

APPENDIX 3 TO PAPER NO. 15-64

EQUALITY IMPACT ASSESSMENT

Review of Planning and Development Division – February 2015

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

No.	Question	Yes/No	Comments
1.	Is there a particularly high number of any of group of staff affected by the change, according to the following categories:		
	<ul style="list-style-type: none">• Race	No	72% of staff in the department are white and 28% are from a BME group. Of the staff affected by this review, 74% are white and 26% from a BME group.
	<ul style="list-style-type: none">• Gender	No	41% of staff in the department are female whereas 38% of staff affected by the review are female.
	<ul style="list-style-type: none">• Age	No	25% of staff in the department are aged 55 or above. 21% of staff affected are aged 55 or above.
	<ul style="list-style-type: none">• Disability	No	6% of staff in the department are recorded as having a disability. 6% of staff affected are recorded as having a disability.
	<ul style="list-style-type: none">• Religion/belief	Information not held	
	<ul style="list-style-type: none">• Sexual orientation	Information not held	
2.	What is the less favourable effect?		No adverse impact has been identified by the proposed review. A further analysis will be carried out in due course.
3.	If you have identified potential discrimination or		Not applicable.

	less favourable treatment, are there valid, legal and /or justifiable explanations for this?		
4.	What alternative options have been considered to minimise the impact on these groups of staff (e.g. alternatives to compulsory redundancy such as reduced hours, voluntary redundancy etc.)?		Staff will be supported by their managers and HR throughout the process. Training on interview skills etc. Will be provided as appropriate.
4.	Do any selection criteria being used ensure equality for all groups?		Where there is competition for specific roles a fair and objective process will be followed after consultation/agreement with Staff Side.
5.	What assistance is being provided to ensure all staff are equipped for the selection process (e.g. interviewee techniques training)?		Staff will be supported by their line managers and HR throughout the process. Appropriate training will be provided.
6.	Can we reduce the impact by taking different action?	No	The proposal has been subject to consultation with staff and Staff Side.

If your answers identify a concern regarding the impact on particular groups of staff, this should be discussed with the Head of HR.