

**Equality Impact Assessment
Level One
Initial Screening**

Service Area: HR

Title of policy, procedure, strategy, function or working practice:

Introduction of Probationary Period for All Employees New to HBC

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

The change in working practice is intended to improve fairness in the treatment of new employees as all new employees will be subject to a 6 month probationary period.

It will ensure that there is a planned probationary period for all new employees.

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.

All new employees will benefit from being treated consistently.

Some new employees with previous continuous local government service might believe that they are disadvantaged compared to the previous position where they would not have served a probationary period.

However, this can be justified in the interests of applying a fair and consistent scheme to all employees and supporting the business interests of the Council.

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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	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
b. Religion					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
c. Gender					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
d. Disability					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
e. Sexual Orientation					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
f. Age					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

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

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 <input type="checkbox"/>	STAGE 3 <input type="checkbox"/>
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: Bernadette Mullen
Signed

Service: HR
Dated: 19 December 08

Service Manager Signature

Approved by Departmental Equalities Representative.
Signed **Date**