

**Equality Impact Assessment
Level One Assessment Form**

Service Area.....Human Resources.....

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Capability Policy, Procedure	
2. What are the aims or intended outcomes of the policy to be assessed.	
To provide a supportive framework for employees and managers to help and assist employees to achieve acceptable levels of attendance and performance.	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC	STAFF
No	No
4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of	
<p>a. Race *</p> <p>b. Religion*</p> <p>c. Gender*</p> <p>d. Disability*</p>	

e. Sexual Orientation*

f. Age*

* No evidence as based on best practice, legislation and model policies and nothing identified during consultation process

5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues

Ongoing consultation with Trade Unions via the LNJCC and through the staff focus groups

6. How will the views of these groups be obtained

As above

7. Please detail the outcomes of these consultations

In depth consultation with trade unions at the policy development stage prior to approval of the policy in June 2005.

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's

Non Identified

9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions

	High	Medium	Low
Disability			*
Race			*
Gender			*
Sexual Orientation			*
Age		*	
Religion or Belief			*

10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?

Potential issue for absences as a result of an ageing work force. These absences will be managed in line with the policy and support offered wherever appropriate.

The policy outlines a clear framework for dealing with disabled employees and making appropriate reasonable adjustments as required. The policy has been tested in a recent tribunal case and was acknowledged as compliant with best practice and legislative requirements.

11. What steps will you take to address any unjustified impact	
Ongoing monitoring and review. Application of the policy based on best practice and legislative requirements.	
12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances	
Non Identified	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
<p>The application of the Capability is monitored on an ongoing basis. Employees have the right to appeal against cautions issued which is heard by independent senior officers.</p> <p>Trade unions are updated on cautions issued through the Capability Policy and any issues arising are discussed directly with representatives or generally through the LJNCC.</p>	

14. (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

15. Does this Policy need to be fully impact assessed? Please give reasons

No – the document is a policy based on best practice and complies with relevant employment legislation. The purpose of the policy is to provide a fair and consistent framework for managing attendance and performance issues.
As outlined above the policy will be monitored and reviewed in order to identify any issues arising from its application.

Name
Signed

Service
Dated

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date