

### Screening/Scoping Pro Forma

<b>Section</b>	Operational Services Business Support		<b>Officer responsible for the screening/scoping</b>	Derek Trawber		
<b>Name of Policy to be assessed</b>	Management of Woking Road Depot	<b>Date of Assessment</b>	6/4/10	<b>Is this a proposed new or existing policy/procedure/practice?</b>	Existing	
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To provide a suitable operational base for the Council's operational services and appropriate facilities for staff, visitors and members of the public coming to the site.					
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	<ul style="list-style-type: none"> <li>To ensure facilities comply with the Disability Discrimination Act.</li> <li>To ensure all health and safety requirements are met.</li> </ul>					
<b>3. Who is intended to benefit from this policy and in what way?</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors (deliveries, contractors, other GBC staff, those attending meetings)</li> <li>Customers visiting the Recycling and Cleansing office</li> <li>Customers visiting the MOT Station</li> </ul> <p>All require suitable facilities to carry out their duties or their business.</p>					
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	Facilities do not present any barriers to those in the identified equalities groups.					
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Finance (budgetary pressures). Housekeeping (need to ensure the depot is clean and well organised).					
<b>6. Who are the main stakeholders in relation to the policy?</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> <li>Customers</li> </ul>			<b>7. Who implements the policy, and who is responsible for the policy?</b>	Head of Operational Services / Business Support Manager	

<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	<b>N</b>	It is recognised that not all staff and/or visitors have English as a first language. Where necessary and practicable, signage, notices, instructions etc. will be made available in alternative languages or formats.
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>		We have no evidence that this is an issue. Staff, visitors and customers come from various racial groups and I have never received any negative feedback in relation to this issue.
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>		We have no evidence that this is an issue. Staff, visitors and customers are both male and female and I have never received any negative feedback in relation to this issue.
<b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>		The depot has been subject to a DDA survey and action plan. This has resulted in facilities being improved for disabled staff, visitors and customers in recent years.
<b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>		We have no evidence that this is an issue. I have never received any negative feedback in relation to this issue.
<b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>		We have no evidence that this is an issue. Staff, visitors and customers are all ages and I have never received any negative feedback in relation to this issue.

<b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	We have no evidence that this is an issue. I have never received any negative feedback in relation to this issue.	
<b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	We have no evidence that this is an issue. I have never received any negative feedback in relation to this issue.	
<b>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	We have no evidence that this is an issue. I have never received any negative feedback in relation to this issue.	
<b>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</b>	<b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	We have no evidence that this is an issue. I have never received any negative feedback in relation to this issue.	

<p><b>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</b></p>		<p><b>N</b></p>	
<p><b>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</b></p>		<p><b>N</b></p>	
<p><b>Business improvement</b></p> <p><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b></p>		<p><b>N</b></p>	
<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>		<p><b>N</b></p>	
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>		<p><b>N</b></p>	

<p><b>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?</b></p>		<p><b>N</b></p>	<p>The opportunity will be taken to be proactive in providing information in alternative languages/formats</p>
<p><b>23. Should the policy proceed to a full equality impact assessment?</b></p>		<p><b>N</b></p>	
<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p>			<ul style="list-style-type: none"> <li>• Carry out a survey of staff, visitors and customers in relation to these issues.</li> <li>• Complete works identified in the DDA survey plan.</li> </ul>

**Signed  
(completing officer)**

**Date April 2010**

**Signed  
(Head of Section)**

**Date**

**Countersigned  
(Corporate Diversity/Diversity/Policy Team)**

**Date April 2010**