

## Assessing Equality – The Equality Act 2010

### Customer Impact Assessment

#### Name and brief description of policy being analysed

#### Reference Policy

This Policy sets out Fenland District Council’s approach to the provision of references.

#### Information used for customer analysis

The policy itself, best practice, ACAS guidelines, XpertHR, appropriate legislation, consultation with MTSP, CMT, colleagues and HR team. Where appropriate Staff Committee.

	Could particularly benefit	Neutral	May adversely impact	Explanations	Is action possible or required?	Details of actions or explanations if actions are not possible  Please note details of any actions to be placed in your Service Plan
<b>Race</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will only provide a factual reference based on an employee’s time at the Council.	N	
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N	
<b>Gender reassignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The reference does not mention any of the protected characteristics. It only contains information about employment length, reason for leaving, post held, job description and pay upon leaving.	N	
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N	
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N	
<b>Sexual orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N	
<b>Religion or belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N	
<b>Pregnancy &amp; maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N	
<b>Marriage &amp; civil partnership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N	

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<b>Human Rights</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No known impact	N	
<b>Socio Economic</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No known impact	N	
<b>Multiple/ Cross Cutting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No known impact	N	
<b>Outcome(s) of customer analysis</b>						
<p>a) Will the policy/ procedure impact on the whole population of Fenland and/ or identified groups within the population; negative <input type="checkbox"/> neutral <input checked="" type="checkbox"/> positive <input type="checkbox"/></p> <p>No major change needed <input checked="" type="checkbox"/>      Adjust the policy <input type="checkbox"/>      Adverse impact but continue <input type="checkbox"/>      Stop and remove / reconsider policy <input type="checkbox"/></p>						
<b>Arrangements for future monitoring:</b>						
Review with service managers as and when required for advice to ensure no negative impacts.						
<b>Details of any data/ Research used (both FDC &amp; Partners):</b>						
<b>Completed by:</b>						
Name: Ross Potter						
Position: HR, Payroll & Learning Admin Apprentice						
<b>Approved by (manager signature):</b>				<b>Date published:</b>		
<b>Details of any Committee approved by (if applicable):</b>				<b>Date endorsed by Members if applicable:</b>		