

Introduction:

The EIA is an effective way of improving decision making, policy development and service delivery by making sure that managers consider the needs of all service users, the community and employees. It is also designed to identify potential steps to promote equality and good relations and avoid unintentional discrimination. Please ensure you read the guidelines before completing this form.

Document Management

Service:	Human Resources
Business Unit:	Human Resources
Manager:	Heleana Aylett
Title:	Performance Reviews
Due Date:	June 2020

1. What is the overall purpose and aim of *the* policy/project/practice or service?

To ensure equality of opportunity for all staff to have a formal documented performance review at least once a year.

2. What are the main aspects of *the* policy/project/practice or service where consideration of equality impacts and issues need to be incorporated?

Accessibility of interview location – use of skype where possible, or appropriate social distancing measures in place. The range of ways the meetings can now be undertaken increase accessibility.

Timing of the meeting in relation to working hours and other commitments. Ensure any visual/hearing impairment is considered along with any literacy needs which could be potentially be considered a disability. Should the manager have any concerns about this in advance, discuss with the HR Advisory team to consider reasonable adjustments.

Those on maternity must not be overlooked and should be picked up when they return to work.

3. Relevance Assessment - which group(s) of people (if any), do you think will, or potentially can be, affected by this policy/project/practice or service? Please state your reasons.

Please indicate if you think the impact is none, low, medium or high?

Age	Sex	Belief	Disability	Race	Sexual Orientation	Marriage/Civil partnership	Transgender	Maternity
none	none	none	low	none	none	none	none	Low