

## FULL EQUALITY IMPACT ASSESSMENT FORM

### General Details:

Name of Policy Holder / Creator: (Include full contact details)

Director of Human Resources  
HR Management Board and HR Service Board

Start Date of this EQIA process:

3 June 2008 (Retrospective)

If an external organisation (a partner) is responsible for the EqIA give contact details and attach a copy of their Equality and Diversity Policy. If no policy exists refer this to the Diversity Manager (GB). [diversity@forestry.gsi.gov.uk](mailto:diversity@forestry.gsi.gov.uk)

Not Applicable

## 1.0 SCOPE OF POLICY OR FUNCTION

1.1 What is the Title of the policy or function being assessed or reviewed? If you are carrying out a retrospective EqIA please indicate below.

Forestry Commission People Strategy  
Committed to you and our future

This is a retrospective EqIA and not all areas will be applicable.

1.2 Is the policy or function contracted out or is it dealt with in-house?

In House.

### 1.3 Aims of the Policy or Function

a. What is the purpose of the policy or function?

b. Who are the intended beneficiaries?

c. Will it affect others e.g. employees, local communities? If so, identify who and how?

- a. The purpose of this Strategy is to ensure that the Forestry Commission has the right people, in the right place at the right time to meet FC business demands.
- b. All FC Employees, present and future.
- c. Not applicable.

1.4 In what ways will you involve any of the people affected by the policy or function in this process? For example, consultation exercise, Forum meetings, briefing notes, etc.

Trade Union side were involved in the drafting process and heavily consulted. The HR Management Board, HR Service Board and FC Executive Board were also involved in the drafting process. They were representing the different areas of the FC Business from Scotland, England and Wales, Forest Research, Business Units and shared services which are based in Silvan House, Edinburgh.

## 2.0 DETAILING WHAT YOU ALREADY KNOW ABOUT THE DIVERSE NEEDS AND/OR EXPERIENCES OF YOUR TARGET AUDIENCE

2.1 What evidence or information is available on different groups resulting in different outcomes?

We have details about the make up of the workforce – ie age, gender, race, etc. Therefore we are fully aware of our internal audience.  
Staff Survey results from 2002 and 2005 Staff Survey  
Benchmarking with other private and public organisations.  
We are aware from monitoring reports and statistical analysis that we are not attracting BME, disabled and as many female applicants.

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

We are not always reaching or attracting different groups therefore we have very little impact on them. This also tells us we are not discriminating against BME staff.

### 2.3 What gaps are there in the available information?

An internal staff equality forum representing all 6 equality strands. I.e. Internal staff consultation (outwith members of the Trade Union).

### 3.0 DETAILING WHAT ELSE YOU NEED TO KNOW TO UNDERSTAND THE DIVERSE NEEDS /EXPERIENCES OF YOUR TARGET AUDIENCE. Refer to Guidance Notes Step 3 for explanation of considerations.

#### 3.1 Is any consultation already scheduled for this policy or function?

Yes	
No	X – retrospective assessment
Date scheduled if Yes:	

#### 3.2 Consider the actual or likely effect for each group.

Please identify the likely impacts on following the grounds	Beneficial impacts	Adverse impacts, please state whether or not these could be unlawful discrimination.	Comments
Race		BME (not unlawful)	Imagery used is predominantly white which may give impression we exclude others.
Gender			
Disability			Imagery used is physically able bodied which may give impression we exclude others.
Sexual Orientation			
Religion or Belief			
Age			
Comments on all groups	The benefits are the 4 high level goals identified on page 2 of the document, everyone from every background is treated equally and all staff will benefit.		

#### 4.0 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?

Race	There may be a negative impact on recruiting future employees. Prospective BME employees reading this document may feel excluded from the organisation as they are not represented in the imagery.
Gender	
Disability	There may be a negative impact on recruiting future employees as prospective employees may not see themselves represented in the imagery.
Sexual Orientation	
Religion/Belief	
Age	

#### 5.0 Will you be making any changes to your policy?

5.1 If you have identified any adverse impacts have you considered how you can change the policy or function to reduce or eliminate these and increase or promote equality? You must be careful to ensure that your proposed changes will not create any new adverse impacts.

	<b>Actions required to reduce or eliminate discrimination</b>	<b>Actions required to increase or promote equality</b>	<b>Have any new adverse impacts been created as a result of the changes. If yes, can they be justified? If no, what do you intend to do about them?</b>
Race			
Gender			
Disability			
Sexual Orientation			
Religion/Belief			
Age			
Comments on all groups.	Not applicable as retrospective EqIA but when the FC formally review in 2010 they will consult internally and externally and use a better balance of employee imagery.		

#### 5.2 If any, what internal and external consultation has already taken place and what was the outcome?

<b>Name of consultee</b>	<b>Time of consultation (dates)</b>	<b>Consultation methodology</b>	<b>Outcome</b>

Trade Union Side, HR Service Board and FC Executive Board.	Throughout the drafting process	Comments on drafts	Draft amended accordingly.
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5.3 What additional internal and external consultation is planned? (Formal consultation periods should last 12 weeks, informal 6 weeks. Neither should not take place during peak holiday periods).

Name of consultee	Time of consultation (dates)	Consultation methodology	Outcome (You can not complete this until the results have been analysed)
General Comments	Not applicable as retrospective EqIA but this will be carried out at the time of review during 2010.		

6.0 Does your policy provide the opportunity to promote equality of opportunity or good relations? Mark X as appropriate.

Race	Yes	X	No	
Gender	Yes	X	No	
Disability	Yes	X	No	
Sexual Orientation	Yes	X	No	
Religion / Belief	Yes	X	No	
Age	Yes	X	No	
<b><i>If you answered no, please provide details below:</i></b>				
Race				
Gender				
Disability				
Sexual Orientation				
Religion/Belief				
Age				

7.0 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
<b>High</b> -- There is substantial evidence that people from different groups or communities are (or could	X	X	X	X	X	X

<p>be) differently affected by the policy (positively or negatively)</p> <ul style="list-style-type: none"> <li>- There is substantial public concern about the policy, or concerns have been raised about the policy's potential impact by relevant bodies</li> <li>- The policy is relevant to all or part of the respective general duty, in the case of race, disability and gender.</li> </ul>						
<p><b>Medium-</b> There is some evidence that people from different groups or communities are (or could be) differently affected (positively or negatively).</p> <ul style="list-style-type: none"> <li>- There is some public concern about the policy.</li> <li>- The policy is relevant to parts of the respective general duty, in the case of race, disability and gender.</li> </ul>						
<p><b>Low-</b> There is little or no evidence that some people from different groups or communities are (or could be) differently affected (positively or negatively).</p> <ul style="list-style-type: none"> <li>- There is little or no evidence of public concern about the policy.</li> <li>- The policy has little or no relevance to the respective general duty, in the case of race, disability and gender.</li> </ul>						
<p><b>Unknown-</b> No evidence or data has been collected therefore an assessment cannot be made</p>						

## 8.0 Do you need to carry out a further impact assessment?

Race	Yes		No	X
Gender	Yes		No	X
Disability	Yes		No	X
Sexual Orientation	Yes		No	X
Religion / Belief	Yes		No	X
Age	Yes		No	X
<b><i>If you answered yes, please provide details below:</i></b>				
Race				
Gender				
Disability				

Sexual Orientation	
Religion/Belief	
Age	

## 9.0 MONITORING ARRANGEMENTS

- 9.1 a. What arrangements are in place for monitoring the **delivery** of the policy or function?
- b. What is the review date for the policy or function?

- a. The monitoring arrangements are detailed in the document and will be continuously reviewed by the HR Management Board and HR Service Board. HR Director will report to the Executive Board on progress. There is also a detailed People Strategy Action plan in which HR staff have built into their Forward Job Plans, this is regularly monitored and evaluated via the performance management system.
- b. Review date is September 2010.

- 9.2 The **impact** of the policy or function needs to be monitored and evaluated, what process is in place to do this?

Staff Survey 2008  
 360 degree reporting  
 Post Implementation review for People Strategy work strands.

- 9.3 What other, if any, recommendations are you making about the policy or function?

None

## 10.0 PUBLISHING THE EqIA RESULTS

- 10.1 How do you intend to publish the EqIA and, if applicable, the consultation results which formed part of this assessment, (e.g. method to be used, and how specific groups (if applicable) will be reached etc.)

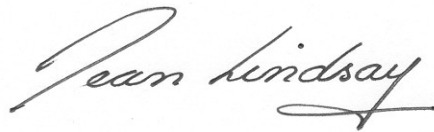
Intranet and Internet  
 Paper copies made available as necessary.

10.2 Do you have any other relevant information relating to this EqlA that you wish noted?

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10.3 Senior Manager Sign Off

<b>Senior Manager Signature</b>
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<b>Date</b>	<b>5 August 2008</b>
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