

**Impact Assessment of: Improving Performance Policy and Procedure**

**Service/ Directorate: One HR Service**

**Date Completed: 20<sup>th</sup> April 2007**

**Lead Officer: Catherine Marchant**

**Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service</b>
Catherine Marchant	One HR Service LCC	Lead Officer
Nicola Saunders	One HR Service LCC	Team member
Clint Clarke	One HR Service LCC	Facilitator

**Brief description of policy/ service:**

The Council aims to ensure that performance expectations and standards are defined, performance is monitored, and employees are given appropriate feedback, training, supervision, and support to meet these standards.

**Brief account of how the impact assessment was carried out:**

An assessment team was put together and facilitated by the HR service equality and diversity lead officer. A number of documents and feedback were considered in the fact finding stage including:

- Research from other organisations
- Feedback from HR Practitioner Group
- Feedback from HR Strategy Group
- Feedback from Directorate Management Teams
- Feedback from Chief Support Services Officers
- Advice from Legal and Democratic Services
- Feedback from Trade Unions

- Grievance/Disciplinary policies
- Capability Procedure
- Managing Attendance Procedure
- Induction processes

**Brief description of any adverse affects found:**

The impact assessment team identified accessibility as a potentially adverse effect on particular groups,  
 As a result of the impact assessment the supporting guidance will include the requirement to take account of those who do not have English as a first language, have literacy difficulties or may have visual impairments and clarify issues around written information and the support mechanisms.

**Summary of Actions arising from Assessment**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Action the Communications strategy to ensure the policy is accessible to all staff.	HR Community & TU's	Q1/2 2007
Identify learning needs of staff for the rollout	Lorna Thompson and Directorate HR	Q1/2 2007
Develop a range of learning interventions for Supervisors and Managers.	Lorna Thompson and Directorate HR	Q1/2 2007
Training courses will be used to challenge Stereotypes and assumptions	Lorna Thompson and Directorate HR	Lorna Thompson and Departmental HR

**Contacts for further information:**

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