

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)	Values and Behaviours
New or existing	New
Author/officer lead	Office of the Chief Executive
Date	2 June 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?

To introduce a framework of values and behaviours to support processes and drive organisational culture

Who is intended to benefit and how?

The framework intends to benefit all employees of the Council by ensuring that all employees understanding how they contribute to the success of the Council. By introducing a framework that in the future link to performance appraisal ensuring that all employees understand what the values and behaviours are.

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 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	
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
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?

Discussion and contribution from Management Team / Senior Service Managers and a wider group of manage has determine what the values and behaviour might look like.

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

Through performance monitoring, including the appraisal process.

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

The framework will be reviewed on an ongoing basis.

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