

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Capability Policy and Procedure
Lead Officer (responsible for assessment):	Nicole Pema, HR Manager
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date Initial Screening Completed:	January 2021

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The continued success of the Council is dependent on employees achieving and maintaining high standards of performance in their roles. The Council is committed, and will endeavour at all times, to provide the necessary support to staff to meet the required standards of performance.

This policy and procedure is designed to help and encourage all employees to achieve and maintain standards of work performance.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

It applies to all staff employed by the Council and the East Cambs Trading Company (ECTC). It does not apply to the Head of Paid Service, Monitoring Officer and Chief Financial Officer where separate arrangements apply.

- (c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by:

- a) Relevant Legislation, including:

- Data Protection Act 2018
- Equality Act 2010
- Employment Act 2002
- Employment Rights Act 1996

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity	<input type="checkbox"/>	Age	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	Marriage & Civil Partnership	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>		

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Where might the policy have an impact?

- The capability procedure tries to identify any underlying reasons for an employee's unsatisfactory performance which may be linked to an illness/disability.
- All employees should be treated consistently and age/experience should not be taken into consideration when trying to address a capability issue.

There is no evidence to suggest that the policy could discriminate unlawfully, directly or indirectly, against different groups.

The Capability Policy and Procedure only available in English, however, a translation service is available.

(e) Does the policy affect service users or the wider community?	NO
(f) Does the policy have a significant effect on how services are delivered?	NO
(g) Will it have a significant effect on how other organisations operate?	NO
(h) Does it involve a significant commitment of resources?	NO
(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?	NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: Nicole Pema **Date:** January 2021

Service Lead Officer: Nicole Pema **Date:** January 2021