

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)	Performance Appraisal
New or existing	Existing
Author/officer lead	HR Service Manager
Date	30 May 2017

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

Yes Please complete the rest of the equality form.

Section 2: Summary

What is the purpose, aims and objectives?

The revised Performance Appraisal Scheme aims to establish a clearer link between corporate and individual employee performance. The objective is to ensure that staff know how their role contributes to the success of the Council, it also aims to ensure that all employees have an annual performance appraisal.

Who is intended to benefit and how?

The revised scheme intends to benefit all employees of the Council by ensuring that all employees have an annual performance appraisal that are linked to corporate and operational performance. This will also benefit the Council as there will be a clearer link between individual performance and the overall success of Lancaster City Council.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• 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 ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation Including Civil 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?

Feedback from a number of employee focus groups has been incorporated into the revised appraisal scheme. Trade Unions have also been consulted.

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

Feedback has already been taken into account in the revised Performance Appraisal Scheme.

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

The Policy will be reviewed on an ongoing basis.

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