

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision:	Death in Service Process
Date:	March 2011
Lead Officer:	Nicola Pierce
External Challenger:	Petra Dexter Duskova
Other members of team undertaking Impact Assessment:	Lauren Kelly

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

Death in Service Process

In the situation where an employee dies, it is essential that the associated administrative procedures are handled efficiently and that the relatives and colleagues of the deceased are dealt with sensitively and appropriately.

It is suggested that one person be designated as the main contact with the family of the deceased and this person should usually be the line manager. They will be responsible for liaising with the family, providing support and information.

In some circumstances the line manager may consider that it would be more appropriate for a close work colleague to act as a contact point and if so the line manager should consult with the colleague to determine whether they would be happy to fulfil this role. In some circumstances, e.g. if there have been some difficulties between the manager and the employee or the manager is absent, the Grandparent or another manager may act as the contact.

Is the above relevant to equality and diversity?

Yes X No

Exit the process if you answered No to all of the above questions, otherwise please continue.

Step 2: Scoping

What do you already know about the policy, what are the main issues you need to consider:				
Target group / area	Main issues	Evidence and data currently available	Consultation / involvement carried out	Further information needed to undertake the assessment
Race and Ethnicity	<ul style="list-style-type: none"> No issues 	<ul style="list-style-type: none"> HR business partners, Managers and TU and staffing committees consulted, PDB Feedback on policies 	<ul style="list-style-type: none"> No (general consultation took place) 	<ul style="list-style-type: none"> Consultation with relevant staff
Disability	<ul style="list-style-type: none"> No issues 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> No (general consultation took place) 	<ul style="list-style-type: none"> Consultation with relevant staff
Gender / Gender reassignment	<ul style="list-style-type: none"> No issues related to eligibility 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> No



Religion and belief	<ul style="list-style-type: none"> No impact 			
Sexual orientation	<ul style="list-style-type: none"> Process put into place regardless of sexuality 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> More information on potential impact / procedure from staff group
Age Children and young people	<ul style="list-style-type: none"> No issues 		<ul style="list-style-type: none"> No 	
Adults	<ul style="list-style-type: none"> No issues 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Yes 	
Younger older people Older older people	<ul style="list-style-type: none"> No eligibility issues 	<ul style="list-style-type: none"> As above 		
Rural communities	<ul style="list-style-type: none"> No impact 			
Areas of deprivation	<ul style="list-style-type: none"> No impact 			

Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy likely to have an adverse impact on any of the groups? If yes please comment	Are there any particularly positive impacts of the policy on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect)			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
Race and Ethnicity	<ul style="list-style-type: none"> From above 	<ul style="list-style-type: none"> Language provision needed in terms of existing staff understanding the procedure. business partner support 			x	
Disability	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> The policy applies to all Council posts, excluding schools Business partner support Employee assistance helpline Occupational health 			x	
Gender / Gender reassignment	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Procedures applied to all people regardless of gender 			x	
Religion and	<ul style="list-style-type: none"> No impact 				N/A	

belief						
Sexual orientation	No impact	<ul style="list-style-type: none"> Applies to all regardless of sexual orientation 			x	Staff training
Age Young people	<ul style="list-style-type: none"> As above 				x	
Older people	<ul style="list-style-type: none"> As above 				x	
Rural communities Service availability	<ul style="list-style-type: none"> As above 				x	
Cost of service delivery and costs to community to access the service	N/A					
Impact on quality and character of the natural rural landscape and residents	N/A					
Impact on people wishing to visit the countryside	N/A					
Areas of deprivation	<ul style="list-style-type: none"> As above 				x	
Human rights	<ul style="list-style-type: none"> Prohibition of discrimination 		<ul style="list-style-type: none"> No Rating Needed 			

Step 4: Health and wellbeing - Positive impact across all the strands. The policies are designed to ensure that the council, existing staff and the deceased member of staff's family are able to have support whilst working through the necessities.

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
<p>Is the policy likely to have the potential to impact on human health. If yes please specify.</p> <p>The impact across all the strands is positive</p>								
<p>Will there be a significant impact on any of the following lifestyle related variables? Pls. comment</p>	Physical activity:							
	Smoking, Drugs or alcohol use:							
	Sexual behaviour:							
	Accidents and stress at home or work:							
	Diet:							
<p>Is there likely to be a significant demand on any of the following health and social care services?</p>	Social services:							
	Primary care Community services:							
	Primary / hospital care/ A&E / Need for medicines etc:							

Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	All aspects of policies carried out internally
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	N/A
<ul style="list-style-type: none"> tendering and specifications 	
<ul style="list-style-type: none"> awards process 	
<ul style="list-style-type: none"> contract clauses 	
<ul style="list-style-type: none"> monitoring and performance measures 	

Step 6: Making a decision and actions

<p>What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? N/A</p> <p>Reflect these actions in the E&D part of the Directorate Business plans.</p>		
Action	Lead Officer	Deadline
Consultation/ engagement with various groups (see above)	HR	April 2011

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy?	•
Next review	January 2013

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

Lead Officer:	Nicola Pierce	
Approved by Head of Service:	Sam Brousas	
Overview and Scrutiny involvement		
Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

All Impact Assessments are publicly available from a designated area of the Council's website, please forward the completed EIA to the Equality and Diversity Managers for publishing.