

APPENDIX 1 EQUALITY IMPACT ASSESSMENT – SHORT BREAKS

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.	Does the proposed change affect one group less favourably than another on the basis of:		
	• Ethnicity	Yes	The member of staff in the post that is being deleted is from a black, Asian, minority ethnic (BAME) group.
	• Gender	Yes	The member of staff in the post that is being deleted is female.
	• Religion or belief		Information not held.
	• Sexual orientation		Information not held.
	• Age	Yes	The member of staff in the post that is being deleted is aged 55+.
	• Disability	No	
2.	What is the less favourable effect?		The post being deleted is held by someone who falls within the protected characteristics identified above
3.	If you have identified potential discrimination or less favourable treatment, are there valid, legal or justifiable explanations for this?	Yes	Because this is a small team there is only one post at the grade affected and the impact is inevitably applied to the postholder.
4.	What alternative options have been considered to minimise the negative impact on these groups of staff (e.g. alternatives to compulsory redundancy such as reduced hours, voluntary redundancy etc)?	N/A	The member of staff affected would be offered support through the redeployment process to find an alternative post. She is also eligible for early retirement if no such offer could be identified.
5.	How does any selection criterion ensure equality for all groups?	N/A	
6.	What assistance is being provided to ensure all staff are equipped for the selection process?		Staff will be supported by their manager and HR throughout the process. Training and time off for interviews to seek alternative posts will be provided as appropriate.
7.	What alternatives are there to achieving the change guidance without the impact?		None.

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