

Equality & Human Rights Impact Assessment (EHRIA)

This Equality and Human Rights Impact Assessment (EHRIA) will enable you to assess the **new, proposed or significantly changed** policy/ practice/ procedure/ function/ service** for equality and human rights implications.

Undertaking this assessment will help you to identify whether or not this policy/ practice/ procedure/ function/ service** may have an adverse impact on a particular community or group of people. It will ultimately ensure that as an Authority we do not discriminate and we are able to promote equality, diversity and human rights.

Before completing this form please refer to the EHRIA [guidance](#), for further information about undertaking and completing the assessment. For further advice and guidance, please contact your [Departmental Equalities Group](#) or equality@leics.gov.uk

***Please note: The term 'policy' will be used throughout this assessment as shorthand for policy, practice, procedure, function or service.*

Key Details	
Name of policy being assessed:	One to One policy
Department and section:	Adults and Communities
Name of lead officer/ job title and others completing this assessment:	Becky Richards Team Manager Learning and Development Juliet Heaton, Learning and Development Advisor
Contact telephone numbers:	0116 3054075
Name of officer/s responsible for implementing this policy:	Tony Dailide
Date EHRIA assessment started:	22.5.14
Date EHRIA assessment completed:	7.10.14

Section 1: Defining the policy

Section 1: Defining the policy

You should begin this assessment by defining and outlining the scope of this policy. You should consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights, as outlined in Leicestershire County Council's Equality Strategy.

1	<p>What is new or changed in this policy? <i>What has changed and why?</i></p> <p>This is a new policy for the provision of one to one meetings within the Adults and Communities Department which outlines the expectations for the individual meetings between line managers and staff. It defines the purpose and function of one to one meetings as an integral part of the overall performance management process. It replaces a policy written in 2008 which was no longer compliant with changes in legislation including the Equality Act 2010.</p>
2	<p>Does this relate to any other policy within your department, the Council or with other partner organisations? <i>If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.</i></p> <p>Wider Human Resources policies.</p>
3	<p>Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?</p> <p>This policy provides a framework that can apply to all staff across Adults and Communities whilst recognising that differences in job roles may necessitate different levels of supervision. It allows for the continuation of more detailed local practices for one to ones whilst ensuring that they do not replace this policy.</p> <p>Outcomes and benefits</p> <ul style="list-style-type: none"> • To provide minimum standards and practice guidance for managers and staff for one to one meetings. • To improve the quality and consistency of one to one meetings. • To align one to one meetings with the overall performance management process. • To incorporate the requirements for the supervision of newly qualified social workers into this policy. • To provide an annual audit of the use of this policy to ensure quality

	and consistency of one to one meetings. <ul style="list-style-type: none"> To promote and address equality, diversity and human rights issues positively openly and with sensitivity through one to one meetings. 		
4	Will this policy meet the Equality Act 2010 requirements to have due regard to the need to meet any of the following aspects? (Please tick and explain how)		
		Yes	No
	Eliminate unlawful discrimination, harassment and victimisation	x	Provides an equitable framework for supervising staff that recognises individual needs.
	Advance equality of opportunity between different groups	x	Provides a consistent framework that also recognises and can provide reasonable adjustments to meet specific equality related needs.
	Foster good relations between different groups		x

Section 2: Equality and Human Rights Impact Assessment (EHRIA) Screening

Section 2: Equality and Human Rights Impact Assessment Screening

The purpose of this section of the assessment is to help you decide if a full EHRIA is required.

If you have already identified that a full EHRIA is needed for this policy/ practice/ procedure/ function/ service, either via service planning processes or other means, then please go straight to [Section 3](#) on Page 7 of this document.

Section 2

A: Research and Consultation

5.	Have the target groups been consulted about the following? a) their current needs and aspirations and what is important to them; b) any potential impact of this change on them (positive and negative, intended and unintended); c) potential barriers they may face	Yes	No*
			x
			x
			x
6.	If the target groups have not been consulted directly, have representatives been consulted or research	x	

	explored (e.g. Equality Mapping)?		
7.	Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?	x	
8.	<p>*If you answered 'no' to the question above, please use the space below to outline what consultation you are planning to undertake, or why you do not consider it to be necessary.</p> <p>Further consultation with trade union representatives is required.</p>		

Section 2

B: Monitoring Impact

9.	Are there systems set up to:	Yes	No
	a) monitor impact (positive and negative, intended and unintended) for different groups;	x	
	b) enable open feedback and suggestions from different communities	x	

Note: If no to Question 8, you will need to ensure that monitoring systems are established to check for impact on the protected characteristics.

Section 2

C: Potential Impact

10.

Use the table below to specify if any individuals or community groups who identify with any of the '[protected characteristics](#)' may potentially be affected by this policy and describe any positive and negative impacts, including any barriers.

	Yes	No	Comments
Age	x		Equality of age should be promoted through the one to one process, by addressing issues of equality and diversity positively, openly and with sensitivity within these meetings. Encourages flexibility to meet individual needs. Encourages an environment that is comfortable, appropriate and non-threatening for both parties
Disability	x		As above. Ensures that disabled staff are offered one to one meetings in an

				accessible environment as appropriate. Considers the health, safety and wellbeing of the individual in the workplace, including issues re stress and risks to personal safety. Encourages an environment that is comfortable, appropriate and non-threatening for both parties. Options regarding reasonable adjustments for disabled staff can be discussed at these one to one meetings, and must be followed through effectively.
	Gender Reassignment	x		Equality should be promoted through the one to one process, by addressing issues of equality and diversity positively, openly and with sensitivity within these meetings. Encourages flexibility to meet individual needs. Encourages an environment that is comfortable, appropriate and non-threatening for both parties. Ensure staff are aware of existence of workers' support groups.
	Marriage and Civil Partnership	x		As above.
	Pregnancy and Maternity	x		As above. Considers issues relating to an individual's health, safety and wellbeing in the workplace. Ensure that related leave rights and arrangements are made known to staff.
	Race	x		Equality should be promoted through the one to one process, by addressing issues of equality and diversity positively, openly and with sensitivity within these meetings. Encourages

				flexibility to meet individual needs. Encourages an environment that is comfortable, appropriate and non-threatening for both parties. Promote awareness and activities of Black Workers Group.
	Religion or Belief	x		As above.
	Sex	x		Ensure awareness of leave rights under Paternity and adoption provisions.
	Sexual Orientation	x		Ensure awareness of support groups (particularly LGBT workers group).
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities	x		Equality for carers should be promoted through the one to one process, by considering issues relating to caring responsibilities openly and with sensitivity within these meetings. Line managers should always make use of 'My Profile' to discuss and agree arrangements enabling compatibility between caring and work requirements. Encourages flexibility to meet individual needs and an environment that is comfortable, appropriate and non-threatening for both parties.
	Community Cohesion	x		Consistent and broad awareness of support available for certain protected groups, as outlined above, will help to promote understanding and cohesion within the wider workforce.
11.	<p>Are the human rights of individuals <u>potentially</u> affected by this proposal? Could there be an impact on human rights for any of the protected characteristics? (Please tick)</p> <p>Explain why you consider that any particular article in the Human Rights Act may apply to your policy/ practice/ function or procedure and how the human rights of</p>			

individuals are likely to be affected below: [NB. Include positive and negative impacts as well as barriers in benefiting from the above proposal]			
	Yes	No	Comments
Part 1: The Convention- Rights and Freedoms			
Article 2: Right to life		x	
Article 3: Right not to be tortured or treated in an inhuman or degrading way	x		This policy links to dignity at work policy in ensuring that either party in a one to one meeting should not be subject to harassment, bullying and treated with due respect.
Article 4: Right not to be subjected to slavery/ forced labour		x	
Article 5: Right to liberty and security		x	
Article 6: Right to a fair trial	x		This policy links to capability, disciplinary and attendance management policies which allow for independent hearing and this policy allows for third party conflict resolution.
Article 7: No punishment without law		x	
Article 8: Right to respect for private and family life	x		The policy encourages supportive discussions re personal and professional issues that impact on performance. The policy addresses issues re confidentiality in relation to the settings of meetings and the recording of information. The policy also addresses issues re information sharing where needed.
Article 9: Right to freedom of thought, conscience and religion	x		The policy encourages open and supportive work related discussions between supervisee and supervisor. The policy allows for conflict resolution if required. This should include if appropriate discussions relating to scheduling of meetings which allow staff to take time off for religious holidays.

	Article 10: Right to freedom of expression	x		As above. This policy links to dignity at work policy in ensuring that either party in a one to one meeting should not be subject to harassment and bullying.	
	Article 11: Right to freedom of assembly and association		x		
	Article 12: Right to marry		x		
	Article 14: Right not to be discriminated against	x		Equality should be promoted through the one to one process, by addressing issues of equality and diversity positively, openly and with sensitivity within these meetings. This includes managers being alert to possible indirect discrimination against certain groups or individuals and addressing this as necessary. Encourages flexibility to meet individual needs. Encourages an environment that is comfortable, appropriate and non-threatening for both parties.	
	Part 2: The First Protocol				
	Article 1: Protection of property/ peaceful enjoyment		x		
	Article 2: Right to education		x		
	Article 3: Right to free elections		x		
	Section 2				
	D: Decision				
12.	Is there evidence or any other reason to suggest that:	Yes	No	Unknown	
	a) this policy could have a different affect or adverse impact on any section of the community;		x		
	b) any section of the community may face barriers in benefiting from the proposal		x		

13.	Based on the answers to the questions above, what is the likely impact of this policy			
	No Impact <input type="checkbox"/>	Positive Impact <input checked="" type="checkbox"/>	Neutral Impact <input type="checkbox"/>	Negative Impact or Impact Unknown <input type="checkbox"/>
Note: If the decision is 'Negative Impact' or 'Impact Not Known' an EHRIA Report is required.				
14.	Is an EHRIA report required?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Section 2: Completion of EHRIA Screening

Upon completion of the screening section of this assessment, you should have identified whether an EHRIA Report is required for further investigation of the impacts of this policy.

Option 1: If you identified that an EHRIA Report is required, continue to [Section 3](#) on Page 7 of this document to complete.

Option 2: If there are no equality, diversity or human rights impacts identified and an EHRIA report is not required, continue to [Section 4](#) on Page 14 of this document to complete.

Section 4: Sign off and scrutiny

Upon completion, the Lead Officer completing this assessment is required to sign the document in the section below.

It is required that this Equality and Human Rights Impact Assessment (EHRIA) is scrutinised by your [Departmental Equalities Group](#) and signed off by the Chair of the Group.

Once scrutiny and sign off has taken place, a depersonalised version of this EHRIA should be published on Leicestershire County Council's website.

Section 4
A: Sign Off and Scrutiny

Confirm, as appropriate, which elements of the EHRIA have been completed and are required for sign off and scrutiny.

Equality and Human Rights Assessment Screening ☒

Equality and Human Rights Assessment Report ☐

1st Authorised Signature (EHRIA Lead Officer):

Date:

2nd Authorised Signature (DEG Chair): ...



Date: 26/11/2014.....