

Equality Impact Assessment Form

A. What is the name of your policy, function or service?

Human Resources Business Continuity Plan

B. What are the names and contact details of the policy, function or service's owner and assessor? (When working in partnership, identify the lead partner.)

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C. Does your new/revised/existing policy, function or service affect people?

If Yes	Continue to Step 1.
If No	Complete Steps 1, 9 and 10
Your comments	Yes

Stage 2 – PARTIAL IMPACT ASSESSMENT

Step 1 – Identify the purpose/aim(s) of the policy, function or service

1.0 Provide a brief outline of the purpose of the policy, function or service:

To enable recovery of the HR function following a significant service disruption.

1.1 Provide details of the main aims and objectives:

The purpose of the business continuity plan is to deliver the recovery of critical business activity by:

- a) identifying the critical activities and processes upon which our business depends;
- b) identifying recovery processes required to deal with an incident;
- c) identifying the roles and responsibilities of key people in ensuring continuity;

- d) identifying responsibilities for named people or agencies in the recovery process;
- e) providing a record of key resources, including staff, equipment, data and reference material necessary for the efficient restoration of critical processes, pending restoration of the original capability.

1.2 List who will benefit and how from this policy, function or service:

All recipients of the HR service, including all FC staff and managers, external job applicants, retired staff and external agencies (eg suppliers, HMRC, etc).

1.3 What impact will this policy, function or service have:

The plan will enable the FC to rebuild/recover its Human Resource function following a significant service disruption. This will include all aspects of the work currently undertaken by HR Division, including recruitment/postfilling, managing staff transfers, occupational health referrals, payroll, absence management, retirement/pensions, providing learning & development, managing health & safety and providing employee support services.

1.4 How will this policy, function or service be put into practice?

The plan includes details of a cascade process for informing all interested parties of the occurrence of a service disruption event, and for assessing the impact and required recovery actions. In practice, those actions will depend on the nature and scale of the disruption. The plan places a specific responsibility on the HR management team to prepare for future service disruption (eg by improving/replicating desk instructions for routine processes).

Step 2 - Gather existing information and data (evidence)

2.0 What existing information and /or data (evidence) has been obtained to impact assess this policy, function or service?

Discussions with FAS and the consultant they engaged to develop the initial approach to business continuity
 Existing HR business continuity plan
 FC(S) business continuity plan

These discussions and documents did not reveal any direct implications for those in disadvantaged groups.

2.1 What does this evidence tell you about the actual or likely impact on different groups?

The information did not demonstrate any likely impact on particular groups, however it did raise awareness of issues to be considered in respect of physical access into and around any replacement office location.

Step 3 - What else do you need to know to understand the diverse needs/experiences of your target audience?

3.0 What gaps are there in the available information?

There are no gaps in the available information in respect of Diversity.

If no gaps: Go to Step 4

If there are gaps: Collect necessary data and you may need to go to Steps 5 -10

Step 4 – What does the information you have tell you about how this policy might impact positively or negatively on the different groups within the target audience?

4.0 Consider the actual or likely effect for each group.

Please identify the likely impacts on the following	Beneficial impacts (positive / negative / no impact)	Adverse impacts, please state whether or not these could be unlawful discrimination	Comments
Race	No impact	No impact	
Gender	No impact	No impact	
Disability	No impact	No impact	The BCP has been updated to ensure that the needs of those with a disability are fully catered for.
Sexual Orientation	No impact	No impact	
Religion or Belief	No impact	No impact	
Age	No impact	No impact	

4.1 Based on the work you have done rate the level of relevance of your policy?

Mark X in one box for each strand.	Race	Gender	Disability	Sexual Orientation	Religion/ Belief	Age
High						
Medium						
Low	X	X	X	X	X	X
Unknown						
Positive or No Impact	Go to steps 9-10 (Delete Steps 5 to 8 of this proforma)					
Negative or Unknown	Full EqIA required – Go to step 5					

Step 9 – Monitoring and Evaluation Process

<p>9.1 What arrangements are in place for monitoring the implementation and impact of the policy, function or service?</p>
<p>The BCP is reviewed quarterly, to ensure it remains fit for purpose and to include any new threats identified, and is signed off by the HR Management Board annually.</p>
<p>9.2 What is the review date for the policy, function or service?</p>
<p>The next annual review is scheduled for July 2009.</p>

Step 10 – Senior Manager sign off

10.0 Senior Manager Sign Off

Senior Manager's Signature
(Head of Unit/Cost Centre)



Date : 16th March 2009