

INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: HR031 Performance Capability Policy

(Please remember that even informal policies & procedures need to be equality analysed.)

Is it new **or revised** Yes.

(If revised, please attach a copy of the original Equality Analysis.)

Senior Manager Responsible Andrew Buchanan

Department Workforce

Section HR

EQUALITY ANALYSIS SCREENING TEAM (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend).)

Name	Department	Role
Andrew Buchanan	Workforce	Senior HR Manager
Steve Sale	Workforce	Head of Operational Workforce Modernisation
Peter Hannell	Senior Unison rep.	(Critical friend)
		Critical friend

Date of screening 13/5/13

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

Aim - The Performance Capability Policy provides a framework to address the situation when employees are not meeting the required standards of performance and this appears to be due to capability to do their job rather than conduct or behaviour i.e. in broad terms somebody 'can't' rather than 'won't' do something.

Objectives

- To provide guidance on how to approach, consider and manage cases where poor performance is identified.
- To ensure that employees receive the appropriate time, training and support to enable an improvement in performance.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

Ultimately patient care should benefit insofar as the policy is aimed at ensuring that the any employee is equipped to carry out the responsibilities of his or her post. Similarly, the employee should benefit insofar as he or she will receive the necessary help and support to do their job.

Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders

“Protected Characteristic Group”	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a “protected characteristic” group or for another reason?
Age	Neutral	
Disability	Neutral	

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Gender Reassignment	Neutral	
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?

No.

Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

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Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.

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If you have only identified a neutral or positive impact on any “protected characteristic” group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust’s website.

Name of Director:

Signature:

Date:

Caron Hitchen



13 May 2013

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