

EQUALITY IMPACT ASSESSMENT – STAGE 1

CIRA Ref	PR/12/24	
Lead Officer	Name	John Gallagher
	Position	Principal Policy Officer, Corporate and Organisational Policy
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SECTION 1 –Context & Background

1.0 What is the title of the policy / practice/service?

People Plan 2012 - 2015

1.1 What is the current status of the policy / practice / service?

Existing

Changed

New ✓

1.2 Who are the main stakeholders and who has primary responsibility for delivering the policy / practice / service?

HBC Management, Staff and ultimately the Council's service users

Monitoring the effectiveness of the Plan will be the responsibility of the Organisational Development Group

1.3 Are there any other related policies / practices / services?

HR Policies compliment the People Plan.

The Plan introduces a number of new initiatives such as the Talent Strategy and Talent Pool

1.4 Who is the policy / practice / service intended to affect?

Residents

Staff ✓

Specific Group(s)

(add details below)

1.5 What are the principal aims and the intended outcomes of the policy/ practice / service?

To place the workforce at the heart of the organisation: -

1. Attract, Develop and Retain Excellent People
2. Excellence in Leadership and Management Development
3. Being an Excellent Employer
4. Promoting Organisational Excellence

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SECTION 2 – Consideration of Impact

2.1 Is there sufficient evidence to determine, on the balance of probability, that the policy / practice / service has, or could have, an impact upon each of the equality groups identified below?

Yes ✓ (proceed to question 2.4) No

2.2 Where further data / intelligence / consultation is required please provide details below.

Information Activity	Source / Planned	Timeframe	Lead Officer
N/A			

2.3 What were the principal findings / conclusions of this research / consultation?

N/A

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2.4.1 On the basis of evidence has the actual / potential impact of the policy / practice been judged to be positive (+), neutral (=), or negative (-) for each of the equality groups and is the level of impact considered to be high (H), Medium (M) or low (L)

Equality Impact Assessment - People Plan

Key

R- Race/Ethnicity A – Age G – Gender SO – Sexual Orientation GR – Gender Reassignment SE – Socio Economic	D – Disability F – Faith/Religion PM – Pregnancy and Maternity MCP – Marriage/Civil Partnership C - Carers PSED – Public Sector Equality Duty*	- Negative Impact + Positive Impact = Neutral Impact
* Does this service ○ Eliminate discrimination, harassment and victimisation ○ Advance equality of opportunity ○ Foster good relations (✓ or X – give evidence where appropriate) ✓ - This Strategy applies equally to all staff and all protected characteristics		

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STRATEGIC AIM	R	A	G	SO	GR	D	F	PM	MCP	SE	C	PSED *	COMMENTS
Attract, develop and retain excellent people	+	=	=	=	=	+	=	=	=	=	=	√	(1) The People Plan is intended to promote excellence for all Council employees irrespective of protected characteristic. However it has been acknowledged that more needs to be done if the Council is to be more representative of the community it serves and will take positive action where necessary for these groups, including considering some degree of targeted recruitment and making reasonable adjustments where required. (2) Furthermore as an employer we wish to do more for young people and NEETS and will be developing apprenticeship schemes. This is not thought to cause a negative effect on older people.
Excellence in Leadership and Management Development	+	=	=	=	=	+	=	=	=	=	=	√	
Being an excellent employer	+	=	=	=	=	+	=	=	=	=	=	√	
Promoting organisational excellence	+	=	=	=	=	+	=	=	=	=	=	√	

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2.4.2 Does the policy/practice/service have any potential impact upon safeguarding vulnerable people?

No specific impact

2.5 What data and information has been used in determining the positive impact of the policy / procedure / service under review in relation to promoting equality or good relations or eliminating discrimination and is this justifiable and lawful in regards to any negative impacts for other groups?

Equality Group(s)	Data on all employees was used and some positive action may be taken on behalf of younger and disabled employees / potential employees
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Baseline data and information

Workforce Survey 2011, Census / Demographic information about Halton

Nature of impact and where this is positive justification

2.1.1 refers
The aim is to have a more balanced workforce

2.6 How will the impact of the policy / practice / service be monitored?

HR Portal, self access to updating personal information. Future Workforce Survey
Regular monitoring reports on the implementation of the People Plan Action Plan to PPB.

2.7 Who will be responsible for monitoring and how will this be arranged?

Organisational Development Group will have overall responsibility for co-ordination of the updated workforce profile.
Corporate Services PPB

2.8 What actions, if any, has this review identified (that do not form part of a stage 2 assessment) to promote equality of opportunity or relations between groups and to support community cohesion? If no actions have been identified please insert 'no further action identified' within first column.

Action & purpose / outcome	Priority	Timeframe	Lead Officer
No further action required			

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2.9 Summary of stakeholders involved in this review

Job Title or Name	Organisation / representative of
Ian Leivesley	Strategic Director, Policy and Resources, HBC
Jane Burgess	HBC, Human Resources
Siobhan Saunders	HBC, Employment, Learning & Skills
John Gallagher	HBC, Corporate & Organisational Policy
Kelly Keane	HBC, Corporate & Organisational Policy
Les Unsworth	HBC, Corporate & Organisational Policy

2.10 Public Sector Equality Duty

General Duty

Does this policy / service take into account the need to: -

- (a) Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010 Yes ✓
No
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it Yes ✓
No
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it Yes ✓
No

2.11 Completion Statement

**As the identified Lead Officer of this review I confirm that:-
(Please complete only one of the following sections)**

1. A negative impact has been identified for one or more equality groups and that a Stage 2 Assessment is required
2. There is sufficient information available to provide assurance that there will be a positive differential impact for one or more equality groups, and that this is justifiable and lawful OR a neutral impact has been determined but actions to mitigate the impact have been identified. ✓

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Signed	John Gallagher
Dated	January 2012

Completed CIRAs should be sent to Les Unsworth, Corporate and Organisational Policy, to be given a unique reference number and for inclusion on the central register