

**Equality Impact Assessment
Level One
Initial Screening**

Service Area...Human Resources.....
Title of policy, procedure, strategy, function or working practice:
Long Service Award.....

1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?

Presentation of a long service award provides the council with the opportunity to recognise and reward the contribution made by long serving staff.

2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.

This award applies to **all** employees of the council. An amount of £362 (which taxable and NI'd) is paid to all those employees who have been with Hyndburn Borough Council for 25 years. In addition, employees receive a commemorative certificate which they can choose to have presented by the Mayor.

This award recognises the valuable contributions staff make through the period of their employment.

3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.

a. Race					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input checked="" type="checkbox"/>
b. Religion					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input checked="" type="checkbox"/>

c. Gender

Impact : Positive Negative Neutral
Level : High Medium Low

d. Disability

Impact : Positive Negative Neutral
Level : High Medium Low

e. Sexual Orientation

Impact : Positive Negative Neutral
Level : High Medium Low

f. Age

Impact : Positive Negative Neutral
Level : High Medium Low

Age discrimination law came into effect from the 1 October 2006. The use of length of service of more than 5 years linked to employment benefits is lawful if the organisation can justify that this benefits the organisation. Recognising and rewarding loyalty maintains employee motivation linked to the Councils People Strategy aims and objectives.

4. Has any positive/negative impacts been identified which cannot be justified?

YES Need to proceed to stage 2 or 3
(go to question 5)

NO No need to proceed to stage 2 or 3
(go to question 7)

5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?

STAGE 2

STAGE 3

6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?

7. Has this Initial Screening been sent to the HR department to be

uploaded on the internet?	
YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>
8. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included	
Yes	

Name
Signed

Service
Dated

Service Manager Signature

Approved by Departmental Equalities Representative.

Signed

Date