

# HUMAN RESOURCES EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

## INTRODUCTORY INFORMATION

<b>Name of Function under consideration:</b>	Probationary Policy
<b>Date(s) of completing the EqIAA:</b>	22 November 2013
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Emma Ford, HR Advisor - Engagement & Equalities Samantha Stillman, HR Advisor – Employee Relations

## SECTION 1 – IMPACT AND ANALYSIS

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

The Probationary Policy applies to any employee who is taking up their first appointment with South Gloucestershire Council, whether it is a temporary or permanent contract.

Consideration has been given to the accessibility of the policy document i.e. font type and size, contrasting colours, a clear layout, numbered sections. The document is available on the MyHR intranet site and a printable version is also available.

The policy is available in different formats by contacting the HR Employee Relations Team.

This policy does not positively nor negatively impact on any equalities group.

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

Equalities data is collected on application forms and again when people leave (leavers questionnaire and reports). 13 employees have not passed the probationary period over last four years. Proportionately, given the nature of the South Gloucestershire population and council workforce profile the breakdown of these employees (as set out below) indicates no adverse impact with regard to any protected characteristic group.

Year	Male	Female	Ethnicity	Full / part time	Age	Total
01/04/13-31/12/13	0	0	0	0	0	0
01/04/12-31/03/12	3	0	White British	2 full time 1 part time	1 in 20s 1 in 30s 1 in 50s	3
01/04/11-31/03/12	1	0	White British	Full time	In 30s	1
01/04/10-31/03/11	1	0	White British	Part time	In 20s	1
01/04/09-31/03/10	5	3	7 White British 1 unknown	4 full time 4 part time	4 in 20s 2 in 30s 2 in 40s	8

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

Trade Unions have previously been consulted about this policy and their feedback was been taken on board. Comments made by the TUs were around why there is an interview process, the modification process regarding notice periods and ensuring the policy is strong and clear that regular 1 to 1s must take place.

We have not done any formal consultation at this time as there are no changes to be made to the policy itself. Trade Unions will be sent a copy of the updated version and invited to comment.

No equalities impacts are identified.

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

Internet research was undertaken at [www.Gov.uk](http://www.Gov.uk), ACAS and HR Inform. The research showed that our policy is complies with current legislation.

The research has not identified any evidence of equalities impacts.

**5. Any other relevant notes?**

N/A

## 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 EqIAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
<b>Outcome 1:</b> No major change required.	<input checked="" type="checkbox"/>	The policy applies to all employees taking up their first appointment – it does not adversely impact on any particular protected characteristic group. It allows for flexibility where this may be required, for example an extension of the probation period. The policy will be reviewed annually and changes will be made should an equalities impact be identified.
<b>Outcome 2:</b> Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
<b>Outcome 3:</b> Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
<b>Outcome 4:</b> Stop and rethink.	<input type="checkbox"/>	

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

- We will continue to analyse the numbers of employees not passing the probationary period on an annual basis as a method of identifying equalities impact.
- We will review the Policy and this EqIAA on an annual basis.

## SECTION 3 – EqIAA EVIDENCE

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

- Previous Probationary Policy.
- Probationary Policy Equality Impact Assessment February 2012.
- Workforce data – number of people who have not passed probationary period in last four years (13 employees in total).
- [www.acas.org.uk](http://www.acas.org.uk).
- [www.Gov.uk](http://www.Gov.uk).
- <http://www.cipd.co.uk/hr-inform>.
- RNIB's Clearprint guidelines.