

Worcestershire County Council Equality Impact Assessment Simplified Desktop Screening

This exercise is not an Equality Impact Assessment. It is a simplified desktop exercise designed to establish if there is a need to carry out a full assessment.

Part One: basic information needed to identify the policy/function and to prepare for the screening.		
1.1	Directorate and Section/Unit.	Corporate Services/Central HR
1.2	Title or brief description of the policy/function being screened.	Working Time Regulations
1.3	To which section of the Directorate or Corporate "business/service plan" does this relate?	The Policy and Procedure underpins the corporate business plan by ensuring that workers/managers are aware of the rights workers have under Working Time Regulations 1998 (as amended) and that the legislation is adhered to.
1.4	Are there any related policies/functions? If so what are they?	N/A
1.5	Screening carried out by	Rob Morris, HR Policy Officer
1.6	Date of screening	10 September 2008
1.7	What is the policy or function trying to achieve?	This policy seeks to re-enforce, clarify for managers the responsibilities and requirements in relation to working time
1.8	What are the specific outcome measures?	Workers/managers will be aware of the rights workers have under the Working Time Regulations 1998 (as amended) and that there are formal procedures for requesting to work more than an average of 48 hours per week.
1.9	Who is formally responsible for ensuring the delivery of this policy/function?	It is every managers' responsibility to apply the Policy and implement the Procedures if required.
1.10	Who is responsible for leading the delivery if different from 1.9?	The policy/procedures are produced by the HR Policy Unit.
1.11	Are there any priorities within this policy/function? If so what are they?	N/A
1.12	Has any consultation, explicitly on the policy/function, taken place? If so who was consulted and when?	Consultation will continue with HR Policy and Strategy Groups, appropriate managers via the Policy Group, Legal & Democratic Services and recognised trades unions until the Policy and procedures are approved.
1.13	Is equality monitoring in place for this policy/function?	N/A

Part two: the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing race, sex, disability, age, religion or belief and sexual orientation.

		Yes	No	Details
2.1	Is there any way in which the policy/function is directly discriminatory or in breach of the Council's Equality and Diversity Policy?		x	
2.2	Are there any barriers to people from minority groups getting the full benefit of this policy/function which have not been resolved as part of the policy/function?		x	
2.3	Are there any other ways the policy/function could unintentionally deliver poorer quality outcomes for individuals because they were members of a minority group?		x	
2.4	Could people from minority groups reasonably believe that they would be likely to get poorer benefits from the policy/function?		x	



If the answer to any of these questions is yes or "could be yes" then you **must** take action. If the issue is straightforward remedy it **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you should go on to a full EIA.

