

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision:	Redeployment Policy
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:

It is recognised that ever-changing priorities, needs of the Council, the proactive management of change and employees individual circumstances mean that employees may be considered for redeployment from time to time either on an individual or group basis.

The effective operation of this policy depends upon the full co-operation of managers and employees.

This policy applies to all employees in the situations described below:

- Redundancy - where post(s) have been identified as redundant or at risk of redundancy.
- Fixed term or temporary contracts due to expire.
- Recommendation by Occupational Health of redeployment as a reasonable adjustment as required if a recognised Disability under the Equality Act, or for long term ill health cases not covered by the Equality Act because the employee can no longer carry out the required duties of their current job to a satisfactory manner, or will not be able to return to their job because of ill health within a reasonable time.
- Other exceptional circumstances which relate to grievance or bullying and harassment cases. Redeployment in such circumstances will only be applied on the advice of HR.

This policy aims to help employees if they cannot continue in their existing job, either as a result of redundancy, ill health or in certain other exceptional circumstances.

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 related to eligibility if employees are in the above situations 	<ul style="list-style-type: none"> HR business partners, Managers and TU and staffing committees consulted, PDB Payroll data 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 related to eligibility if employees are in the above situations: policy offers an alternative option if employees need to change job roles due to disability. 	<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 if employees are in the above situations 	<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 if they are in the above situations, 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 Adults Younger older people Older older people	<ul style="list-style-type: none"> No issues 		<ul style="list-style-type: none"> No 	
	<ul style="list-style-type: none"> No issues 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Yes 	
	<ul style="list-style-type: none"> No 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"> Flexible working/ different role alternatives Business partner support Employee assistance helpline Occupational health 			x	
Gender / Gender reassignment	<ul style="list-style-type: none"> No impact 	<ul style="list-style-type: none"> Open to all if they are in the situations stated above 			x	
Religion and belief	<ul style="list-style-type: none"> No impact 	<ul style="list-style-type: none"> Open to all if they are in the situations stated above 			N/A	
Sexual orientation		<ul style="list-style-type: none"> Open to all if they are in 			x	Staff training

		the situations stated above				
Age Young people	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Open to all if they are in the situations stated above 			x	
Older people	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Open to all if they are in the situations stated 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						
Impact on quality and character of the natural rural landscape and residents						
Impact on people wishing to visit the countryside						
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 policy is designed to give employees help if they cannot continue in their existing job, either as a result of redundancy, ill health or in certain other exceptional circumstances.

	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	March 2011

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy?	<ul style="list-style-type: none">- Regular feedback, including consultation with employees from the most affected equality groups sought, which will influence how the policies are delivered- Review in 2013
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.