

Diversity impact assessment

TITLE <i>Name/description of the issue being assessed</i>	Proposal to revise the Probation Policy
DATE <i>Date the DIA is completed</i>	9 August 2016
LEAD OFFICER <i>Name of person responsible for carrying out the DIA.</i>	Tim Silver Employee Relations Manager

- 1 Summary description of the proposed change**
- *What is the change to policy/service/new project that is being proposed?*
 - *How does it compare with the current situation?*

The proposal removes the right for a member of staff to appeal against a decision to extend their period of probation.

The current position allows for the right of appeal but this is considered unnecessary as any extension provides an opportunity for the member of staff to reach the required performance standards, and the alternative to an extension of a probationary period would be to proceed to a formal probationary review hearing where one of the outcomes available to the hearing panel would be to terminate the employees contract.

- 2 Summary of evidence used to support this assessment**
- *Eg: Feedback from consultation, performance information, service user records etc.*
 - *Eg: Comparison of service user profile with Medway Community Profile*

Trade Unions and Employee Forums were formally consulted on the proposed changes between the period 4 July 2016 to 3 August 2016.

The report was shared with both Legal and Finance and there was no comment from either.

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3 What is the likely impact of the proposed change?

Is it likely to :

- Adversely impact on one or more of the protected characteristic groups?
- Advance equality of opportunity for one or more of the protected characteristic groups?
- Foster good relations between people who share a protected characteristic and those who don't?

(insert ✓ in one or more boxes)

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age			X
Disability			X
Gender reassignment			X
Marriage/civil partnership			X
Pregnancy/maternity			X
Race			X
Religion/belief			X
Sex			X
Sexual orientation			X
Other (e.g. low income groups)			X

4 Summary of the likely impacts

- Who will be affected?
- How will they be affected?

There is no impact on any of the protected characteristic groups.

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5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

Not applicable

6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Action	Lead	Deadline or review date
Not applicable		

7 Recommendation

The recommendation by the lead officer should be stated below. This may be:

- *to proceed with the change implementing action plan if appropriate*
- *consider alternatives*
- *gather further evidence*

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

To proceed with the proposal as detailed.

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8 Authorisation

The authorising officer is consenting that:

- *the recommendation can be implemented*
- *sufficient evidence has been obtained and appropriate mitigation is planned*
- *the Action Plan will be incorporated into service plan and monitored*

**Head of HR and
Organisational
Change**

Carrie McKenzie

Date

9 August 2016

Contact your Performance and Intelligence hub for advice on completing this assessment

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Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication