



Your Homes
Newcastle

Equality Impact and Needs Assessment Form 2010

PART 1 – Initial Assessment

Step 1 – Preparation

Directorate:

Chief Executives

Business Development

Tenancy Services

Finance & Resources

Service:

Human Resources

Name of policy, strategy or service:

Employee Capability Policy & Procedure

New Existing

Lead Officer: Lynne Holden

Members of EINA group (name & title):

① Lynne Holden

② Ashleigh Peel

③ Michael Morris

④ SIAG group

⑤

⑥

Dates of assessment

Start date: 14th September 2011

End date: 3rd October 2011

Step 2 - Aims & purpose

(Please see page 10 of the toolkit for further information)

What is the main aim of the policy, procedure or function?	The policy and procedure aims to achieve its strategic objectives by encouraging managers to recognize and manage performance issues effectively and constructively, and to ensure capability issues are dealt with and resolved in a fair and consistent manner.
How does this contribute to E&D in YHN?	This policy is applied equally to all employees regardless whether they are covered by any of the nine protected characteristics.
What are the outcomes and associated aims you are trying to achieve?	Robust procedures to enable managers to assist and support employees who are failing to meet a required level of performance.
Which individuals, organisations or stakeholders are likely to have an interest in or likely to be affected by the policy or function? Who has been consulted?	<ul style="list-style-type: none">• Existing YHN employees• Trade Unions recognised by YHN <p>Prior to the launch of the policy in July 2010, Trade Unions and Wider Management Team were involved in the consultation process.</p> <p>At the six month review stage, all appraising managers were invited to evaluate the policy and procedure using a sample questionnaire. Management Team were informed of the findings of the six month review.</p> <p>SIAG group have been consulted also.</p>
Who has overall responsibility for this policy, strategy or service? And is there	Human Resources /Organisational Development

<p>a shared responsibility? (e.g. another department, authority or organisation.)</p>	
<p>Does the development/review of the policy or function present us with an opportunity to promote equality of opportunity and good community relations? Please explain.</p>	<p>Yes</p>
<p>What are the main policies, legislation or other documentation that relates to this policy or function?</p>	<ul style="list-style-type: none"> • Equality Act 2010 (includes all previous equalities legislation) • Employment Rights Act 1996 as amended • Employment Rights Dispute Resolution Act 1998 • Employment Act 2002 • The Employment Act 2002 (Dispute Resolution) Regulations 2004 • Employment Act 2008 • The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008 • The Social Security (Medical Evidence) and Statutory Sick Pay (Medical Evidence) (Amendment) Regulations 2010 (SI 2010/137). • Health and Wellbeing Policy • Dignity at Work Policy • YHN's Code of Conduct • Flexible Working Policy (including emergency leave and work life balance provisions)

Step 3 – Information and data

(Please see page 11 of the toolkit for further information)

What qualitative data has been considered in the review of the document?

Feedback from the evaluation exercise with managers via a sample questionnaire
Legislative changes
Legal advice from NCC Legal Services

What quantitative data has been considered in the review of the document?

Feedback from the evaluation exercise with managers via a sample questionnaire

Feedback from the staff survey in 2009 informed us of the need for something to be put in place to monitor and deal with poor performers in the organization.

Monitoring information is held within Human Resources team.

Are there any gaps in the data? What actions are required to address this?

No gaps

Step 4 – Assessing the impact

(Please see page 12 of the toolkit for further information on positive & negative impacts)

All Strands	Impact +/-	Details of impact identified	Evidence
	Positive	The policy makes it clear to all how the process will be handled.	
Age	Impact +/-	Details of impact identified	Evidence
Disability	Impact +/-	Details of impact identified	Evidence
Gender	Impact +/-	Details of impact identified	Evidence
Race	Impact +/-	Details of impact identified	Evidence
Religion, Faith or Belief	Impact +/-	Details of impact identified	Evidence
Fasting	Negative	A person may be required to fast because of religious or cultural reasons and this may have an impact on their performance.	SIAG
Sexual Orientation	Impact +/-	Details of impact identified	Evidence

Pregnancy & Maternity	Impact +/-	Details of impact identified	Evidence
Gender Reassignment	Impact +/-	Details of impact identified	Evidence
Marriage & Civil Partnership	Impact +/-	Details of impact identified	Evidence
Other	Impact +/-	Details of impact identified	Evidence

If negative impacts have been identified, follow step 5 from the toolkit (this step does not need to be documented) and then go to Step 6. If no impacts have been identified, please go to Part 3.

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If you have identified actions to eliminate all of the negative impacts please go to Part 3.

If some or all of the negative impacts cannot be eliminated please go to Part 2. Please explain your reasons for moving onto a full impact assessment.

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PART 3 – Publishing

Name of policy, strategy or service:

Employee Capability Policy & Procedure

Complete:

Initial Assessment

Full Assessment

Lead Officers signature:

[Signature box]

Diversity Officer agreed & signed:

[Signature box]

Director of Service agreed & signed:

[Signature box]

Summary:

This can be used to make any comments that you think may be relevant. This includes justifying any positive or negative impacts where no actions have been taken, why an EINA has been signed off or why an EINA was not necessary.

[Large empty box for summary comments]

