

## 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:	Procedures for Handling Redundancies and Early Release
1.3	Screening by:	Rob Morris (HR Policy Officer)
1.4	Date of screening:	27 September 2010
1.5	Related policies/functions:	Redeployment Programme, Procedures for Managing Vacancies
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	The policy provides information on measures to avoid redundancies and outlines the standards which the County Council will work towards when the need to reduce staffing levels becomes unavoidable. It also provides information to help deal with situations where posts may be at risk and measures.
1.7	Is this a new or existing policy?	Consolidates the information found in two existing policies on managing change.

1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	Employees – helps ensure a fair and transparent approach is taken.
1.9	What is the policy seeking to achieve?	Provide a framework for handling reductions in the workforce,
1.10	What are the planned outcomes for this policy?	Deal with situations where posts may be at risk of redundancy and measures that could be taken to avoid or minimise compulsory redundancies.
1.11	Who is formally responsible for the <b>delivery</b> of this policy? If different, who is responsible for <b>leading</b> on the delivery?	Implementation is the responsibility of Chief Officers, managers and HR professionals involved in redundancies.  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		Policy will impact on employees who are at risk of redundancy (provides a framework for handling reductions in the workforce)
2.2	Does the policy involve a significant commitment, or	X		The policy provides a framework for handling reductions in

	reduction, of resources?			the workforce.
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.

<b>EIA not required: reasons and additional comments</b>
<p>This policy provides a framework for handling reductions in the workforce. The sections on Selection Criteria have been carefully drafted to help ensure they do not have an adverse impact or potential or actual unplanned variations in the participation levels between different groups.</p>

Signed (completing Officer/Manager): R P Morris

Date: 27 September 2010

Signed (Line Manager): .....

Date: .....