

Equality Impact Assessment : Screening Pro Forma

Section	HR	Officer responsible for the screening/scoping	Judith Coslett		
Name of Policy to be assessed	Actions to achieve reductions in the establishment (staffing) budget	Date of Assessment	July 2010	Is this a proposed new or existing policy/procedure/practice?	New
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To achieve both lasting or temporary reductions in the overall staffing budget				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	To demonstrate the Council's willingness to offer more flexible ways of working.				
3. Who is intended to benefit from this policy and in what way?	Councillors being able to demonstrate the Council in a positive light. The Council in achieving target savings				
4. What outcomes are wanted from this policy/procedures/practice?	A measured approach that results in good, evidence-based decisions and that does not have a detrimental impact on service delivery.				
5. What factors/forces could contribute/detract from the outcomes?	Expectations of staff not being met. Non-compliance of staff				
6. Who are the main stakeholders in relation to the policy?	Staff (needed to volunteer) Management Team (budget savings)	7. Who implements the policy, and who is responsible for the policy?	The decisions will be taken by Management Team and implemented by HR		
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y	N	Care needs to be taken to make sure that the application of this procedure, whether directly or indirectly, does not fall more heavily on the minority ethnic staff.		
What existing evidence (either presumed or	The Council's workforce profile shows a low representation of minority ethnic staff.				

otherwise) do you have for this?			
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	Care needs to be taken to make sure that the application of this procedure, whether directly or indirectly, does not fall more heavily on male or female staff.
What existing evidence (either presumed or otherwise) do you have for this?	The Council's workforce profile shows a good gender balance although more women than men work part time hours and women may be more likely to take up the offer of reduced hours/more flexible working.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	Care needs to be taken to make sure that the application of this procedure, whether directly or indirectly, does not fall more heavily on staff who have declared that they have a disability that affords them protection under the Disability Discrimination Acts 1995 and 2005..
What existing evidence (either presumed or otherwise) do you have for this?	The Council's workforce profile shows a low representation of staff who have declared that they have a disability.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	Care needs to be taken to make sure that the application of this procedure, whether directly or indirectly, does not have a disproportionate impact on staff because of their declared sexuality.
What existing evidence (either presumed or otherwise) do you have for this?	The Council's workforce profile shows that a significant number of staff have chosen not to declare their sexuality and that, of those who have made a declaration, very few have declared that they are gay or lesbian		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	Care needs to be taken to make sure that the application of this procedure, whether directly or indirectly, does not have a disproportionate impact on staff from any particular age group. This is particularly so in relation to redundancy in avoiding targeting young people because the redundancy cost would be low or older people who make be able to gain immediate access to pension benefits. Also, in avoiding encouraging eligible staff to take early retirement
What existing evidence (either presumed or otherwise) do you have for this?	The Council's workforce profile shows a generally lengthening average age so it could be said that removing older members of staff from the establishment would achieve a better balance.		

13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	Care needs to be taken to make sure that the application of this procedure, whether directly or indirectly, does not have a disproportionate impact on staff because of their religion or belief.
What existing evidence (either presumed or otherwise) do you have for this?	The Council's workforce profile shows, for those who have declared their religion/beliefs, a low representation of minority (to the UK) religious groups.		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	N	Little data is held on the caring responsibilities of staff but it is normal for managers to be aware of their staff who are in the position of carer. Care should be taken to ensure that carers are not disproportionately affected by the procedure.
What existing evidence (either presumed or otherwise) do you have for this?	Insufficient data is held centrally about carers in the workforce to understand that this could be a problem.		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	Insufficient data is held centrally about ex-offenders in the workforce to understand that this could be a problem...		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	There are no staff who have declared themselves to be trans-sexual.		

<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p>	<p>Y</p>	<p>N</p>	<p>Without review/monitoring, it could happen, even without intent, that certainty categories of staff could be disproportionately affected by this activity</p>
<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>	<p>Y</p>	<p>N</p>	<p>Except the removal of workers from the old age profile staff may halt or reverse the increasing average age of staff.</p>
<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>Y</p>	<p>N</p>	<p>There could be a combination of equality characteristics</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p>N</p>	<p>There is a need to be mindful of the consequential impact of these decisions on the workforce profile.</p> <p>There is also a need to be mindful of the staff left behind to run services with lower resources and whether any disproportionate consequences will arise from that.</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p>N</p>	<p>No need to involve others in a full EIA</p>

<p>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?</p>	<p>Y</p>	<p>N</p>	<p>It should not be that the procedure be used to manipulate, artificially, the workforce profile to create a more balanced effect. However, the procedure could have that effect</p>																								
<p>23. Should the policy proceed to a full equality impact assessment?</p>	<p>Y</p>	<p>N</p>	<table border="1"> <tr> <td colspan="8"> <p>0 – no possible relevance or adverse impact 1 – extremely low relevance and adverse impact 0-8 points low adverse impact, no need for full EIA 2 – relatively low relevance and adverse impact 9-17 points medium adverse impact, full EIA required 3 – medium relevance and adverse impact 18-24 points high adverse impact, full EIA required 4 - Relatively high relevance and adverse impact</p> </td> </tr> <tr> <td>Age</td> <td>Disability</td> <td>Gender</td> <td>Race</td> <td>Sexuality</td> <td>Religion</td> <td>Total</td> <td>Impact</td> </tr> <tr> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>1</td> <td>1</td> <td>10</td> <td></td> </tr> </table>	<p>0 – no possible relevance or adverse impact 1 – extremely low relevance and adverse impact 0-8 points low adverse impact, no need for full EIA 2 – relatively low relevance and adverse impact 9-17 points medium adverse impact, full EIA required 3 – medium relevance and adverse impact 18-24 points high adverse impact, full EIA required 4 - Relatively high relevance and adverse impact</p>								Age	Disability	Gender	Race	Sexuality	Religion	Total	Impact	2	2	2	2	1	1	10	
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<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p>			<p>The Council needs to ensure that the overall and local workforce profile is taken into account when taking decisions under this procedure</p>																								

Signed
 (Completing officer)

Date 02 July 2010

Signed
 (Head of Section)

Date

Countersigned
 (member of Equality Action Group)

Date July 2010