

**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.

<b>Name of Policy:</b>	Induction and Probationary Period Policy
<b>Lead Officer (responsible for assessment):</b>	Nicole Pema, HR Manager
<b>Department:</b>	HR
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date Initial Screening Completed:</b>	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?

East Cambridgeshire District Council operates a fair and rigorous recruitment and selection process which aims to attract and employ the best people. The aim of this Induction and Probationary Period Policy is to ensure that from an individual’s first day with the Council, the necessary information and support is provided to enable successful and continuing employment. In order to do this it sets out obligations and milestones for both the manager and the employee.

During the probationary period any concerns about unsatisfactory performance, misconduct, sickness or other absence, will be dealt with under this policy. Following successful completion of a probationary period the relevant Council policy will apply, e.g. Grievance, Capability, and Disciplinary.

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

This policy relates to all new employees of East Cambridgeshire District Council, including those on part-time and fixed-term contracts, or those with previous Local Government service.

**(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) Employment legislation, including:
  - Employment Rights Act 1996
  - Equality Act 2010
- b) Recruitment Policy.
- c) Quantitative data in relation to the numbers of probationary staff.
- d) Equal opportunities monitoring data in relation to the probationary staff.
- e) Consultation with the Council’s Joint Consultative Committee (JCC) and Unison.

**(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):**

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

An employee with a disability as defined under the Equality Act may not be able to attain the standards required during the first 6 months of employment. A Manager has a duty to recognise that an employee’s poor performance during the probation period may be because they have a disability. Staff with disabilities may require extra support (reasonable adjustments) to enable them to effectively carry out their role and successfully complete the probation period.

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

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