

Swale and Maidstone Joint HR Policy Group



Community Impact Assessment Initial Assessment



Equality Impact Assessment Initial Assessment

The initial assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full:-

Community Impact Assessment (CIA) – Swale
Equality Impact Assessment (EIA) – Maidstone

by looking at:

- ❖ negative, positive or no impact on people that possess any of the protected characteristics
- ❖ opportunity to promote equality for people that possess any of the protected characteristics
- ❖ data / feedback
- prioritise if and when a full assessment should be completed
- justify reasons for why a full assessment is not going to be completed

Service	Joint Council – Swale and Maidstone
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Title of Policy, Function Or Service	Probation
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Type of Policy, Function Or Service	Existing:	
	New/proposed	Yes (SBC)
	Changed	Yes (MBC)

Step 1 - Identify Aims

Q1. What Are the Aims of Your Policy, Function or Service?

To assess suitability for the appointment and to enable the probationer to experience a planned and supportive induction process. It is an opportunity for advice and guidance to be provided and for expertise and confidence to be rapidly developed.

To ensure that staff are given a suitable period of time to perform at the required standard and, where identified, to improve their performance, provide necessary training and development and ensure that all new staff are treated fairly and consistently

Q2. Who Is Going To Benefit From This Policy, Function Or Service and How?

All newly appointed staff			
Step 2 - Assess Potential Impact			
Q3. Thinking about each of the groups below, does, or could the policy, function, or service have a negative impact on people who possess the protected characteristics below?			
Group	Yes	No	Unclear
Age		X	
Disability		X	
Race		X	
Sex		X	
Sexual orientation		X	
Religion or belief		X	
Gender Reassignment		X	
Marriage and Civil Partnerships		X	
Pregnancy and Maternity		X	
Relationships between groups		X	
Other socially excluded groups		X	
If The Answer Is “Yes” Or “Unclear” Consider Doing A Full Assessment			

Step 3 - Assess Potential to Promote Equality			
Q4. Does, or could, the policy, project or service help to promote equality for on people who possess the protected characteristics?			
Group	Yes	No	Unclear
Age	X		
Disability	X		
Race	X		
Sex	X		
Sexual orientation	X		
Religion or belief	X		
Gender Reassignment	X		
Marriage and Civil Partnerships	X		
Pregnancy and Maternity	X		
Relationships between groups	X		
Other socially excluded groups	X		
If The Answer Is “No” Or “Unclear” Consider Doing A Full Assessment			

Step 4 - Collect and Use Evidence			
Q5. Have you undertaken any consultation on this policy, function or service?			
Yes	X	No	
If yes give details of who has been consulted (internally and externally) and a brief summary of any equality and diversity issues raised			
<p>Trade Unions Staff Representatives (Staff Forum) Management Team All managers at Swale and Maidstone Council</p>			

Q6. Do you have any feedback data from people with any of the protected characteristics that influences, affects or shapes this policy, function or service?			
Group	Yes	No	Unclear
Age		X	
Disability		X	
Race		X	
Sex		X	
Sexual orientation		X	
Religion or belief		X	
Gender Reassignment		X	
Marriage and Civil Partnerships		X	
Pregnancy and Maternity		X	
Relationships between groups		X	
Other socially excluded groups		X	
If the answer is “no” or “unclear”, no-one knows or opinion is divided consider doing a full assessment			

Step 5 – Finalise Your Decision			
Q7. Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, project or service?			
Yes		No	X
If you have to complete a full assessment use the easy to follow toolkit and form on Intranet			
Q8. How Have You Come To This Decision?			
Provided that the policy is followed I do not consider that the implementation of the policy will result in an adverse impact or discrimination against different groups of people. This conclusion can be reached on the balance of the information mentioned above and feedback from the policy group.			
You only need to answer this question if you answered yes to Q7.			
Q9. What Is Your Priority For Doing The Full Assessment?			
High	Medium	Low	

Step 6 – Details of People Involved	
Q10. Who was involved in the assessment, and how?	
Joint Swale and Maidstone HR Policy Group made up of organisational managers, HR and Trade Unions. Policy has been emailed to managers at Swale and Maidstone for consultation.	
Name of Lead Officer	Bal Sandher
Signature	<i>B Sandher</i>
Date 5/10/12	Contact number x2165
Head of Service Endorsement	
Signature	
Date	Contact number

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Step 7 – CIA Group Approval (Swale) or Complete a full assessment			
Approval			
The CIA Group (Swale) and/or has approved this CIA			
The Community Impact Assessment Group as approved this CIA in principle subject to further evidence being provided			
Name of Lead Officer			
Signature			
Date		Contact number	

Step 8 – Publish Your Approved CIA
Please confirm an electronic copy of the approved CIA/EIA has been sent to the Website Officer to be published on the Council’s website.