



VESTOR IN PEOPLE



Appendix 1 – Equality Relevance Assessment Pro-Forma

	Service: Personnel and Payroll
Completed by: Peter Hutt Date: 30.11.2006	Reviewed by: Dave Bennett Date:

Function, Policies, Procedures (within each function complete a separate row for each policy/procedure)	General Information				Relevance to the General Legal Duties		Priority
	A Contracted Out?	B Written Policy?	C Partnership responsibility ?	D Equality Monitoring conducted?	E Relevant to the legal duties to: 1 Eliminate Discrimination 2 Promote Equal Opportunities 3 Promote good relations between different groups of people	F Evidence of Relevance (to race, disability, gender, sexuality, age, religious belief, past offenders, poverty) <i>As this is an initial screening process evidence can be presumed as well as factual</i>	G 0 to 3 0 = no relevance 3 = high relevance /priority
Pay and Workforce Development Strategy							
Policy Document	No	Yes	No	Yes-in recruitment, employment Training, pay	1, 2,	Relevant to race, gender, disability, age, sexuality, religious belief	3
Objective 1: To develop the organisation					1,2		
Objective 2: To develop leadership and management capacity					1,2		

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Objective 3: To develop skills and workforce capabilities					1,2		
Objective 4: To improve resourcing, recruitment and Retention					1,2		
Objective 5: To ensure that pay and rewards are competitive, provide value for money and comply with legislation					1,2		

Appendix 2 Pro-forma for the Initial Equality Impact Assessment

Service	Personnel	Section	Person responsible for the assessment		Dave Bennett Peter Hutt	
Name of the Function/Policy/Procedure to be assessed		Pay and Workforce Development Strategy	Date of Assessment	Jan 07	Is this a new or existing policy?	Existing
1. Briefly describe the aims, objectives and purpose of the function/policy/procedure			The aim of this strategy is to enable the Council to engage the right people, working in the right way and within the right culture.			
2. Are there any associated objectives of the function/policy/procedure? Please explain.			The strategy has five objectives that relate to development of the workforce. All of these are relevant to issues of equality.			
3. Who is intended to benefit from the function/policy/procedure and in what way?			High Peak BC staff primarily			
4. What outcomes are wanted from this function/policy/procedure?			A developed workforce that delivers the councils aims and objectives within staed values			
5. What factors/forces could contribute/detract from the outcomes?			Staff empowerment and diversity could add to the organisation. Restrictive staff development could demotivate and lead to poorer service.			

6. Who are the main stakeholders in relation to the function/policy/procedure?	HPBC Staff and management team, Trade Unions		7. Who implements the function/policy/procedure and who is responsible for it?	Personnel/ Training/ Business Managers
8. Are there concerns that the function/policy/procedure could have a differential impact on racial groups?	Y	N	Please explain The strategy has a number of actions within each objective that are designed to impact on all staff with no differential impact on racial groups	
What existing evidence (either presumed or otherwise) do you have for this?				
9. Are there concerns that the policy could have a differential impact on men or women?	Y	N	The strategy includes actions that should address inequalities for example, the equal pay audit, improve effectiveness of the recruitment and selection process, training and development, management and development	
What existing evidence (either presumed or otherwise) do you have for this?				
10. Are there concerns that the policy could have a differential impact on people with disabilities?	Y	N	The strategy refers to issues of employee well-being and also recruitment and selection review to ensure equality and diversity.	
What existing evidence (either presumed or otherwise) do you have for this?				
11. Are there concerns that the policy could have a differential impact on people due to their sexual orientation?	Y	N	The strategy is underpinned by the application of principles of equality and diversity	
What existing evidence (either presumed or otherwise) do you have for this?				

12. Are there concerns that the policy could have a differential impact on people due to their age?	Y	N	The strategy make specific reference to the need to actively plan for an older workforce
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy could have a differential impact on people due to their religious beliefs?	Y	N	The strategy is underpinned by the application of principles of equality and diversity
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy could have a differential impact on people due to them having dependants/caring responsibilities?	Y	N	The strategy is underpinned by the application of principles of equality and diversity.
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy could have a differential impact on people due to their offending past?	Y	N	The strategy is underpinned by the application of principles of equality and diversity
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy could have a differential impact on people due to them being transgendered or transsexual?	Y	N	The strategy is underpinned by the application of principles of equality and diversity
What existing evidence (either presumed or otherwise) do you have for this?			
17. Are there concerns that the policy could have a differential impact on people due to their experience of poverty?	Y	N	The strategy is underpinned by the application of principles of equality and diversity

18. Could the differential impact identified in 8-17 amount to there being the potential for adverse impact in this policy?	YES	NO	Please explain		
19. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	YES	NO	Please explain for each equality heading (question 8-16) on a separate piece of paper Not applicable		
20. Should the policy proceed to a partial impact assessment	YES	NO	21. If Yes, is there enough evidence to proceed to a full EIA?	YES	NO
			22. Date on which Partial or Full impact assessment to be completed by	N/A	

Signed (completing officer) _____ Peter Hutt _____

Signed (Lead Officer) Dave Bennett _____