EQUALITY IMPACT ASSESSMENT

Title of the policy	Reference Response Guidance for Managers
Date	3 October 2017
Lead Officer	Sally Dobrowolska
Who else is involved in undertaking this assessment?	N/A

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
The custom and practice, within the Council, is that managers provide references where appropriate. This document is designed to provide support and guidance to managers when providing references.
B. What specific group(s) is the policy designed to affect/impact?
The procedures apply to managers within Charnwood Borough Council when providing a reference, and employees who wish to understand guidance around references.
C. Which groups have been consulted as part of the creation or review of the policy?
Consultation is with the Council's Senior Management Team, Corporate Management Team, Legal Services and trade unions (Unison, GMB and UCATT) and members.

Step 2 – What we already know and where there are gaps

A. List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc. **Data/information such as:** ▪ **Consultation** ▪ **Previous Equality Impact Assessments** ▪ **Demographic information** ▪ **Anecdotal and other evidence**
The policy applies to all employees regardless of ethnicity, religion, sexual orientation, disability, age, gender, transgender etc. Charnwood currently employ 516 staff of which there are: Number of Male Employees: 213 Number of Female Employees: 303 Number of Disabled Workers: 19 Number of Workforce BME: 65 The data represents a relatively equal split between male and females, and a proportionate representation of disabled workers or BME members of the workforce. This demonstrates that CBC is a fair employer and aims to attract a diverse workforce.
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)
The data gives information on the sex, ethnicity and age of the Council's workforce. All employees

can be covered by this guidance in relation to understanding references and managers considerations in supplying a reference.

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
There is no further need to consult with specific groups to identify needs/issues.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
Age	No action identified.
Disability (physical, visual, hearing, learning disabilities, mental health)	No action identified.
Gender	No action identified.
Religious Belief	No action identified.
Racial Group	No action identified.
Sexual Orientation	No action identified.
Transgender	No action identified.
Other protected groups (pregnancy & maternity, marriage & civil partnership)	No action identified.
Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No action identified.
All	No action identified.

Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: ***The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan***			
Question Number (Ref)	**Action**	**Responsible Officer**	**Target Date**
1	To publicise the amended Reference Request Guidance for managers.	Strategic HR / Managers / Trade Unions.	Ongoing.

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	**How they will be informed** (we have a legal duty to publish EIA's)
Employees	√	This assessment will be sent to the Service Head for agreement and published on the Council's website. Employees will be able to access the Council's Intranet where the policy is located.
Service users		
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?	√	The policy covers all posts within the Council and will be published on the intranet.

Step 7 – Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate
I agree / disagree with this assessment / action plan
If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head):
Date:

Please send completed & signed assessment to: Suzanne Kinder