

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:	Environmental Services, Network Control
1.2	Title or brief description of the policy being screened:	Business Signage
1.3	Screening by:	S. Everest
1.4	Date of screening:	13.12.11
1.5	Related policies/functions:	No
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	Business support
1.7	Is this a new or existing policy?	New policy
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	Combination Anyone who travels on the highway may encounter business related signage
1.9	What are the planned outcomes for this policy?	One document that pulls together all the types of highway signage permitted

		to support businesses.
1.10	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	Nick Churchill
1.11	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	Internal groups and the police .
1.12	Is equality monitoring in place for this policy?	No. Signage pursued according to type of business defined by DfT criteria or extent as defined by PEP.

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?		✓	
2.2	Does the policy involve a significant commitment, or reduction, of resources?		✓	There will be a small additional resource requirement to investigate signage to the top businesses
2.3	Does the policy relate to an area where inequalities are already known to exist?	✓		All signs are in English. This service is provided in line with criteria set down by the DfT. which limits and dictates the type of signage on the highway through legislation. All requests are treated in line with these statutory criteria. Some symbols are permitted which will always be used when suitable.

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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 (Existing policies only)?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage/Civil Partnership		✓	
Pregnancy/maternity		✓	
Race	✓		Possibility of greater language barrier as noted above for 2.3
Religion or belief		✓	
Sexual orientation		✓	

Sex		✓	
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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	✓

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
An EIA is not required despite the positive answer to 2.3 as the inequality is to those people who cannot read English and current legislation does not enable us to place signs on the highway in any other language. Symbols are always used where appropriate.

Signed (completing Officer/Manager): *SRE*

Date: 22.12.11

Signed (Line Manager):

Date: