

Tunbridge Wells, Swale and Maidstone Joint HR Policy Group



Equality Impact Assessment Initial Assessment



Community Impact Assessment Initial Assessment



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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	Human Resources
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Title of Policy, Function Or Service	Family Friendly Policies
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Type of Policy, Function Or Service	Existing:	Yes
	New/proposed	
	Changed	Yes

Step 1 - Identify Aims

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

To ensure that the joint family friendly policies for Swale and Maidstone are in line with current legislation and fairly applied to all staff.

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

All relevant staff will benefit from the policies ensuring a consistent application

across all MKIP Councils.			
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		√	
Disability		√	
Race		√	
Sex		√	
Sexual orientation		√	
Religion or belief		√	
Gender Reassignment		√	
Marriage and Civil Partnerships		√	
Pregnancy and Maternity		√	
Relationships between groups		√	
Other socially excluded groups		√	
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	❖		
Disability	√		
Race	❖		
Sex	√		
Sexual orientation	√		
Religion or belief	❖		
Gender Reassignment	√		
Marriage and Civil Partnerships	√		
Pregnancy and Maternity	√		
Relationships between groups	❖		
Other socially excluded groups	❖		
If The Answer Is “No” Or “Unclear” Consider Doing A Full Assessment			
❖ The changes to the policy will have a neutral impact on the characteristics of age, race, religion/belief and the relationship between groups and other socially excluded groups. Although in line with the Council’s commitment to equalities the policies will be monitored to ensure full compliance with legislation.			


Step 4 - Collect and Use Evidence			
Q5. Have you undertaken any consultation on this policy, function or service?			
Yes	√	No	
If yes give details of who has been consulted (internally and externally) and a brief summary of any equality and diversity issues raised			
All staff and managers have been consulted and issues have been raised but not with regard to equality and diversity issues, more in line with clarification of processes and			

procedures relating to the policies.

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		√	
Disability		√	
Race		√	
Sex		√	
Sexual orientation		√	
Religion or belief		√	
Gender Reassignment		√	
Marriage and Civil Partnerships		√	
Pregnancy and Maternity		√	
Relationships between groups		√	
Other socially excluded groups		√	
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	√
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?			
The policies have been updated in line with recent legislative changes, all equality and diversity issues have been addressed within the policy and therefore it is considered that a full assessment is unnecessary.			
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 HR Policy Group (including trade unions), Staff and Managers	
Name of Lead Officer	Bal Sandher, HR Shared Service Manager
Signature	
Date 24/07/14	Contact number 01622 602165
Head of Service Endorsement	Head of HR Shared Service

Signature			
Date 24/07/14	Contact number 01622 602712		

Step 7 – Approval or Complete a full assessment			
Approval			
The assessment has approval			
The assessment has approval in principle subject to further evidence being provided			
Name of Lead Officer			
Signature			
Date		Contact number	

Step 8 – Publish Your Approved Assessment
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.