

Equality Impact Assessment Form

Revised September 2010



(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)

When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

1.1 What is being assessed

Review of the Managers Guidance on the Prevention of Illegal Working

1.2 Officer(s) and section or service responsible for completing the assessment

Paul Littler – HR – Lead Officer People Resourcing

Rosie Barnard – HR – Lead Officer Diversity & Wellbeing

1.3 What is the main purpose or aims of the guidance

To provide managers with the necessary information they need to check on the right to work from prospective employees.

The guidelines are derived from the Asylum and Immigration Act 2008.

The aims are to ensure that the council is protected from any potential legal action if managers breach the legal responsibilities.

1.4 Who is affected by the guidance? Who is it intended to benefit and how?

Any potential employees, managers and the council as an employer.

1.5 Has the guidance been promoted or explained to those it might affect directly or indirectly?

As part of the development of the guidance it will be promoted to managers following approval by Directors and Employment Committee to ensure that managers are aware that it has been updated.

1.6 How does the guidance contribute to better community cohesion?

The guidance provides the council with an opportunity to improve its diversity of the workforce but within a legal framework by checking the identity and the entitlement to work of potential employees.

1.7 How does the guidance fit in with the council's wider aims?

Delivering better services – (11) enhancing the council's reputation

1.8 What is the relevance of the aims of the guidance to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

The guidance provides a framework for ensuring that all potential employee is treated fairly and with equity as part of the council's Public Sector Duty within the Equality Act 2010

1.9 How is, or how will the guidance be put into practice and who is responsible for it?

The guidance will be promoted using the council's communication mechanisms and will be controlled by Shared Services HR who collect documentation for new starters.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

Managers Guidance on the Prevention of Illegal Working 2004
Asylum and Immigration Act 2008

2.2 Equalities profile of users and beneficiaries

All current and potential future employees

2.3 Evidence of complaints against the guidance on the grounds of discrimination

None identified

2.4 What does the consultation, research and/or data indicate about the negative impact on the guidance

To ensure that any future development/review and amendment of the guidance is written in a clear and consistent format to enable managers to clearly understand and identify how to implement

2.5 What does the consultation, research and/or data indicate about the positive impact on the guidance

The guidance will be fit for purpose but more importantly the risk of litigation will be reduced/removed

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the guidance on each of the protected characteristics of the Equality Act 2010.

3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics) (please refer to the guidance for additional information)

Protected Characteristics	Negative	Neutral	Positive	Comments
Age		X		
Disability		X		
Gender Reassignment		X		
Marriage & Civil Partnership		X		
Pregnancy & Maternity		X		
Race		X		
Religion / Belief		X		
Sex (male / female)		X		
Sexual Orientation (LGB&T)		X		

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: *(Please refer to the guidance for additional information)*

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

None identified

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.

N/A

4.3 If there is no evidence that the guidance promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

Promoting equality of access for any potential future employees

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

Review of the guidance as and when required with regard to legislative changes

4.5 How will the guidance be implemented?

Promoted to managers as part of Managers Brief

4.6 As 4.5 above please identify training requirements.

Face to face meetings with HR Shared Service Centre to ensure that correct application of the guidance is understood

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

5.1 Does the guidance with equalities legislation?

Yes as it derived from government legislation

5.2 What are the main areas requiring further attention?

To be updated as and when required with regard to legislative changes

5.3 Summary of recommendations for improvement

Promotion to managers

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

Part of HR Shared Service Centre data monitoring and gate keeping responsibility

5.5 When will the guidance be reviewed?

Within 12 months or if changes to legislation applies earlier review will be undertaken

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Age					
Disability					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity					
Race					
Religion / Belief					
Sex (male or female)					
Sexual Orientation					
Geographical location					
All of the above					

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council's website. Please access the Work tab of the council's intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment

Officer's name **Role**

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

Groups that this policy will impact upon

Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

