

HUMAN RESOURCES

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

INTRODUCTORY INFORMATION

Name of Function under consideration:	Leavers policy and questionnaire
Date(s) of completing the EqIAA:	November 2012
Name and job title(s) of person(s) completing the EqIAA:	Zoe Pritchard, HR Advisor

SECTION 1 – IMPACT AND ANALYSIS

1. Considering all aspects of this Function, state what issues have an impact on equalities and why.

There is an age related equalities issue:

- o typically older employees will need to give more notice but notice periods are largely set by the Employment Rights Act 1996.
- o Long service awards will only be awarded to older employees but this can be justified as the experience and knowledge of long serving members of staff can be invaluable.

Section 7 – leavers questionnaires

Stated on questionnaire that these can be provided in alternative formats if required and to contact ER team. Updated equalities data categories on ethnicity and disability.

Section 8 – references

Introducing a consistent approach to providing references across the organisation should reduce any equalities impacts as there will be no differential treatment. The information on providing references gives guidance on the application of the Equalities Act 2010 in relation to the provision of sickness absence information.

2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?

Turnover levels in the council are low in relation to voluntary turnover.
Completion of Leavers questionnaires is low.

3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?

Consulted on the policy with the HR Management Team. This will also be taken to HR/TU in December 2012 for consultation on the whole policy.
Consultation has been conducted with HR, the council's professionals. Methods of consultation used include meetings and e-mail.

The consultation did not provide any evidence about equalities impact.

4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?

Consulted with the South West Council group regarding councils approach to leavers questionnaires and interviews.

Providing references – sought information from the following sources:

Surveyed the South West Councils

CIPD website Using references and References law frequently asked questions

People Management magazine (2012) Providing references

Department of Health Warner Report (1992) Choosing with Care, Chapter 4 References.

HMSO publications

Data Protection Good Practice Note – Subject Access and employment references

Information Commissioners Office www.ico.gov.uk (November 2005)

Care Quality Commission: Guidance no compliance **Essential standards of quality and safety** (March 2010)

Direct Gov guidance on providing references

ACAS – references and checking

Business Link – Workers leaving: the basics

Care Inspectorate website – Care Standards — National Care Standards – SSSC Code of Practice for employers – Regulation 23 Health & Social Care Act (Regulated Activities

Regs 2010 – supporting workers

5. Any other relevant notes?

None

SECTION 2 – OUTCOMES

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqlAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
Outcome 1: No major change required.	<input checked="" type="checkbox"/>	<p>This EqlAA has identified that the policy document itself needs to be formatted to make it more accessible.</p> <p>The policy promotes good practice and so will protect all equalities groups from bullying, harassment and victimisation. This is specifically in relation to the provision of references.</p>
Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
Outcome 4: Stop and rethink.	<input type="checkbox"/>	

7. List the actions you will take as a result of this EqlAA.

The Employee Relations Team's minimum standard is to produce documents that meet the standards of the RNIB. The policy and guidance will be reviewed to check this. Whenever necessary the team will provide the document in alternative formats to meet individual needs.

It will be considered if a statement should be included to explain that the document can be provided in different formats.

The policy and guidance will be reviewed annually and if any equalities impacts are identified actions will be taken to remove barriers if possible.

SECTION 3 – EqIAA EVIDENCE

8. List and attach the evidence you have which shows how you have systematically considered equality impact.

HR/Trade Union meeting in December

HR Strategy Group discussions/minutes/e-mails

HR colleagues e-mailed feedback

Safeguarding Development Manager spoken to for views on reference policy

Legal Services – professional advice provided on reference disclaimer inputted to previous reference policy

RNIB's Clearprint guidelines

Strategic Communication's Communication Toolkit including advice on plain English.

Consulted with the South West Council group regarding councils approach to leavers questionnaires and interviews.

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These pieces of evidence can be produced on request.