



## 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:-
- 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

<b>Service</b>	Human Resources
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<b>Title of Policy, Function Or Service</b>	Workforce Strategy 2016 - 2020
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<b>Type of Policy, Function Or Service</b>	Existing:	
	New/proposed	
	Changed	Yes

### Step 1 - Identify Aims

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

The Workforce Strategy is one of the council's over-arching strategies to ensure that it can deliver services and achieve its priorities. The strategy sets out the key areas of focus to ensure that the council has the right skills in the right places at the right time.

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

All relevant staff will benefit from the policy ensuring a consistent application across all 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 strategy should promote equality and good practice across all areas of the council.

### Step 4 - Collect and Use Evidence

**Q5. Have you undertaken any consultation on this policy, function or service?**

Yes	√	No	
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**If yes give details of who has been consulted (internally and externally) and a brief summary of any equality and diversity issues raised**

Trade Unions and Line Managers have been consulted.

**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		√	
<p><b>If the answer is “no” or “unclear”, no-one knows or opinion is divided consider doing a full assessment</b></p> <p>There are individuals with the protected characteristics within the groups that were consulted but there was no feedback relating to specific impacts for these groups.</p>			

<b>Step 5 – Finalise Your Decision</b>			
<b>Q7. Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, project or service?</b>			
Yes		No	√
<b>If you have to complete a full assessment use the easy to follow toolkit and form on Intranet</b>			
<b>Q8. How Have You Come To This Decision?</b>			
The Workforce Strategy is a very broad document and lacks sufficient detail that would require a more detailed assessment. There may be policy development that flow from this strategy with more detail that can be assessed for the impact on particular groups and these would be assessed at the time of development.			
<b>You only need to answer this question if you answered yes to Q7.</b>			
<b>Q9. What Is Your Priority For Doing The Full Assessment?</b>			
High	Medium	Low	

<b>Step 6 – Details of People Involved</b>	
<b>Q10. Who was involved in the assessment and how?</b>	
Trade Unions and managers	
<b>Name of Lead Officer</b>	Dena Smart
<b>Signature</b>	
<b>Date</b> 25/11/2015	<b>Contact number</b> 01622 602712
<b>Head of Service Endorsement</b>	Dena Smart, Head of HR Shared Service
<b>Signature</b>	
<b>Date</b> 25/11/15	<b>Contact number</b> 01622 602712

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

<b>Step 8 – Publish Your Approved Assessment</b>
<b>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.</b>