

## Equality Impact Assessment Record

<b>Date of EIA</b>	December 2009
<b>Directorate</b>	CYPL – Performance and Resources
<b>Part One - Initial Screening Record</b>	
<b>1. Activity to be assessed</b>	<b>Model Capability Procedure for school staff</b>
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
<b>4. Who are the members of the EIA team?</b>	Paul Young – Human Resources Tom Wheaton – NUT Andrea Griffiths – Headteacher
<b>5. Initial screening assessment.</b>	<p>1. Does the activity have the potential to cause adverse impact or discriminate against different groups in the Councils workforce or the community?</p> <p>The procedures are designed to provide a consistent mechanism to deal with performance capability issues for school based employees. The procedures themselves do not have a potential to cause an adverse impact or discriminate against different groups in the schools workforce. However, as the procedures are operated by individual managers there is an opportunity for certain groups to be discriminated against.</p> <p>As a result, the department monitors the school HR procedures against gender, age, disability and ethnicity on an annual basis. Through this process of monitoring this does not identify any reason to suggest that any particular group is being discriminated against.</p> <p>The breakdown of 12 performance capability cases during the year 2008/09 has provided the attached data:</p> <p>10 cases involved females to 2 case involving a male (the split for the school staff is 86% female to 14% male)</p> <p>The age ranges for these cases are mixed with no suggestion that a particular age group is being targeted.</p> <p>None of the cases were against disabled staff – (the school split is 1% of staff registering as disabled)</p> <p>11 of the cases were involving staff who have designated their ethnicity as White (91%) - this reflects the school ethnicity for White as 85%. Whilst the 12 case involved the designation of Black. Although this reflects as an overall percentage of 9%, with the school based number at 0.6% designated as Black, with the relatively small overall number this does not indicate any significant issues. As a health warning to this figure, there is 11% where the ethnicity has been classified as unknown.</p> <p>The department are currently either collecting data or considering how to collect data on religion and belief and sexual orientation. This will</p>

	<p>allow further monitoring against these equality strands.</p> <p>2. Does the activity make a positive contribution to equalities?</p> <p>Yes as it provides a consistent approach for dealing with capability matters fairly irrespective of age, sex, race, disability etc.</p>
<b>6. Did Part 1: Initial Screening indicate that a full EIA was necessary?</b>	<p>If the answer to question one above is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.</p> <p><input type="checkbox"/> Yes – full EIA completed and recorded below.</p> <p><input checked="" type="checkbox"/> No</p>
<b>7. Chief Officers signature.</b>	David Watkins
<b>8. Which PMR will this EIA be reported in?</b>	Q4 2009/10