

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)	Probation and Appointment Review Policy and Procedure
New or existing	Existing
Author/officer lead	HR Service Manager
Date	25 May 2018

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 Probation and Appointment Review Policy and Procedure exists as a source of guidance for both line managers and staff who are under Probation or Appointment Review. A number of minor changes have been made to the document to ensure that it remains of benefit to all parties involved in the Probation or Appointment Review process.

Who is intended to benefit and how?

The revised Policy benefits all employees and managers of the Council by ensuring that the policy is up to date and therefore remains useful as a source of guidance in supporting staff through the Probation or Appointment Review period and setting out clearly how the process can be effectively and consistently managed.

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 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?

As part of the policy revision process Trade Unions are consulted.

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

Feedback is taken into account in agreeing the revised Probation and Appointment Review Policy and Procedure.

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

Employment policies are reviewed on an ongoing basis.

Thank you for completing this equality impact assessment form, 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).