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| AssessmentNo | 122 | Owner | ccolquhoun | |
| Resource | Transformation | | Service/Establishment | People and Technology |
| | First Name | Surname | Job title | |
| Head Officer | Cher | Colquhoun | HR Adviser | |
| | (include job titles/organisation) | | | |
| Members | Cher Colquhoun, HR Adviser Melissa Connor, HR Adviser | | | |
| | <i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i> | | | |
| Policy Title | Supporting Employee Performance Policy | | | |
| | The aim, objective, purpose and intended out come of policy | | | |
| | The objective of this policy is to ensure that employees are given advice, support, encouragement and guidance to improve work performance, and maintain appropriate standards, where issues in relation to of unsatisfactory performance arise. | | | |
| | Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy. | | | |
| | Trade Unions, Managers, HR | | | |
| Does the proposals involve the procurement of any goods or services? | | | Yes | |
| If yes please confirm that you have contacted our procurement services to discuss your requirements. | | | No | |
| SCREENING | | | | |
| You must indicate if there is any relevance to the four areas | | | | |
| Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F) | | | Yes | |
| Relevance to Human Rights (HR) | | | Yes | |
| Relevance to Health Impacts (H) | | | Yes | |
| Relevance to Social Economic Impacts (SE) | | | Yes | |
| Who will be affected by this policy? | | | | |
| All Employees. Based on the information currently held within the WMS - 71% of workforce is female The highest % of employees sit within the 50-54 age group 1.18 % of the workforce identify as disabled 0.19% of the workforce are from BME groups | | | | |
| Who will be/has been involved in the consultation process? | | | | |
| Feedback from managers, employees and Trade Unions. Need to review policy and benchmark for best practice. A meeting with Unions was held on 7th May 2019 to discuss. | | | | |
| Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups. | | | | |
| | Needs | Evidence | Impact | |
| Age | | | Supports ageing workforce to keep their knowledge and skills up to date. | |
| Cross Cutting | | ACAS guidance and the relevant employment | | |

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| | | legislation have been considered. Benchmarking with other authorities has been carried out and best practice considered. | |
| Disability | | Those with disability or health conditions may need more support. | Supports employees with health conditions get the help that they may need. |
| Social & Economic Impact | | | |
| Sex | | More females in workforce. | Supportive process for employees, higher number of females employed than males. |
| Gender Reassign | | | |
| Health | | | |
| Human Rights | | | |
| Marriage & Civil Partnership | | | |
| Pregnancy & Maternity | | Those that have been on long periods of absence may need more support. | Supports all mothers who return to work after a long period of absence. |
| Race | | | |
| Religion and Belief | | | |
| Sexual Orientation | | | |
| Actions | | | |
| | | | |
| Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this. | | | |
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| Will the impact of the policy be monitored and reported on an ongoing bases? | | | |
| The impact of the policy will be monitored through its application. | | | |
| Q7 What is your recommendation for this policy? | | | |
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| Please provide a meaningful summary of how you have reached the recommendation | | | |
| Evidence that the policy does not have a negative impact on any of the protected groups. Likely to have positive effects around; Sex (for women), Pregnancy/Maternity, Disability, Age | | | |