

Equality Impact Assessment (EQIA) Screening Form

A successful EQIA screening will look at 5 key areas:

1. Identify the Policy, Project, Service Reform or Budget Option to be assessed.

A clear definition of what is being screened and its aims.

2. Gathering Evidence and Stakeholder Engagement

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

3. Assessment and Differential Impacts

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

4. Outcomes, Action and Public Reporting

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

5. Monitoring, Evaluation and Review

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

Section 1: Identify the Policy, Project, Service Reform or Budget Option

Name of the Policy, Project, Service Reform or Budget Option to be screened	Capability Policy
Reason for change in Policy or Policy Development	Review the policy on the new Equality Impact Assessment (EIA) form
List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option	
Name of officer completing assessment (signed and date)	Ross Potter (HR & Learning Advisor) – <i>R. Potter</i> November 2024
Assessment verified by (signed and date)	Marie Harley – HR Business Partner – March 2025

If applicable, please provide further details about the name and description of policy being analysed

Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required

The Capability Policy sets out the steps the Council will take to manage shortfalls in an employee's capability to do their job, including unacceptable levels of absence

This policy runs parallel with, but is not part of, the disciplinary procedure. The Council recognises that poor job performance and poor capability should not, the first instance, be treated as "disciplinary offences".

This policy will ensure that:

- Cases of poor performance and/or absence are handled fairly and consistently with any underlying reasons and mitigating circumstances taken into the account.
- Employees are offered appropriate support and training within a performance review framework.
- All employees are aware of the performance standards of work expected of them.

Section 2: Gathering Evidence and Stakeholder Engagement

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Reminder – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Name any research, data, consultation or studies referred to for this assessment	State if this reference refers to one or more of the protected characteristics	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.
<ul style="list-style-type: none"> • Previous policy • Best practice from ACAS & appropriate legislation • Brightmine • Consultation from Corporate Management Team (CMT), Management, Trade Union & Staff Partnership (MTSP), Employment Committee, employees and HR Team 		The outcomes of the consultation with those listed is that the policy was accepted for use.

If applicable, please provide further Information about stakeholder engagement or detail used for customer analysis
Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible

Section 3: Assessment and Differential Impacts

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Option has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

- a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group
- for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
- a definition of disability under the Equality Act 2010 is available on the [gov.uk website](http://gov.uk)
- there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Sex or Gender	Women		X		
	Men		X		
	Transgender		X		
Race	White		X		
	Mixed or Multiple Ethnic Groups		X		
	Asian		X		
	African		X		
	Caribbean or Black		X		
	Other Ethnic Group		X		
Disability	Physical disability			X	
	Sensory Impairment (e.g. sight, hearing)			X	
	Mental health			X	
	Learning disability			X	

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
LGBT	Lesbians		X		
	Gay Men		X		
	Bisexual		X		
Age	Older people (60+)		X		
	Younger people (18-25)		X		
	Children (0-16)		X		
Marriage and Civil Partnership	Women		X		
	Men		X		
	Lesbians		X		
Pregnancy and Maternity	Women		X		
Religion and belief	See below		X		

Summary of Protected Characteristics most impacted	The policy could have a negative impact on those with a disability. As their disability could result in incapability to do their job, potentially resulting in dismissal. As disability is protected under the Equality Act 2010, all decisions would be based on reasonableness and dismissal would be as a last resort and where all other options have been explored/adjustments considered etc.
Summary of Socio-Economic impacts	There are no Socio-Economic impacts
Summary of Human Rights impacts	There are no impacts on Human Rights
Summary Explanation of the scoring against the protected characteristics	The policy could have a negative impact on those with a disability.

Section 4: Outcomes, Actions and Public Reporting

Screening Outcome	Yes, No or not at this stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	Completed

If applicable, please state the overall outcome of the assessment, impacts and customer analysis

Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Arrangements for Monitoring	The is constant work to ensure the system is functioning correctly with new features being added. We encourage staff to report issues so these can be looked into and resolved.
Timing of the current review	November 2024
Next scheduled review	Will review in November 2025, or if any manger changes occur whichever is sooner

If applicable, please provide details of the arrangements for future monitoring:

Note when analysis will be reviewed; include any equality indicators and performance against those indicators

The next review of the policy which is stated in the policy

If applicable, please provide details of any supporting data/ research linked to monitoring arrangements (both FDC & Partners):

Conversations with managers to ensure the policy is fit for purpose and they can follow it. HR will also make sure it meets the needs of the Council and complies with UK employment law.

Legislation

Equality Act (2010) – the Equality Act 2010 (Specific Duties)

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.