

**Equality Impact Assessment Tool: Policy, Strategy and Plans**  
**(Please follow the EQIA guidance in completing this form)**

**1. Name of Strategy, Policy or Plan**

Employee Capability Policy and Procedure

Please tick box to indicate if this is: Current Policy, Strategy or Plan  New Policy, Strategy or Plan

**2. Brief Description – Purpose of the policy, Changes and outcomes; services or activities affected**

The Employee Capability Policy and Procedure is designed to ensure that all employees of NHSGGC perform their duties of their post to an acceptable standard. Where an employment cannot meet this standard, they will be offered support, encouragement, guidance and if necessary training to improve their work performance.

**3 Lead Reviewer**

Ian Reid, Director of HR & Donald Sime, Employee Director

**4. Please list all participants in carrying out this EQIA:**

## 5. Impact Assessment

<b>A Does the policy explicitly promote equality of opportunity and anti-discrimination and refer to legislative and policy drivers in relation to Equality</b>		
The policy mentions the need for treatment of individuals to be fair and lawful. The aim of the policy is to ensure that no one is treated in an unlawful way due to their ethnicity, sex, transgender status, age, disability, socio-economic background/ social class, sexual orientation or spiritual/ religious belief.		
<b>B What is known about the issues for different equalities groups in relation to the services or activities affected by the policy?</b>		
<b>All</b>	At present there are no monitoring activities underway in relation to people affected by through the policy during the informal stage. Corporate HR are advised of any capability issues when the formal procedure is invoked and will maintain appropriate records including equal opportunities monitoring data.	<b>Source</b>
<b>Gender</b>		
<b>Ethnicity</b>		
<b>Disability</b>		
<b>Sexual Orientation</b>		
<b>Religion and Belief</b>		
<b>Age</b>		
<b>Social and Economic Status</b>		

<b>C Do you expect the policy to have any positive impact on equalities or on different equalities groups?</b>			
	<b>Highly Likely</b>	<b>Probable</b>	<b>Possible</b>
<b>General</b>	<p>The policy mentions the need for treatment of individuals to be fair and lawful.</p> <p>The aim of the policy is to ensure that no one is treated in an unlawful way due to their ethnicity, sex, transgender status, age, disability, socio-economic background/ social class, sexual orientation or spiritual/ religious belief.</p> <p>The policy contains information which promotes equality and diversity of all staff and opportunities for learning and development open to all through KSF.</p> <p>Support will be provided to any employee who has difficulty with performance or difficulty during the application of the policy.</p> <p>The policy is supplemented by FAQ on StaffNet which is accessible to both staff and managers and gives further explanation of the policy in</p>		

	practice.		
<b>Gender</b>			
<b>Ethnicity</b>			
<b>Disability</b>			
<b>Sexual Orientation</b>			
<b>Religion and Belief</b>			
<b>Age</b>			
<b>Social and Economic Status</b>			

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<b>D Do you expect the policy to have any negative impact on equalities or on different equalities groups?</b>			
	<b>Highly Likely</b>	<b>Probable</b>	<b>Possible</b>
<b>General</b>			<p>There is the potential for the policy to have an adverse impact if the training and communication plans do not include equality issues.</p> <p>Managers will need to ensure that meetings held with employees take cognisance of any work/shift patterns.</p>
<b>Gender</b>			
<b>Ethnicity</b>			
<b>Disability</b>			<p>A potential barrier could be that an employee with a disability as defined under the Equality Act (2010) may not be able to attain the standards required for the job.</p> <p>Managers may be unaware of the scope of reasonable adjustments when handling capability reviews. Managers need to ensure that any additional information from the employee such as accessibility requirements/ language and communication issues are noted prior</p>

			to the meeting.
<b>Sexual Orientation</b>			
<b>Religion and Belief</b>			
<b>Age</b>			
<b>Social and Economic Status</b>			

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<b>E Actions to be taken</b>		
		<b>Responsibility and Timescale</b>
<b>E1 Changes to policy</b>	<ul style="list-style-type: none"> <li>✓ The policy should state that if a disabled employee is subject to the capability procedure then 'specialist' advice should be sought from HR and Occupational Health at informal stage.</li> </ul>	
<b>E2 action to compensate for identified negative impact</b>	<ul style="list-style-type: none"> <li>✓ Consideration will be given to extending the capability review period to allow sufficient time for the employee to meet the standards, and advice be sought from Occupational Health to see if any reasonable adjustments may be needed in either the workplace or the duties of the role to assist the employee to reach the required standards</li> </ul>	
<b>E3 Further monitoring – potential positive or negative impact</b>	<ul style="list-style-type: none"> <li>✓ Equality and Diversity monitoring data is required to further inform the development of the policy.</li> <li>✓ Consideration of acquiring equality and diversity monitoring data during informal stage 1.</li> </ul>	
<b>E4 Further information required</b>	<ul style="list-style-type: none"> <li>✓ Managers need to know where to acquire further information to support an inequalities sensitive approach to managing employees during the policy. For example this may include practical guidance on managing literacy or dyslexia in the workplace. Subsequently there is need to review needs of managers in relation this.</li> </ul>	

**6. Review: Review date for policy / strategy / plan and any planned EQIA of services**

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**Lead Reviewer:**    **Name:**  
**Sign Off:**        **Job Title**  
                          **Signature**  
                          **Date:**

Please email copy of the completed EQIA form to [john.crawford@ggc.scot.nhs.uk](mailto:john.crawford@ggc.scot.nhs.uk)

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