

Introduction:

The EIA it is an effective way of improving decision making, policy development and service delivery by making sure that managers consider the needs of all service users, the community and employees. It is also designed to identify potential steps to promote equality and good relations and avoid unintentional discrimination. Please ensure you read the guidelines before completing this form.

Document Management

Service:	Human Resources
Business Unit:	Human Resources
Manager:	Heleana Aylett
Title:	Performance Management (PDI'S)
Due Date:	June 2017
Date Published:	
Review Date:	

1. What is the overall purpose and aim of *the* policy/project/practice or service?

To ensure equality of opportunity for all staff to have a formal appraisal at least once a year.

2. What are the main aspects of *the* policy/project/practice or service where consideration of equality impacts and issues need to be incorporated?

Accessibility of interview location. Timing of the meeting in relation to working hours and other commitments. Ensure any visual impairment is considered along with any literacy needs which could be potentially be considered a disability.

Those on maternity must not be overlooked and should be picked up when they return to work.

3. Relevance Assessment - which group(s) of people (if any), do you think will, or potentially can be, affected by this policy/project/practice or service? Please state your reasons.

Please indicate if you think the impact is none, low, medium or high?

Age	Sex	Belief	Disability	Race	Sexual Orientation	Marriage/Civil partnership	Transgender	Maternity
none	none	none	low	none	none	none	none	Low