

BTPA Initial Equality Impact Assessment – Performance Development Review SOP

Name of policy to be assessed	Performance and Development Review Procedure	Date of assessment	18 February
Names of assessment team members	Lucy Barrick Sam Elvy	Is this a new or existing policy?	New
1. Briefly describe the aims, objectives and purpose of the policy	This document lays out the standard operating procedure (SOP) for performance management at BTPA. It gives a structured approach ensuring consistency throughout the organisation aiming to improve standards of performance, thereby improving quality and effectiveness of the service provided by BTPA.		
2. Are there any associated objectives of the policy? Please explain.	<ul style="list-style-type: none"> • Improve standards of performance • Ensure consistency of approach in performance management • Improve the quality and effectiveness of the service provided by BTPA 		
3. Who is intended to benefit from this policy and in what way?	The Authority Executive staff should benefit as they will have a clear and structured performance management structure with SMART objectives. The Members and other stakeholders will benefit as the procedure is designed to improve performance and therefore in turn the quality and effectiveness of the service provided by the Authority Executive team. Line Managers will also benefit as the SOP gives clear guidance on how to follow the correct process.		
4. What outcomes are wanted from this policy?	<ul style="list-style-type: none"> • A consistent approach to performance management throughout the organisation • A workforce that is engaged, focused and motivated as result of the process and objectives produced • Ensure that all employees are reaching their potential and that their full potential is recognised • Development needs are identified and action taken 		

IEIA Performance and Development Review SOP

5. What factors/forces could contribute/detract from the outcomes?	<ul style="list-style-type: none"> • A member of staff having responsibility or the policy and ensuring that it is adhered to • Users do not understand policy and do not implement it as a result • Users do not 'buy-in' to the purpose of the policy and so do not implement the recommendations 		
6. Who are the main stakeholders in relation to the policy	BTPA Executive Team	7. Who implements the policy and who is responsible for the policy?	Business Manager implements and Office Support Manager is responsible for ensuring adherence to the policy.
8. Are there concerns that the policy <u>could</u> have differential impact on racial groups?	Y/N	Please explain	The policy is not currently available in alternative languages so may not be accessible to non-English readers.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
9. Are there concerns that the policy <u>could</u> have differential impact due to gender?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		

IEIA Performance and Development Review SOP

10. Are there concerns that the policy <u>could</u> have differential impact due to disability?	Y/N	Please explain	The Policy is not currently available in other formats so may not be accessible to people with visual impairments/learning difficulties.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
11. Are there concerns that the policy <u>could</u> have differential impact due to sexual orientation?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
12. Are there concerns that the policy <u>could</u> have differential impact due to age?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		

IEIA Performance and Development Review SOP

<p>13. Are there concerns that the policy <u>could</u> have differential impact due to religious belief?</p>	<p>Y/N</p>	<p>Please explain</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No</p>		
<p>14. Are there concerns that the policy <u>could</u> have differential impact due to people having dependents/caring responsibilities?</p>	<p>Y/N</p>	<p>Please explain</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>15. Are there concerns that the policy <u>could</u> have differential impact due to people having an offending past?</p>	<p>Y/N</p>	<p>Please explain</p>	

IEIA Performance and Development Review SOP

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>16. Are there concerns that the policy <u>could</u> have differential impact due to people being transgendered or transexual?</p>	<p>Y/N</p>	<p>Please explain</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>17. Could the differential impact identified in 8-16 above amount to there being the potential for adverse impact for this policy?</p>	<p>Y/N</p>	<p>Please explain</p>	<p>Not offering the policy in alternative languages/formats could potentially exclude users who do not read in English or who have visual impairments/learning difficulties.</p>
<p>18. Can this adverse impact be justified on the grounds of equality of opportunity for one group? Or any other reason?</p>	<p>Y/N</p>	<p>Please explain for each equality heading separately Reasonable adjustments can be made to make the policy available in alternative languages /formats</p>	

IEIA Performance and Development Review SOP

<p>19. Should the policy proceed to a full impact assessment</p>	<p>Y/N</p>	<p>20. If yes, is there enough evidence to proceed to a full EIA? Y/N</p>
		<p>21. If no, are there any changes required to the policy to improve it around the equality agenda?</p> <p>Add a note to the policy to say that it can be made available in alternative languages/formats on request</p>