

Equality Impact Assessment

Title of the strategy	Performance Management Strategy
Date	August 2011
Lead Officer	John Chester / Beccy Marriott
Who else is involved in undertaking this assessment?	Jenny Stephens

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
The purpose of the Performance Management Strategy is to define the process of performance management within the Council and how it works in tandem with the Business Planning Process to achieve outcomes for our community.
B. What specific groups is the policy designed to affect/impact?
<ul style="list-style-type: none"> • Council Officers • Councillors • External Customers
C. Which groups have been consulted as part of the creation or review of the policy?
<ul style="list-style-type: none"> • Council Officers – the policy has been informed by feedback from Council Officers

Step 2 – What we already know and where there are gaps

A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.
<p>Data/information such as:</p> <ul style="list-style-type: none"> § Consultation § Previous Equality Impact Assessments § Demographic information § Anecdotal and other evidence
Existing Council information on Equality Monitoring Database and Employee Data.
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)
We have an ageing workforce and with changes to retirement legislation, the potential for assisted IT support may increase.

Step 3 – Do we need to seek the views of others? If so, who?

<p>A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.</p>
<p>Consultation with groups has begun with modifications to the TEN system to increase its accessibility and simplified language. Officers have been trained on the system and Member training has begun.</p>

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
A. Age	Positive – This policy is open to all, support is offered on a one-to-one basis for any individuals who may struggle with IT systems.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	Positive – This policy is open to all, support is offered on a one-to-one basis for any individuals who may struggle with IT systems.
C. Gender / Sex	Positive – This policy is open to / accessible to all gender / sex groups.
D. Religious Belief	Positive – This policy is open to / accessible to all religious groups / beliefs.
E. Racial Group	Positive – The policy will be hosted on the website and therefore accessible to all. Customers can use online translation services to translate the strategy if English is not their first language.
F. Sexual Orientation	Positive – This policy is open to / accessible to all sexual orientations.
G. Transgender	Positive – This policy is open to / accessible to all transgender groups.
H. Other protected groups (pregnancy & maternity, marriage & civil partnership)	Positive – This policy is open to / accessible to all other protected groups.
I. Other socially	Positive – This policy is open to all, support is offered on a one-to-one basis for

excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	any individuals who may struggle with IT systems.
J. All	Positive – This policy is open to all, support is offered on a one-to-one basis for any individuals who may struggle with IT systems.

Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
	Consultation will be carried out on how Members and Officers find the modified performance management system	John Chester / Beccy Marriott	January 2012

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	Yes	By publishing on the website & intranet
Service users	Yes	By publishing on the website & intranet
Partners and stakeholders	No	
Others	Members	By publishing on the website & intranet
To ensure ease of access, what other communication needs/concerns are there?		

Step 7 – Conclusion (to be completed and signed by the Service head)

Please delete as appropriate
I agree / disagree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head):
Date:

Please send completed & signed assessment to the Equality and Diversity officer.