

WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

This exercise is not an Equality Impact Assessment (EIA). It is a desktop screening exercise designed to establish if you need to carry out an EIA. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this desktop screening, please refer to the County Council's [EIA Guidance document](#) available on SID.

Part One: basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit:	Resources, Design & Print
1.2	Title or brief description of the policy being screened:	Redundancy of current staff members by 50%
1.3	Screening by:	Jerry Priest, Design & Print Manager assisted by Sam Brine, HR
1.4	Date of screening:	14 January 2011
1.5	Related policies/functions:	No
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	n/a
1.7	Is this a new or existing policy?	n/a
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	Potentially yes, with a reduced staff level there is likely to be some impact on service delivery timescales, but with budget cuts of 50% there may be no

		impact. Only time will be able to verify this.
1.9	What is the policy seeking to achieve?	Reduce staffing levels by 50%
1.10	What are the planned outcomes for this policy?	Provide savings under the BOLD scheme
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	Claire Mitchell, BOLD Manager assisted by Nicola McDonald, Change agent
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	3 months of BOLD meetings to determine costs/impact as well as customers of the unit having an opportunity to feedback
1.13	Is equality monitoring in place for this policy?	Yes

Part Two: The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who are of differing age, gender (including gender reassignment), race/ethnicity, religion or belief, sexual orientation and/or who have a disability.

The questions in this section ask you to consider factors you will need to take into account in making your decision. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people who belong to the groups listed above?	x		Staff will be made redundant impacting on their daily lives
2.2	Does the policy involve a significant commitment, or reduction, of resources?	x		Reduction in staffing levels from 15 to 8.

2.3	Does the policy relate to an area where inequalities are known to exist?		x	The unit employs both men and women, so no inequalities exist
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2.4.1.1 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		x	All staff are effected
Disability		X	There are no staff with disabilities that the unit manager is aware of
Gender (including gender reassignment)		X	
Race		X	
Religion or belief		X	
Sexual orientation		X	

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the [EIA Guidance](#) for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

Yes	
No	x

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

EIA not required: reasons and additional comments
Given the differing ages and gender of the staff group which is to be reduced, and the fact that corporate monitoring is carried out to identify any adverse trends in the percentages of staff protected by equalities legislation, it is my belief that an EIA is not required.

Signed (completing Officer/Manager):

Date:

Signed (Line Manager):

Date: