

**INDUCTION AND PROBATIONARY PERIOD POLICY
 HaRD 060
 EQUALITY IMPACT ANALYSIS**

1. Equality Impact Analysis									
Policy / Project / Function:	Induction and Probationary Periods Policy								
Date of Analysis:	17 February 2015								
This Equality Impact Analysis was completed by: (Name and Department)	Workforce Service YHCS								
What are the aims and intended effects of this policy, project or function ?	The purpose of a probationary period, together with other measures such as induction, is to provide a consistent means by which new employees can be supported to become effective as quickly as possible and to enable a manager to objectively assess the capability, attitude and potential of the new employee								
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Recruitment and Selection • Disciplinary • Absence Management Policy • Objective Setting and Review Policy 								
Who does the policy, project or function affect ? Please Tick ✓	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	✓	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	✓								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the grounds of race within the policy, but it should be monitored to ensure it is implemented consistently
Age	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the grounds of age within the policy, but it should be monitored to ensure it is implemented consistently
Sexual Orientation	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the grounds of sexual orientation within the policy, but it should be monitored to ensure it is implemented consistently
Disabled People		✓	✓		An assessed barrier could be that an employee with a disability as defined under the Equality Act may not be able to attain the standards required during the first 6 months of employment. See assessment.
Gender	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the grounds of gender within the policy, but it should be monitored to ensure it is implemented consistently
Transgender People	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the Transgender people within the policy, but it should be monitored to ensure it is implemented consistently
Pregnancy and Maternity	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the grounds of pregnancy or maternity within the policy, but it should be monitored to ensure it is implemented consistently

Marital Status	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the grounds of marital status within the policy, but it should be monitored to ensure it is implemented consistently
Religion and Belief	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	There is no assessed positive or adverse impact on the grounds of religion or belief within the policy, but it should be monitored to ensure it is implemented consistently
Reasoning	It is important to ensure consistency in approach, e.g., where an extension is granted to a white employee, a member of BME staff is granted the same where the circumstances are similar. Monitoring of the implementation is essential.				
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7					

1. Equality Impact Analysis: Local Profile Data

Local Profile / Demography of the Groups affected as at October 2014	
General	Total number of employees in the CCG is 29
Age	79.3% are aged 30-55 20.7% of staff are over 55 0% of staff are under 30
Race	89.8% staff employed in the CCG are White 3.4% staff are Black 3.4% staff are Asian 3.4% of staff have are not stated/undefined their ethnicity
Sex	41.4% staff employed are male 58.6% staff employed are female
Gender reassignment	No information at this stage
Disability	89.7% of staff employed declared themselves as having no disability 6.9% did not declare / undefined 3.4% declared they had a disability
Sexual Orientation	86.2% of staff described themselves as heterosexual 13.8% did not wish to respond / undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (51.8%) 24.1% declared themselves Atheist 20.7% were undefined or did not wish to declare 3.4% of staff declared themselves Buddhist
Marriage and civil partnership	75.9% of employees are married. No employees are in a civil partnership. 3.4% of staff did not wish to declare. The remainder (20.7%) are single / divorced / legally separated or widowed
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

2. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place nationally and locally with Trade Union representatives</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>The policy does not promote inclusivity but provides a framework for the induction and probation period for a new employee.</p>

3. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			There is no assessed positive or adverse impact on the grounds of gender within the policy, but it should be monitored to ensure it is implemented consistently
Race (All Racial Groups)	✓			There is no assessed positive or adverse impact on the grounds of race within the policy, but it should be monitored to ensure it is implemented consistently
Disability (Mental and Physical)			✓	An employee with a disability as defined under the Equality Act may not be able to attain the standards required during the first 6 months of employment. A Manager has a duty to recognise that an employee's poor performance during the probation period may be because they have a disability. Staff with disabilities may require extra support (<i>reasonable adjustments</i>) to enable them to effectively carry out their role and successfully complete the probation period. In addition, the CCG recognises it should prepare its policies on the basis that employees with disabilities may be recruited or become disabled, permanently or temporarily, in the future (see action plan). In Yorkshire and Humber the population statistics are : Day-to-Day Activities Limited a Lot 8.43% Day-to-Day Activities Limited a Little 9.92% Day-to-Day Activities Not Limited 81.65%
Religion or Belief	✓			There is no assessed positive or adverse impact on the grounds of religion or belief within the policy, but it should be monitored to ensure it is implemented consistently
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			There is no assessed positive or adverse impact on the grounds of sexual orientation within the policy, but it should be monitored to ensure it is implemented consistently

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity	✓			There is no assessed positive or adverse impact on the grounds of pregnancy or maternity within the policy, but it should be monitored to ensure it is implemented consistently
Transgender	✓			There is no assessed positive or adverse impact on the Transgender people within the policy, but it should be monitored to ensure it is implemented consistently
Marital Status	✓			There is no assessed positive or adverse impact on the grounds of marital status within the policy, but it should be monitored to ensure it is implemented consistently
Age	✓			There is no assessed positive or adverse impact on the grounds of age within the policy, but it should be monitored to ensure it is implemented consistently

4. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

5. Equality Impact Analysis Findings

Analysis Rating:	Red	Red/Amber	✓ Amber	Green
		Actions	Wording for Policy / Project / Function	
Red Stop and remove the policy	Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Remove the policy Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.	No wording needed as policy is being removed	
Red Amber Continue the policy	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.	The policy can be published with the EIA List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE). Consider if there are any potential actions which would reduce the risk of discrimination. Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason exists which justifies the use of this policy and further professional advice. <i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i>	

Equality Impact Findings (continued):

		Actions	Wording for Policy / Project / Function
<p>Amber Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary / Further comments	
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Approved By		
Job Title:	Name:	Date: