

**Equality Impact Assessment
Level One
Initial Screening**

Service Area.....HR.....
Title of policy, procedure, strategy, function or working practice:

People Strategy

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

To ensure that Hyndburn Borough Council is a place where people want to come and do great work to enable us to deliver efficient and customer focused services for the people of Hyndburn.

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.

Ultimately the communities within Hyndburn as a result of achieving the council's vision and priorities through our people and lifting Hyndburn out of the 100 most deprived areas of the country.

It is also intended that our employees will benefit as a result of us being an employer of choice. The strategy has been the subject of consultation with our Equality Focus Group, our recognised Trades Unions and managers and there has been no adverse feedback/concerns raised.

We will monitor all aspects of our employment policies and practices and report on these to CMT quarterly.

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 checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

b. Religion

Impact : Positive	<input checked="" 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	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

d. Disability

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

e. Sexual Orientation

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input checked="" type="checkbox"/>

f. Age

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

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)

The positive impacts identified can all be justified as these are a result of our aims to narrow the gap in terms of employment statistics between our workforce profile and those of the local community. The impact is lower for sexual orientation and religious belief as this is harder to assess in terms of information available both externally and internally.

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: 16 March 2009

Service Manager Signature

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