

Section 1: Identifying details

Your function, service area and team: **Human Resources**

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: **The Policy will be applied corporately.**

Title of policy or decision: **Probationary Policy**

Officer completing the EqlA: Tel: **4536** Email: **pmaginnis@eppingforestdc.gov.uk**

Date of completing the assessment: **3rd October 2017**

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project? New Policy</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): Put in place a robust and structured Probationary Period Policy to:</p> <ul style="list-style-type: none"> • Help new employees integrate effectively • Help the new employee assess the suitability of the role • Support new employees to feel comfortable and valued in the new role • Provide an opportunity for the line manager to determine if the new employee is suitable for the position <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Introduce and implement a new Policy for employees</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>It will affect all new employees with the exception of those in statutory roles (and their deputies) however the principles of this Policy will still apply to them.</p> <p>Will the policy or decision influence how organisations operate? It will not affect partner organisations but will affect the way managers induct and manage new employees at the start of their employment.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? No</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? The Policy will assist managers in the retention of employees with the right attitudes and skills to deliver the change and transformation programme the authority has embarked on.</p>

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>The Policy will affect all the Council's new employees except for the statutory roles whereby the principles of the policy will apply.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>N/A</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>We do not know who our new employees will be to consult and as it is a management tool it would not be appropriate.</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	<p>The Policy will apply to all new employees regardless of characteristic. The Policy directs managers to ensure there are no health, disability or work related issues which may affect the employee's performance.</p>	
Disability		
Gender		
Gender reassignment		
Marriage/civil partnership		
Pregnancy/maternity		
Race		
Religion/belief		

Sexual orientation		
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Section 5: Conclusion			
		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No X	
		Yes <input type="checkbox"/>	If 'YES', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.
Religion/belief			
Sexual Orientation			

Section 6: Action plan to address and monitor adverse impacts		
What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
N/A		

Section 7: Sign off I confirm that this initial analysis has been completed appropriately. (A typed signature is sufficient.)	
Signature of Head of Service: Bob Palmer	Date: 3 October 2017
Signature of person completing the EqIA: Paula Maginnis	Date: 3 October 2017