

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 Directorate, HR Policy and Employee Relations
1.2	Title or brief description of the policy being screened:	Mobile Working Guidance
1.3	Screening by:	Rob Morris (HR Policy Officer)
1.4	Date of screening:	4 th March 2011
1.5	Related policies/functions:	Polices related to Flexible and Mobile Working Environments (FAME) – no EIA's required as they have already been completed or polices are long established and have not been reviewed.
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	This guidance supports the FAME provisions that already exist at the County Council and more specifically the BOLD FAME Project.
1.7	Is this a new or existing policy?	Aspects of this policy are new (i.e. definitions of mobile workers) – other elements are merely consolidating existing guidance.

1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	Employees
1.9	What is the policy seeking to achieve?	To offer guidance to managers and mobile workers in terms of how the County Council defines mobile workers and on some of the key associated issues.
1.10	What are the planned outcomes for this policy?	Help support the BOLD FAME project.
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	HR Policy and Employee Relations team are responsible for the development and maintenance of the guidance. Mobile workers and their managers are responsible for the day to day delivery.
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	None undertaken.
1.13	Is equality monitoring in place for this policy?	This policy will be reviewed during the first 6 months of it's introduction as part of the FAME project.

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	
2.2	Does the policy involve a significant commitment, or reduction, of resources?	X		Could result in additional expenditure on furniture and equipment to support mobile working. It is hoped that this

				would be offset against the potential savings the BOLD FAME project aims to deliver.
2.3	Does the policy relate to an area where inequalities are known to exist?		X	

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

Whilst it is the County Council's aspiration to have a workforce that is predominately made up of mobile workers, it is acknowledged that there will be some exceptions. One such exception is when an employee can't work in a mobile fashion due to a health or disability reason.

Signed (completing Officer/Manager: R.P.Morris

Date: 4th March 2011

Signed (Line Manager):

Date: