

Screening/Scoping Pro Forma

Section	Revenue and Payments Services	Officer responsible for the screening/scoping	Mike Bellamy
Name of Policy to be assessed	Service Unit Plan	Date of Assessment	22/09/08
		Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	<ul style="list-style-type: none"> •1 To show the purpose, function, service impact, issues and outcomes for the next four years. •2 This document also details headline facts and figures for this section. 		
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	<ul style="list-style-type: none"> •1 To highlight statistically the volume of work the section processes •2 Map out the future objectives for the department. •3 The policy also reaffirms the common vision and ethics for this section. 		
3. Who is intended to benefit from this policy and in what way?	<ul style="list-style-type: none"> •1 All staff working in the cash office, purchasing, payments and payroll. •2 Staff in other service units, to show what this section does. •3 The Council as a whole, as this is a service we offer to customers. 		
4. What outcomes are wanted from this policy/procedures/practice?	<ul style="list-style-type: none"> •4 The purpose of this policy is to clearly outline the services of this section unit provides to the council. •5 Headlines work covered in the previous year. •6 Identify factors / ideas for the years ahead. •7 This four year plan measures statistics on a year on year basis. •8 Clear strategies. 		
5. What factors/forces could contribute/detract from the outcomes?	<ul style="list-style-type: none"> •1 Changes in personnel. •2 Advances with the way the section conducts business. •3 Economic climates could all have an influence on the work carried out in this section. •4 Changes in legislation. 		
6. Who are the main stakeholders in relation to the policy?	<ul style="list-style-type: none"> •1 All teams in this service unit. 	7. Who implements the policy, and who is responsible for the policy?	<ul style="list-style-type: none"> •2 Service unit head.
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y	N	Please explain
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •3 This policy documents the key functions of this department, and therefore will have no differential impact. 		

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•4 This policy documents the key functions of this department, and therefore will have no differential impact.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	•5 The wording of this document does not present any problems, however people with visual / learning disabilities may have problems as this is a paper based document.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•6 This policy documents the key functions of this department, and therefore will have no differential impact.		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•7 This policy documents the key functions of this department, and therefore will have no differential impact.		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•8 This policy documents the key functions of this department, and therefore will have no differential impact.		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•9 The policy should have no barring on the ability of the staff members capabilities to carry out the job.		

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?			•10 This policy documents the key functions of this department, and therefore will have no differential impact.		
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?			•11 This policy documents the key functions of this department, and therefore will have no differential impact.		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	Please explain •12 This policy will actually bring together the different departments falling under this one section, as it presents the common goals this service unit is working towards.		
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	¥	N	Please explain for each heading (questions 8-16) on a separate piece of paper.		
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	Please explain •13 The only concern would be that we only offer this policy in one language, however, historically this has never been an issue before. We may need to look into the options of producing this in an alternative formats.		
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	¥	N	Please explain		

<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>Please explain</p> <p>Not applicable</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>			<ul style="list-style-type: none"> •14 Yes, it would give an opportunity to showcase this section, and publicise what type of work is done here. •15 Show the volumes of work this section processes. •16 Make better usage of our section on the intranet to promote this department. •17 It presents an opportunity to be proactive with things happening in this section, which I don't think we take full advantage of.

			Yes	No
<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p>				

Signed
(completing officer)

Date September 2008

Signed
(Head of Section) **Date**

Countersigned
(HR Representative)

Date November 2008