

Screening/Scoping Pro Forma

Section	Financial Services	Officer responsible for the screening/scoping	Kersti Laul		
Name of Policy to be assessed	Service Plan (v2)	Date of Assessment	19/10/08	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To provide information regarding the main functions/brief, Service Objectives & Performance Data for Financial Services.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	No specific objectives other than explaining the role of Financial Services				
3. Who is intended to benefit from this policy and in what way?	Mainly internal 'customers' and Members				
4. What outcomes are wanted from this policy/procedures/practice?	To provide a clear outline of the role of Financial Services				
5. What factors/forces could contribute/detract from the outcomes?	none				
6. Who are the main stakeholders in relation to the policy?	Staff & members	7. Who implements the policy, and who is responsible for the policy?	Sue Reekie is responsible, implemented by all staff in Financial Services		
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?		N			
What existing evidence (either presumed or otherwise) do you have for this?	The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, on racial groups.				
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?		N			
What existing evidence (either presumed or	The function of the Service Unit policy is to provide information regarding the targets				

<p>otherwise) do you have for this?</p>	<p>& objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, due to gender.</p>	
<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>N</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, due to disability. The policy is also available on the Council's intranet, The Loop and therefore in a larger font and different screen colours for those who may have trouble reading the printed version.</p>	
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>N</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, due to sexual orientation.</p>	
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>	<p>N</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, due to age.</p>	
<p>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</p>	<p>N</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, on religious belief.</p>	
<p>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</p>	<p>N</p>	

What existing evidence (either presumed or otherwise) do you have for this?			The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, on those who having dependants or caring responsibilities.
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?		N	
What existing evidence (either presumed or otherwise) do you have for this?			The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, on those who have an offending past.
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		N	
What existing evidence (either presumed or otherwise) do you have for this?			The function of the Service Unit policy is to provide information regarding the targets & objectives of Financial Services, which are mainly budget-based, and therefore has no impact, adverse or otherwise, on those who are transgender or transsexual.
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?		N	No differential impact has been identified in 8-16 As the service unit plan is mostly a document for targets and objectives for Financial Services, mostly consisting of targets (for example, keeping balances up to date), there is very little scope for it to affect minority groups, adversely or otherwise, being as it is an inwardly-facing service unit.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		N	No applicable; no differential impact identified.
Business improvement			No concern regarding unmet needs
19. Is there any concern that there		N	

are unmet needs in relation to any of the above groups?			
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		N	Not applicable; no different impact or unmet needs identified.
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?		N	Not applicable; no differential impact or unmet needs identified.
22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?		N	

					No
			24. If No, are there any changes required to the policy to improve it around the equality agenda? No changes required.		

Signed
(completing officer) **Date October 2008**

Signed
(Head of Section) **Date**

Countersigned
(Corporate Diversity/Diversity/Policy Team) **Date December 2008**