

PROVIDING AN EMPLOYMENT  
REFERENCE POLICY  
21 March 2013

Equality Impact Assessment

# Secondment Policy

**Contact:** Gemma Hillier, Employee Relations  
Specialist, Human Resources, 01824 706200

**Updated:** 21 March 2013

**1. What type of proposal is being assessed?**

A new or revised policy

**2. Please describe the purpose of this proposal**

The proposal has been written to identify the changes that have been made to our current providing a reference Policy in order to comply with legislation changes and best practice.

**3. Does this proposal require a full equality impact assessment?**  
*(Please refer to section 1 in the toolkit above for guidance)*

Yes	This proposal will impact all employees of Denbighshire County Council
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**4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken**  
*(Please refer to section 1 in the toolkit for guidance)*

This is a proposal to change the current providing an employment reference policy to comply with changes in legislation and best practice. The policy has been in consultation since August 2012 with the Council's Senior Leadership Team and recognised Trade Union. The responses from the consultation have been included as part of the Equality Impact Assessment. I have also used the Corporate Equality Impact Assessment toolkit to test my belief that the implementation of the updated policy will not have a detrimental impact on any employee or prospective secondees of the Council because of a protected characteristic. By ensuring appropriate research and formal consultations, I am confident that I have all that is reasonable to ensure that the implementation of the updated policy will not have a negative impact on any protected characteristics.

**5. Will this proposal have a positive impact on any of the protected characteristics?**  
*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

Under the Equality Act 2010, managers must not release any information on sickness / absence / health / disability on any reference.

**6. Will this proposal have a disproportionate negative impact on any of the protected characteristics?**

The policy and procedure will be available on the internet and intranet. Alternative formats can be requested.

HR will need to monitor the impact and effectiveness of new policy once implemented.

**7. Has the proposal been amended to eliminate or reduce any potential negative impact?**

No	The policy has been updated to ensure that the Council are compliant with the Equality Act 2010.
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes	Please see section 6
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Action(s)	Owner	Date
Monitor implementation of policy and procedure	Human Resources	01.05.2013

**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal will be reviewed at the appropriate stage.

Review Date:	01.11.2013
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Name of Lead Officer for Equality Impact Assessment	Date
Gemma Hillier, Employee Relations Specialist	21.03.2013

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**