

EQUALITY IMPACT ASSESSMENT SCREENING GRID

APPENDIX 2

“Change to keep succeeding”

Protected characteristic	
Age	Where this is referred to, it refers to a person belonging to particular age
Disability	A person has a disability if s/he has a physical or mental impairment which has a substantial long-term adverse on that person’s ability to carry out normal day to day activities
Gender	A man or woman
Gender Reassignment	The process of transitioning from one gender to another
Race	It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins
Religion or Belief	Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
Sexual Orientation	Whether a person’s sexual attraction is towards their own sex, the opposite sex or both sexes
Pregnancy & Maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context.

EQUALITY IMPACT ASSESSMENT - ACTION PLAN

‘Change to Keep Succeeding’

Minority group affected	Issues identified	Action to be taken	Expected outcomes	Owner	Timescale	Cost implications
Age/Gender	Movement to common pay spine (Kent Range) may be detrimental to those with shorter or interrupted service	The re-evaluation of roles by Hays Group will ensure grading alignment	Job evaluation is equitable and consistent	Amanda Beer/Colin Miller	Immediate	Nil
All strands	Should recruitment be sourced externally, targeted media should be considered ensuring under-represented groups are represented e.g. disability/age	Specialist Media be used to attract candidates from under-represented groups	Ensure KCC is fair and equitable within its employment practice and that candidates from all backgrounds continue considered	Amanda Beer	Immediate	TBD
	Composition of recruitment panels needs to reflect that of the organisation as much as possible	Diversity and Equality Member training delivered to panel members	Ensure panel members are trained to standard required by KCC	Amanda Beer/Coral Ingleton	Immediate	TBD
	Procurement of Assessment Centres should be linked to standards/behaviours/values required by KCC	Ensure procurement process is linked to KCC EIA process	Ensure process is fair/accessible to people from all backgrounds	Amanda Beer/Coral Ingleton	Immediate	TBD

EQUALITY IMPACT ASSESSMENT SCREENING GRID – Specific Risks

“Change to keep succeeding”

Minority strand Protected characteristic	Could this affect groups differently from others in Kent? YES/NO	Could this promote equal opportunities for this group? YES/NO	Assessment of impact HIGH / MEDIUM / LOW / NONE / UNKNOWN	
			Positive	Negative
Age	Yes	Yes		Medium
Reason for assessment	<p>Younger employees may have shorter service and be less experienced.</p> <p>Those with shorter service have less costly redundancy payments</p> <p>Movement to common pay spine (Kent Range) may be detrimental to those with shorter service</p> <p>Older staff (i.e. those nearer to retirement age) should also not be treated less favourably over younger staff on the grounds of age within selection</p> <p>The Authority has an ageing workforce which means that knowledge transfer to young people needs to be managed – 17% of people are 30 or under.</p> <p>39% of people are over the age of 50.</p> <p>SMT/CMT Sample group of 63 – (salary great than top of KR15) current composition: 4% between 30-39 36% between 39-49 44% between 50-59 16% between 60-64</p> <p>Targeted media to be consideration should external recruitment be an option – target group 30 – 39</p>			
Disability	Yes	Yes		Medium

<p>Reason for assessment</p>	<p>The recruitment process may require reasonable adjustments to be made for staff with a disability covered by the Equality Act 2010.</p> <p>The new posts may require reasonable adjustments to be made for staff a disability covered by the Equality Act 2010.</p> <p>Managers will need to be aware of a disability in the above and ensure staff are not treated less favourably as a result.</p> <p>SMT/CMT Sample group of 63 – (salary great than top of KR15) Considered disabled under DDA 67% No 33% Unknown</p>			
<p>Gender</p>	<p>Yes</p>	<p>Yes</p>		<p>Low</p>
<p>Reason for assessment</p>	<p>Female staff may also have shorter or interrupted service due to caring responsibilities.</p> <p>Female staff are also more likely to have primary caring responsibilities or be part time.</p> <p>Existing post-holders are full-time employees. Alternative working patterns need to be considered.</p> <p>SMT/CMT Sample group of 63 – (salary great than top of KR15) Female – 48% Male – 53%</p> <p>KCC stats – 84% current employees are female 76% currently on carers leave are female. Range of working arrangements should be made available, encouraged and promoted.</p>			
<p>Gender Reassignment</p>	<p>No</p>	<p>No</p>	<p>None</p>	<p>Low</p>
<p>Reason for assessment</p>	<p>No data is currently captured in this area.</p>			

Race	No	No	None	None
Reason for assessment	SMT/CMT Sample group of 63 – (salary great than top of KR15) Ethnic Origin (Banded) White 75% Unknown 25%			
Religion or belief	No	No	None	None
Reason for assessment	The range of working arrangements should be made available, encouraged and promoted which may enhance an employee's ability to engage in religious observance. SMT/CMT Sample group of 63 – (salary great than top of KR15) Religion or Belief Christian 14% None 5% Unknown 78%			
Sexual orientation	No	No	None	None
Reason for assessment	SMT/CMT Sample group of 63 – (salary great than top of KR15) Heterosexual 22% Unknown 78%			
Marriage & Civil Partnership	No	No	None	None
Reason for assessment	The range of working arrangements should be made available, encouraged and promoted.			
Pregnancy & Maternity	No	No	None	None
Reason for assessment	The range of working arrangements should be made available, encouraged and promoted.			

Sample Group – 63 members of SMT/CMT – salary greater than top of KR15

Generic Risks

'Change to keep succeeding'

Protected Characteristics.

Interviews – Composition of recruitment panel needs to reflect that of the organisation e.g. gender representation. Essential to have received Diversity Training reflecting minimum standard required by KCC

Assessment Centres – Procurement of service linked Diversity and Equality standards/behaviours/values required by KCC

Targeted Media – should be considered should external recruitment be applied within process