

Provide basic details

Policies

Directorate: Resources

Service: HR and Organisational Development

Name and job title of person doing the assessment

Name: Teresa Kaine

Job Title: HR Services Manager

Date of assessment: November 2021

Scope your proposal

What is the aim of your policy or new service/what changes are you proposing?

Review/introduce new employment policies covering:

- DBS
- Grey Fleet
- Time Off for Public Duties
- Flexible Workstyles
- Overtime
- Performance Management

The first 3 policies are new policies. The final 3 have been reviewed and amended.

Who will benefit from this proposal and how?

All employees of the Council and the Council itself because employment policies will be clearly set out. They will also be based on current employment legislation and ACAS codes of practice and/or guidance where available.

What outcomes does the change aim to achieve and for whom?

Setting out clear employment policies can help in supporting a culture based on trust, fairness and inclusion. They can also speed the decision-making process by

ensuring that clear guidance is readily available to cover a range of issues. Furthermore, they can assist in avoiding involvement with employment tribunal claims by providing guidance for managers and staff that reflects accurately current employment law and good practice. It is therefore important that HR policies are clear, easy to understand, up to date and reviewed regularly.

Who are the main stakeholders and what do they want?

All employees covered by the policy and the Council.

Assess whether an EqlA is Relevant

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc.)

No. The Council has a legal duty to ensure that the terms and conditions of employment for its employees are clearly set out. The policies that are the subject of this review help to achieve this.

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, and feedback.

No

If the answer is **Yes** to any of the above, you need to do an Equality Impact Assessment.

If **No** you **MUST** complete this statement

An Equality Impact Assessment is not relevant because:

There is no evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others by the proposed policies. Nor is there already public concern about potentially discriminatory practices/impact for the issues covered in these policies.

Signed (completing officer) Teresa Kaine

Date 09/11/2021

Signed (Lead Officer) Shella Smith

Date 09/11/2021

Assess the Impact of the Proposal

Your assessment must include:

- **Consultation**
- **Collection and Assessment of Data**
- **Judgement about whether the impact is negative or positive**

Think about who does and doesn't use the service? Is the take up representative of the community? What do different minority groups think? (You might think your policy, project or service is accessible and addressing the needs of these groups, but asking them might give you a totally different view). Does it really meet their varied needs? Are some groups less likely to get a good service?

How do your proposals relate to other services - will your proposals have knock on effects on other services elsewhere? Are there proposals being made for other services that relate to yours and could lead to a cumulative impact?

Example: A local authority takes separate decisions to limit the eligibility criteria for community care services; increase charges for respite services; scale back its accessible housing programme; and cut concessionary travel.

Each separate decision may have a significant effect on the lives of disabled residents, and the cumulative impact of these decisions may be considerable.

This combined impact would not be apparent if decisions are considered in isolation.

Consultation

How have you consulted with or do you plan to consult with relevant groups and experts. If you haven't already completed a Consultation form do it now. The checklist helps you make sure you follow good consultation practice.

[My Home > Info Pods > Community Involvement Pod - Inside Reading Borough Council](#)

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted
Trade unions	Through a series of email communications and meetings with trade union colleagues	13 September 2021 1 October 2021 11 October 2021 1 November 2021 3 November 2021 5 November 2021

Collect and Assess your Data

Using information from Census, residents survey data, service monitoring data, satisfaction or complaints, feedback, consultation, research, your knowledge and the knowledge of people in your team, staff groups etc. describe how the proposal could impact on each group. Include both positive and negative impacts.

(Please delete relevant ticks)

Describe how this proposal could impact on Racial groups

Is there a negative impact? Yes No ~~Not sure~~

Describe how this proposal could impact on Gender/transgender (cover pregnancy and maternity, marriage)

Is there a negative impact? Yes No ~~Not sure~~

Describe how this proposal could impact on Disability

Is there a negative impact? Yes No ~~Not sure~~

Describe how this proposal could impact on Sexual orientation (cover civil partnership)

Is there a negative impact? Yes No ~~Not sure~~

Describe how this proposal could impact on Age

Is there a negative impact? Yes No ~~Not sure~~

Describe how this proposal could impact on Religious belief?

Is there a negative impact? Yes No ~~Not sure~~

Make a Decision

If the impact is negative then you must consider whether you can legally justify it. If not you must set out how you will reduce or eliminate the impact. If you are not sure what the impact will be you MUST assume that there could be a negative impact. You may have to do further consultation or test out your proposal and monitor the impact before full implementation.

Tick which applies (Please delete relevant ticks)

1. **No negative impact identified**

2. ~~**Negative impact identified but there is a justifiable reason-**~~

You must give due regard or weight but this does not necessarily mean that the equality duty overrides other clearly conflicting statutory duties that you must comply with.

Reason

3. ~~**Negative impact identified or uncertain-**~~

What action will you take to eliminate or reduce the impact? Set out your actions and timescale?

How will you monitor for adverse impact in the future?

An annual equality audit is carried out and reported to Personnel Committee which monitors whether there is any adverse impact on employees with protected characteristics, for example, the proportion of female, BAME and disabled employees involved in Council policies that are the subject of this review, compared to male, white and non-disabled employees. The most recent report looks at data for the last 2 financial years and does not indicate that procedures were applied and / or accessed disproportionately by any particular protected characteristic group

Signed (completing officer) Teresa Kaine

Date 09/11/2021

Signed (Lead Officer) Shella Smith

Date 09/11/2021