

# Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

<b>1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN</b>	
<b>Name of function/policy/plan to be assessed</b>	Redeployment Policy for employees
Service/service area responsible	HR & Performance
Name of person carrying out the assessment and contact details	Andrew Groundwater, Head of HR & Performance Ext 2253 Email <a href="mailto:andrew.groundwater@orkney.gov.uk">andrew.groundwater@orkney.gov.uk</a>
Date of assessment	29.05.12
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	Revision of existing policy

<b>2. INITIAL SCREENING</b>	
What are the intended outcomes of the function/policy/plan?	The aim of this revised policy is to provide a framework based on fairness, consistency, existing recognised best practice and employment legislation, to finding suitable alternative employment for employees in need of redeployment, wherever possible.
State <b>who</b> is, or may be affected by this function/policy/plan, and <b>how</b>	All existing employees as they may be subject to use of the policy and procedure if they are unable to carry out their current job or because their job is subject to organisational change.
How have stakeholders been involved in the development of this function/policy/plan?	The Policy has been revised by HR and has been considered by Corporate Management Team.  Trade Unions have been made aware of the document on a consultative basis and have not raised any issue with the revisions.
Is there any existing data and/or research relating to equalities	We are aware of procedures in other local authorities regarding Redeployment. The Policy requires to take

issues in this policy area? Please summarise. e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)	into account parts of the Equality Act 2010 in terms of employees who have a disability and the need to consider reasonable adjustments to their job.
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No impact foreseen
2. Sex: a man or a woman	No impact foreseen
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No impact foreseen
4. Gender Reassignment: the process of transitioning from one gender to another	No impact foreseen
5. Pregnancy and maternity	No impact foreseen
6. Age: people of different ages	No impact foreseen
7. Religion or beliefs or none (atheists)	No impact foreseen
8. Caring responsibilities	No impact foreseen
9. Marriage and Civil Partnership	No impact foreseen
10. Disability: people with disabilities (whether registered or not)	Yes. The Policy helps fulfil the Council's requirement to consider reasonable adjustments to someone's work who has, or develops, a disability as the reasonable adjustment may be redeployment to an alternative job. Therefore it may be seen that the policy has a favourable impact on employees who are in such a position.

<b>3. IMPACT ASSESSMENT</b>	
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or	N/A

remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes

<b>4. CONCLUSIONS AND PLANNED ACTION</b>	
Is further work required?	No
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans)	All procedures are monitored and reviewed by HR as part of a rolling programme. Any relevant legislative changes would be responded to immediately.

Signature

Date 29.05.12

Name ANDREW GROUNDWATER  
(BLOCK CAPITALS)

**Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.**