

Appendix Two – Equality Impact Assessment

1	Identify the aims of the policy/service/function and how it is implemented.		
	Key questions	Response	Additional Notes
1.1	Is this an existing or a new policy function?	HR services exist in both organisations currently	
1.2	What is the aim, objective or purpose of the policy/service/function?	To deliver HR (including employee relations, personnel, payroll and training) to the Councils	
1.3	What outcomes do you want to achieve with this policy and for whom?	To achieve cost saving and resilience through joining two departments together	
1.4	Who is the policy/function being aimed at?	Council departments	
1.5	Who defines or defined the policy/function?	Management Teams	
1.6	Who implements the policy/function?	Head of HR	
1.7	How do these outcomes meet or hinder other policies, values or objectives of the public authority	The implementation of the partnership should assist in the achievement of the MTFS and in other partnership objectives	
1.8	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?	Split locations of the teams may be an issue	
1.9	Taking the nine strands of equalities is there anything in the policy that could discriminate or disadvantage any of these groups?	Indirect discrimination – there are several members of both teams that could have travel difficulties – either childcare or disability reasons	To mitigate this once the team is formed and work processes understood technology will be used to minimize this impact.
1.10	From your perspective, how is the policy actually working in practice for each equalities group?	Not yet implemented.	
1.11	How does the local authority interface with other bodies in relation to the implementation of this policy function?	Through the MKIP partnership, HMRC, Job Centre Plus	
2	Consideration of available data, research and information		
	Key questions	Aim of question / supplementary questions	Notes
2.1	What do you already know	The service users were	

	about who uses and delivers this service?	consulted as part of the original Orion report but more will need to be done as part of the implementation plan	
2.2	What additional information is needed to ensure that all equality groups' needs are taken into account?	Consultation with every member of the team	
2.3	How are you going to go about getting the extra information that is required	Consultation and workshops, possibly questionnaires to line managers in relation to service delivery.	
3	Formal consultation		
	Key questions	Aim of question / supplementary questions	Notes
3.1	Who do we need to consult with?	Trade unions Staff in the team Line Managers	
3.2	What method/form of consultation can be used?	Consultation and workshops, possibly questionnaires to line managers in relation to service delivery.	
4	Assessment of impact		
	Key questions	Aim of question / supplementary questions	Notes
4.1	Have you identified any differential impact and does this adversely affect any groups in the community?	No	
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	n/a	See section 1.9 for impact on the team
4.3	If there is nothing you can do, can the reasons be fairly justified?	n/a	
5	Consideration of measures that might mitigate any adverse impact as well as alternative policies that might better achieve the promotion of equality of opportunity.		
	Key questions	Aim of question / supplementary questions	Notes
5.1	Does any of the changes in relation to the adverse impact have a further adverse effect on any other group?	No	
5.2	Further explore, if necessary, the changes following the	n/a	

	questions in section 4.		
INTERNAL PROCESSES FOR THE ORGANISATION – TO BE FURTHER EXPLORED AT THE END OF THE MENTORING PROCESS.			
6	Making a decision in the light of data, alternatives and consultations		
	Key questions	Aim of question / supplementary questions	Notes
6.1	The organisations decision making process	CMT and Chief Exec in consultation with the Leader	
7	Monitor for adverse impact in the future and publication of results of such monitoring		
	Key questions	Aim of question / supplementary questions	Notes
7.1	What have we found out in completing this EqIA? What can we learn for the future?	That thorough consultation will be required as part of the implementation	
7.2	Who will carry out monitoring?	Head of HR, CMT at Swale and Maidstone	
7.3	What needs to be monitored?	Performance indicators for service delivery, team satisfaction – turnover etc	
7.4	What method(s) of monitoring?	Regular monitoring reports, exit questionnaires	
7.5	How will the monitoring information be published?	Work force data & RTS through covalent, staff surveys to CMT	
8	Publication of results of the impact assessment		
	How will this be published	Intranet – CMT reports	