

Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

Section 1: Details

Service	Human Resources
Title and brief description (if required)	Celebrating Success
New or existing	New
Author/officer lead	Angela Jackson
Date	30.05.17

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

No Please return the equality form as above.

Section 2: Summary

What is the purpose, aims and objectives?

The Celebrating Success Scheme will recognise the contribution of Lancaster City Council employees to the Council and Community. It will focus upon performance, achievement and engagement to support the development of a positive and inclusive organisational culture.

Who is intended to benefit and how?

All staff will have the opportunity to be nominated for a number of award categories, plus staff who have completed apprenticeships or achieved 25 years long service will also be recognised. The Scheme will recognise and communicate individual and team achievements. It will support the objectives of the Council, increasing staff morale and engagement, promote staff involvement.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including:	
<ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected i.e. discussions or consultation results? - What does this tell you i.e. negative or positive affect? 	
Age including older and younger people and children	The Celebrating Success Scheme runs in line with the Long Service Awards where staff are awarded 25 years of service, this is covered in the EIA for Long Service Awards.
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	The Celebrating Success Scheme runs in line with the Long Service Awards where staff are awarded 25 years of service, this is covered in the EIA for Long Service Awards.
Gender reassignment	
Race	
Sexual orientation Including Civic Partnership	
Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

Trade Union representatives have been consulted over the Scheme.

How have you taken/will you take the potential impact and evidence into account?

Through monitoring of the success of the awards.

How do you plan to monitor the impact and effectiveness of this change or decision?

The Scheme will be reviewed regularly.

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