fairly and consistently. |
| J. All | The policy is easy to follow, fair and consistent. Followed correctly, the policy and procedure should not treat any employee more or less favourably than another unless there is justification for doing so. |

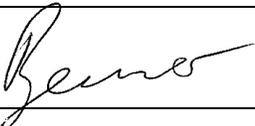
Step 5 – Action Plan

| Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i> | | | |
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| Question Number (Ref) | Action | Responsible Officer | Target Date |
| 2 | A trial will commence to determine the effectiveness of monitoring equality data regarding the use of policies and outcomes. | Elaine Griffin | 31 st March 2017 |

Step 6 – Who needs to know the outcomes of this assessment and how will they be informed

| | Who needs to know (Please tick) | How they will be informed (we have a legal duty to publish EIA's) |
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| Employees | ✓ | The EIA and the policy will be published on the intranet. |
| Service users | ✓ | The EIA will be published on the internet. |
| Partners and stakeholders | ✓ | The EIA will be published on the internet. |
| Others | ✓ | The EIA will be published on the internet. |
| To ensure ease of access, what other communication needs/concerns are there? | ✓ | Hard copies of the EIA and policy will be available from the Human Resources Department. |

Step 7 – Conclusion (to be completed and signed by the Service Manager)

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| Please delete as appropriate |
| I agree with this assessment / action plan |
| If disagree, state action/s required, reasons and details of who is to carry them out with timescales: |
| Signed (Service Manager):  |
| Date: 5th May 2016 |

Please send completed & signed assessment to the Equality and Diversity Officer.