

Stafford Borough Council

Equality Impact Assessment Form (EIA)

See Guidelines on completing Equality Impact Assessment Forms

Equality Impact Assessment	
1	Title of Function or Policy to be assessed: Capability Policy
2	Date: 12.08.2008
3	Name of Lead Officer: Wendy Jennings (Human Resources Manager)
4	EIA Team: Gail Hopkins (Principal Human Resources Officer), Vikki Small (Human Resources Information Assistant)
5	Head of Service: Neville Raby
6	Existing, new or review: Review
7	Set out the aims/objectives/purposes/outcomes of the function or policy, and give a summary of the service provided: A mechanism for resolving employee capability issues
8	Linked policies, functions: Are there any other functions, policies or services, which might be linked with this one for the purposes of this exercise? Discipline and Dismissal, Grievance, Bullying and Harassment, Sickness Absence
9	Who is it intended to affect or benefit (the target population): All employees

Appendix 1

10	Within this table, state whether the policy or function will have a positive or negative impact across the following factors and provide any comments.			
		Positive Impact	Negative Impact	Comments
	Age			Neutral impact – policy is not age specific
	Disability			Ability to respond to individuals needs
	Gender			Neutral impact – policy is not gender specific
	Race			Neutral impact – policy is not race specific
	Religion/belief			Neutral impact – policy is not religion or belief specific
	Sexuality			Neutral impact – policy is not sexuality specific
11	What evidence do you have for the statements you have made above? Managers are trained in capability issues and are supported throughout the implementation of the Policy by HR professionals.			
12. From evidence given at Q.11 what actions, if any, will you need to take against each of the following equality strands:				
Disability: Policies are reviewed on a regular basis to take account of current best practice and current and forthcoming legislation				
Race: Policies are reviewed on a regular basis to take account of current best practice and current and forthcoming legislation				
Gender: Policies are reviewed on a regular basis to take account of current best practice and current and forthcoming legislation				
Age: Policies are reviewed on a regular basis to take account of current best practice and current and forthcoming legislation				
Religion/belief: Policies are reviewed on a regular basis to take account of current best practice and current and forthcoming legislation				
Sexuality: Policies are reviewed on a regular basis to take account of current best practice and current and forthcoming legislation				

13. Briefly explain how the policy or function contributes to Community Cohesion by answering the following questions:

- How will it provide equality of access to services, information and employment?
- Does it or could it celebrate diversity?
- Will it or could it promote good relationships within and between communities?
- How will it help to prevent social exclusion?
- Will it help to reintegrate those who have become excluded?
- How will it provide good quality, inclusive services?

This policy is guided by both legislation and best practice in the internal management of its employees. Its existence demonstrates equality to prospective employees. Managers receive training on this policy as and when required.

14. Consultation:

Describe what consultation has been undertaken on this function or policy, who was involved and the outcome.

Discussion with recognised Trade Union representatives.

Head of Service:

I am satisfied with the results of this EIA

*The findings will be referred to within Service Plans and targets built around these.

I agree to review the Action Plan after 12 Months

Signature of Head of Service:



Completion of the Toolkit: