

Initial Equalities Screening Record Form

Date of Screening: May 2013	Directorate: Corporate Services	Section: HR		
1. Activity to be assessed	Performance Improvement (Capability) Procedure			
2. What is the activity?	<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			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Pat Butler			
5. Who are the members of the screening team?	Pat Butler, Anna Whitworth			
6. What is the purpose of the activity?	To provide a framework within which managers can address matters of poor work performance.			
7. Who is the activity designed to benefit/target?	Managers and employees			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
8. Disability Equality	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	There is a possible impact on disabled staff if it is the nature of their disability which prevents them from full performance of their duties. Those with hearing difficulties can have sign language interpreter assistance at hearings.	The policy contains reminders to managers about the duty to make reasonable adaptations. A parallel procedure exists where health issues are the main consideration in poor performance. Occupational Health can advise.
9. Racial equality	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Staff from different racial groups should not experience any differences in treatment.	The procedure contains rights of appeal and HR is not aware of any appeals raised citing unequal treatment due to race. Training for Investigating and Designated Officers contains discussion points about discrimination issues.

10. Gender equality	Y	N ✓	Staff of different genders should not experience any differences in treatment.	The procedure contains rights of appeal and HR is not aware of any appeals raised citing unequal treatment due to gender. Training for Investigating and Designated Officers contains discussion points about discrimination issues.
11. Sexual orientation equality	Y	N ✓	Staff of different sexual orientation should not experience any differences in treatment.	The procedure contains rights of appeal and HR is not aware of any appeals raised citing unequal treatment due to sexual orientation. Training for Investigating and Designated Officers contains discussion points about discrimination issues.
12. Gender re-assignment	Y	N ✓	No known data	No known data
13. Age equality	Y	N ✓	The same job expectations will apply regardless of the age of the employee, and proposed remedial actions will take account of the training needs of staff to be able to perform well (whether training for those new to the workplace or for those whose training may need refreshing).	No appeals raised on grounds of age issues. Training for Investigating and Designated Officers contains discussion points about discrimination issues. It is likely that a very young and inexperienced employee (eg apprentice) would be allowed to bring a parent with them to any formal level hearings for support.
14. Religion and belief equality	Y	N ✓	Staff of different religions/beliefs should not experience any adverse/different treatment.	No appeals raised on grounds of religious issues. Training includes discussion of discrimination issues. Adaptations to job expectations could be made on religious grounds (eg handling certain foods or working on particular days) provided service delivery was not adversely affected.
15. Pregnancy and maternity equality	Y	N ✓	Risk assessments relating to pregnant employees would make adjustments to duties/performance expectations if necessary and therefore the non-performance of certain issues should not be an issue if pregnancy related.	Occupational health advice could be sought if necessary. No evidence of appeals raised on issues related to maternity.
16. Marriage and civil partnership equality	Y	N ✓	There is no job in this organisation where marital status would have any bearing on the job or capability to perform it.	No known data.

17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	If a particular barrier to performance is identified then measures would be put in place to assist – for example if the employee had English as a second language the manager might make sure procedures were explained in person and in simpler language.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/a		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/a		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N✓	If reasonable adjustments are made for disabled/sick/pregnant staff then there is no reason that the procedure cannot be applied fairly to that member of staff.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/a		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?	N/a		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			

26. Chief Officers signature.

Signature: T Madden