

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:	Corporate Services, HR Policy and Employee Relations
1.2	Title or brief description of the policy being screened:	Information and Advice for Staff Facing Redundancies
1.3	Screening by:	Jane Keene
1.4	Date of screening:	28 September 2010
1.5	Related policies/functions:	Procedures for Handling Redundancies, Redeployment Programme, Procedures for Managing Vacancies
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	Information booklet for staff facing redundancy.
1.7	Is this a new or existing policy?	New
1.8	Does the policy affect service users, employees,	Employees

	the wider community, or a combination of these?	
1.9	What is the policy seeking to achieve?	Provides information for employees whose posts may be at risk of redundancy. on employment rights, job search, financial support, welfare benefits, education and training opportunities and business start-up advice.
1.10	What are the planned outcomes for this policy?	Provide assistance to staff facing redundancy.
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	HR Policy Officer is responsible for maintaining the policy.
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	Consultation with the HR Senior Management Team, HR Policy Group, all recognised trade unions, legal and democratic. Main consultation exercise was carried out during July and August 2010.
1.13	Is equality monitoring in place for this policy?	N/A

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	This is advice only and should not have a direct impact on service delivery
2.2	Does the policy involve a significant commitment, or reduction, of resources?		X	
2.3	Does the policy relate to an area where inequalities are		X	

	known to exist?			
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2.4 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	
Disability		X	
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
Provides information for employees whose posts may be at risk of redundancy rather than being a document that influences decisions etc.

Signed (completing Officer/Manager): Jane Keene

Date: 27 September 2010

Signed (Line Manager): ...*John B*.....

Date: 8 Oct 2010