

By: Director of Personnel & Development
To: Personnel Committee - 1 February 2007
Subject: **Equality Impact Assessment – Personnel Policies**
Classification: **Unrestricted**

SUMMARY: Update for Personnel Committee on the progress and actions relating to equality impact assessment on personnel policies.

1.1 Background

- 1.1 During 2007, Personnel & Development conducted impact assessments of existing employment policies and begun considering how the assessment process might become embedded in our policy development activity.
- 1.2 This report summarises the work completed or underway at the present time and highlights some of the actions identified through the consultation process to date. Their implementation will assist the Authority minimise disadvantage and eliminate the potential for discriminatory employment practice.

2. Corporate Employee Relations

- 2.1 As Corporate Employee Relations is responsible for the greatest number of employment policies for KCC it was the first unit within P&D and KCC to tackle the impact assessment process. In October 2006, a total of 33 existing policies 'owned' by Corporate Employee Relations were identified for impact assessment and a process devised to take each policy through an initial and full impact assessment where a greater potential for disadvantage was identified at the initial stage (Appendix 1).
- 2.2 The initial paper assessment of the potential areas of differential impact or unmet needs for the 6 diversity strands for each policy was 'reality checked' by a virtual team consisting of representatives from each Diversity Staff Group, the Corporate Diversity Team, Trade Unions and Personnel Teams. This was to ensure that a suitable priority rating had been assigned to each policy. The outcome of this exercise was a shortlist of policies identified as either having a medium or high risk of differential impact.
- 2.3 From the initial screening, 10 policies were identified as medium priority, and 1 as high priority. In addition two KASS policies were identified as medium priority. Full impact assessment on these policies included further consultation, research and analysis of available monitoring information.

2.4 The following consultation groups contributed to the full impact assessment for their particular equality strand and all groups were asked to comment on other equalities issues:

- UNITE – BME issues and religion and belief issues
- Level Playing Field – issues surrounding disability
- Greenhouse – issues surrounding younger staff
- Stonewall – LGBT issues
- Employer’s Forum on Disability – issues surrounding disability
- Employer’s Forum on Age – issues surrounding age
- ACAS Equalities Direct – all equalities issues
- KCC Age Champions Group – issues surrounding age
- KCC SACRE group – religion and belief issues
- Rainbow – LGBT issues
- UNISON – all diversity issues
- Personnel Business Support Teams

2.5 Not all external contacts approached were able to contribute to the consultation exercise at the relevant time. However we were able to access useful information from Northamptonshire County Council and the London Borough of Tower Hamlets both of which have already gone through equality impact assessment.

2.6 The results of the assessment and consultation processes were shared with KCC’s Equalities Lead Officer Group in the June and an action plan for policy changes presented to HR Policy Group in November. Actions have been categorised into those changes that can be immediately implemented, those involving policy decision-making and those related to training or cultural issues (Action Plan Appendix 2). The action plan has been shared with all but one of the Diversity Staff Groups to date and Corporate Employee Relations has made a commitment to attend the groups regularly to inform and consult about on-going and planned policy development.

2.7 Many of the immediate changes have either been made or are underway, the policy issues are under consideration or development and those impacting on culture and people management issues have been fed into P&D strategic priorities.

3. Other Personnel & Development Areas

3.1 Initial assessments of the following P & D areas have been undertaken and adjustments to policies, process and procedures have either been implemented or noted for further development.

- TCP framework
- Value Plus Scheme
- job evaluation
- Strategic Workforce Plan

- Recruitment Processes
 - Health & Safety policy & guidance
- 3.2 The results of the assessments to date and action in terms of policy developments or amendments made to take into account the feedback received during the consultation will be published at the end of March 2008.
- 3.3 P & D are currently considering the best way to ensure impact assessment becomes 'mainstreamed' into the policy development process.

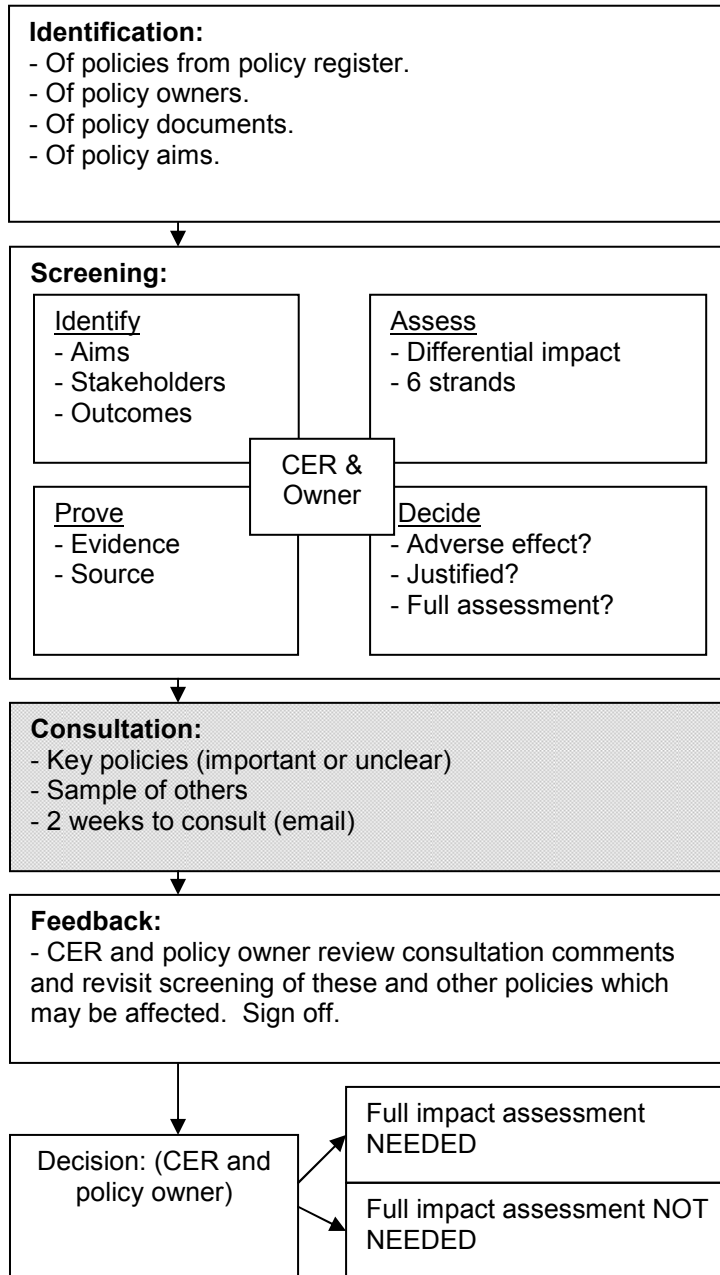
4. **RECOMMENDATION**

- 4.1 Personnel Committee is asked to note the work that has been undertaken to assess KCC's Personnel Policies to date and to acknowledge the significant contribution of the Diversity Staff Groups.

Amanda Beer
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Equality Impact Assessment of Employment Policies

Stage 1 - Screening



Stage 2 – Full Impact Assessment

