

Appendix 4 - EIA Record

Date of EIA 24 January 2005
 Directorate Corporate Services & Resources
 Function or policy to be assessed **PERFORMANCE PLANNING AND REVIEW SCHEME**

Is it a policy or function	Policy
Is it a new or existing policy or function?	Existing
Aim / objective / purpose of the policy or function	To improve the performance of the Council by helping its employees develop their potential and maximise their contribution through proper planning and work review.
Who is responsible for the policy or function?	Borough Human Resources Manager and Line Managers.
With regard to the equalities themes, which groups might be impacted by the policy or function?	<input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age All these groups <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Sexual Orientation
Which groups might be affected adversely ?	<input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age All these groups <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Sexual Orientation
What evidence has been found to indicate this? (include any consultation undertaken)	National research indicates that potential exists for minority groups to be discriminated against by employers with the context of appraisal schemes.
On what grounds can adverse or differential impact be justified?	There is no basis for any adverse or differential impact.
What changes are proposed to the policy or function to reduce or remove adverse or differential impact?	<p>A number of changes are necessary:</p> <ul style="list-style-type: none"> In order to comply fully with the TwoTick Disability symbol requirements, the information which managers capture on changes to employees circumstances re disability need will be identified in the Personal Development Section which is returned to Corporate Services and Resources in order to enable proper monitoring of this issue. There will be more specific reference in the "Process" section of the Employees notes (Stage 1) and the Personal Preparation document to the need to complete the section of the form (as above) which deals with changing disability requirements. This will also identify the proper legal definition of disability in a work context. Make it clearer in the Guidance Notes for Managers (the section Dealing with Development Planning) of the need to ensure that employees attitudes towards disabled customers and the needs of those customers are taken into account by staff.
In to which plan or strategy has the necessary action been incorporated?	Performance Planning and Review Scheme
What monitoring arrangements have been put in place?	All Personal Development records are returned to Corporate Services who monitor their contents and who will report back on necessary changes to comply with the Two Tick symbol.
What conclusions have been drawn or recommendations have been made?	We propose to implement the proposed changes through policy changes and communicating those changes via manager and employees Guidance Notes and training provisions.
Has the information in this EIA been made publicly available?	Yes as part of the Council's general approach to EIA's.

