

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	Redundancy
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Type of Policy, Function Or Service	Existing:	Yes
	New/proposed	
	Changed	

Step 1 - Identify Aims

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

To ensure that the joint redundancy policy for Swale and Maidstone is fair and consistent, in line with current legislation and organisation requirement and to:-

- Provide flexibility in managing the Council's staffing levels
- Ensure levels of staff terminated are kept to a minimum
- Ensure that there is a positive employee relations across both organisations

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

Management will be able to engage with staff effectively through the use of the policy ensuring changes to staff levels are undertake in a fair and consistent manner.

It will also benefit staff who will be able to rely on a concise and up to date procedure when affected by change.

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</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?			
Due to the nature of the joint policy all staff, including those with protected characteristics may be affected at any time. The policy is clear and uses employment law and best practice to dictate the process, therefore indicating that a full assessment was not required.			
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	
Signature	
Date	Contact number
Head of Service Endorsement	
Signature	
Date	Contact number

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.