

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 Service Centre
1.2	Title or brief description of the policy being screened:	Pay Policy Statement (in accordance with the Localism Act 2011)
1.3	Screening by:	Bridget A Clark, HR Service Centre Manager
1.4	Date of screening:	30 January 2012
1.5	Related policies/functions:	Localism Act 2011
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	The statement would apply to all County Council employees with the exception of school employed staff.
1.7	Is this a new or existing policy?	This is a new policy.
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	This policy affects employees.
1.9	What are the planned outcomes for this policy?	Council are required to review and approve a statement each year and publish it by 1 April.

1.10	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	The HR Service Centre Manager is responsible for maintaining the County Councils statement and bringing it forward to Council each year for approval and publication
1.11	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	The production of the statement is a legislative requirement. Consultation has been undertaken with the Chief Executive, Head of HR, Head of Legal and Democratic Services and Head of Corporate Financial Strategy and the Director of Resources will present the statement to Cabinet, to recommend its approval by Council when it meets on 16 th February 2012.
1.12	Is equality monitoring in place for this policy?	No

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 have one or more of the following "Protected Characteristics":
Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/maternity, Race, Religion/Belief, Sex and Sexual Orientation.

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 have any of the Protected Characteristics listed above?		N	
2.2	Does the policy involve a significant commitment, or reduction, of resources?		N	
2.3	Does the policy relate to an area where inequalities are already known to exist?		N	

2.4 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups (Existing policies only)?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		N	
Disability		N	
Gender reassignment		N	
Marriage/Civil Partnership		N	
Pregnancy/maternity		N	
Race		N	
Religion or belief		N	
Sexual orientation		N	
Sex		N	

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 document](#) 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	N

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

The policy statement clarifies the County Council's strategic stance on pay in order to provide direction for members and officers making detailed decisions on pay. It provides the citizens of Worcestershire with a clear statement of the principles underpinning decisions on the use of public funds.

Signed (completing Officer/Manager): Bridget A Clark

Date: 30 January 2012

Signed (Line Manager): Kenny Brown, head of Human Resources and Organisational Development

Date: 30 January 2012