

Human Resources
Equality Impact Assessment and Analysis (EqIAA)

Introductory Information

Name of Function under consideration:	Right of appeal procedure
Date(s) of completing the EqIAA:	21 November 2013 -
Name and job title(s) of person(s) completing the EqIAA:	Emma Ford, HR Advisor Julie Goad, HR Assistant

Section 1 – Impact and Analysis

<p>1. Considering all aspects of this Function, state what issues have an impact on equalities and why.</p> <p>The right to appeal procedure explains how employees can lodge an appeal against decisions within the following policies: Managing Employee Performance, Managing Absence Due to Ill Health, Grievance Procedure, Requesting Time off to Train, Requesting Flexible Working, Requesting Flexible Retirement, Some Other Substantial Reason Procedure, Limited Term Contract Dismissals and Redundancy.</p>
<p>2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?</p>
<p>3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?</p>
<p>4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?</p>
<p>5. Any other relevant notes?</p>

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	Your response	Reason(s) and Justification
Outcome 1: No major change required.	<input type="checkbox"/>	
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.

These actions must be:

- Clearly planned using the action planning template shown at the end of this form, **OR**
- Clearly planned by adding the actions stated here to an action plan which you already have in place.

NB. Clearly state where your defined actions will appear (i.e. within a separate EqlAA Action Plan or within another action plan which is already in place – you must clearly name the action plan). Once you have implemented your actions you will need to complete another EqlAA in relation to the actions you have implemented.

Section 3 – EqlAA Evidence

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

(insert links to copies of reports, plans, legislation, research reports, consultation documents etc.)

Equality Impact Assessment and Analysis Action Planning Form

NB. Add and delete rows as required.

Overall Objective(s)	What overall impact will successful achievement of the objective have?	What we will do (i.e. actions we will take)	How we will monitor / evaluate / review progress?	Responsibility	Timescale

Planned date for next EqIAA exercise:	
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