

## Stage 1: Scope of the Equality Assessment

**\*\* NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EA is being undertaken, and is kept updated throughout the entire process \*\***

EAs are designed to be proportionate and relevant and thus the time spent completing the EA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EA if necessary, or [guidance](#) can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

The Successful Wycombe Manger – Competency set

2. What is the purpose? (A short statement about its aim or objectives)

To develop a set of behaviours for managers supported by 360° feedback which will:

- Clarify what is expected of managers
- Allow us to identify gaps in skills, attributes and behaviours of managers and put in development to address these gaps

3. Who is affected? (The people it covers)

Managers at Wycombe District Council

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

The consultants who are designing and delivering the behaviours.

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc.)

One of the strands in our Workforce Strategy 2013 - 2015 is Leadership and Management Development and through the strategy we aim that:

“Our managers will be clear about what is expected of them. They will have the skills to get the most out of their resources whether people, assets, money or systems. We will further develop our managers to have the skills, attributes and behaviours to enable them to deliver

the strategic and service objectives of the Council”.

6. Does / could the service, the way you implement it, or the potential change directly affect any of the protected characteristic groups (public, Members or staff)? See Appendix 2 of the [Equality Framework](#).

Managers

7. Does / will it affect how other services are provided?

Better leadership and management may impact on colleagues and customers

8. Is there information e.g. survey data or complaints that suggest that it will / is affecting particular groups of people who share a protected characteristic? If so, how?

No

9. Does it have employment implications? (e.g. Recruitment policy)

No

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

No

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EA **MUST** be provided

Behaviours have been developed in consultation with managers (via focus groups) to ensure what we are expecting of managers is fair and reasonable.

The following equalities related behaviours have been included:

- Treats others fairly and respectfully
- Challenges discrimination and unethical actions in others

If the answer to Q10 is 'yes' continue with stages 2-4. Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.

If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at [claire\\_hook@wycombe.gov.uk](mailto:claire_hook@wycombe.gov.uk). Then, if following the challenge process

a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.

OR

b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.

12. Who undertook this assessment?

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This impact assessment was approved by the following Head of Service:

Name: John McMillan

Service: HR, Shared Support Services and ICT

Date: 22/12/14

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.