

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision:	Exit Interview, Termination and Probation
Date:	February 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:

Exit Interviews:

One of the ways in which Cheshire West and Chester Council aims to improve its services and respond to staff suggestions is to hold an exit interview with members of staff who are leaving the organisation (except disciplinary dismissals).

The purpose of the exit interview is to assist in identifying any underlying reasons as to why an employee is leaving their current job and help to assess what steps may be taken to prevent others leaving, if the reasons are negative. There may also be positive reasons as to why an employee leaves, for example, their professional development has impacted on their future career aspirations.

Termination:

The Council is committed to ensuring fair Termination processes and high standards are required from all those involved.

The policy has the following aims and principles:

- To comply with good practice and employment legislation.
- Each step and action will be taken as quickly as possible.
- Managers will be able to seek advice from Human Resources.
- Employees have the right to be accompanied by a trade union representative or colleague.

Probation: (Policy still to be agreed with TU)

The Council requires all new employees including those on temporary contracts to Cheshire West and Chester Council to complete a probationary period. This will

enable employees to feel valued, to gain an appropriate insight into the workings of the Council and into the role they are expected to play in order to make an effective contribution to the provision of quality services.

The Probationary Period aims to allow the Council to assess the suitability of new starters, before they are confirmed in substantive posts.

Is the above relevant to equality and diversity?

Yes 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"> If an employee is being terminated based due to disability, they will have been through assessment (via other policies) with HR informed at various stages prior to any formal termination. Exit interview applies to all (after 6+ months of employment). Less than 6 months involves a leaver's questionnaire 	<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"> Policy are open to all, does not restrict on 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; 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 belief	<ul style="list-style-type: none"> No impact 				N/A	

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 a fair exit interview, termination notice or probation period is given to each employee.

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