

Part 1: Equality Impact Screening/Pre-Assessment*

Name of Policy/Function/Strategy to be assessed: Close Personal Relationship Policy	Section/Directorate: HR
Name of person responsible for assessment: Michelle Thompson	Date of Screening: 6/6/23

Policy Aims

What is the purpose of the policy/function/strategy? What are its intended outcomes?

- WLDC recognises that close personal relationships may exist or form between employees during the course of their employment and will manage these situations with care and sensitivity in the interests of all concerned
- We expect any employees in a close personal relationship to be transparent about any relationship and to behave with the upmost professionalism
- We understand that close personal relationships can affect the trust and confidence of colleagues and the public in relation to actual or perceived conflicts of interest, fair treatment, ability to raise issues openly within a team or with their line manager and will seek to minimise these issues
- Employees must not be involved in any decisions relating to recruitment, discipline, promotion or pay adjustments where there is a close personal relationship
- Employees must declare all close personal relationships as they develop and on an annual basis

Who are the main stakeholders in relation to the policy/function/strategy?

HR, Management Team, Officers, Cllrs, Unions

Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?

Positively as it sets out guidance and standards

Does this policy/function/strategy support the Council’s stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.

Yes transparent in how the policy is used

Preliminary Impact Assessment

	Yes	No	Unsure
1. Will this policy or function have an impact on:			
a. How services are delivered to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Human Resources Policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

2. Have any aspects of your policy/strategy already been covered by other EIAs?

a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.

If you answered Yes or Unsure for question 1 please proceed to Part 2 of the EIA, which is to be completed with a small team of people.

Otherwise, if you are satisfied that there would be no additional benefit to completing a full impact assessment (noting that many issues with no apparent relevance may have hidden impacts) then please have your Service Manager sign and date this sheet to indicate that the EIA has been fully completed at this stage.

Manager's Signature:



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Equality Objectives

1. Review Corporate Plan and Equality objectives to ensure links are clear and objectives are evidence based
2. Ensure that all our staff, elected members and volunteers are aware of our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty
3. Engage our communities to participate in the determination of our priorities and decision making
4. Ensure we are transparent in decision making