

**Equality Impact Assessment
Level One
Initial Screening**

Service Area.....Human Resources

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

Capability Procedure

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

To provide a supportive framework to address levels of absences and to assist and support employees to achieve acceptable levels of attendance.

To provide a supportive framework to address poor performance and to assist and support employees to achieve acceptable levels of performance

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.

The policy is intended to promote the requirement of good attendance and performance and outline the reasons for this requirement. The policy provides guidance to managers on how to deal with and address absence levels and poor performance within a supportive framework. The purpose of the policy is to enable employees sickness absences to be managed fairly and consistently across the authority so that employees know what action to expect if they do hit the council triggers outlined in the policy.

In terms of performance, the policy determines that managers should address poor performance by outlining where the shortfall exists and put in place improvement action plans to support employees to improve the shortfall.

The policy explains how managers should support employees to assist them to attain the levels of attendance expected. This includes referrals to occupational health, counselling and redeployment as appropriate.

In following the policy and supporting employees wherever possible to provide regular and reliable attendance and improve performance, it is expected that key performance indicators can be achieved.

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	√
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	√

b. Religion

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

c. Gender

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

d. Disability

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

e. Sexual Orientation

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

f. Age

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

There are potential impacts on those staff who are disabled and who are absent as a result of a disability. In addition, there are health issues which may arise as a result of an aging workforce.

However, the policy will deal with these issues on a case by case basis with supportive measures put in place where possible and with full consideration of relevant employment law requirements.

Workforce statistics will continue to be monitored in these areas in order to review % ETG's dealt with under this policy and take remedial action as required.

