

## 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 – Trading Standards
1.2	Title or brief description of the policy being screened:	WETT/BOLD Trading standards project
1.3	Screening by:	Darius Mason/Steve Birch
1.4	Date of screening:	23 <sup>rd</sup> November 2010
1.5	Related policies/functions:	WETT
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	Corporate BOLD polices and WETT project for new Regulatory Services in Worcestershire.
1.7	Is this a new or existing policy?	N/A
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	As a result of this staff at both County and District level will undergo a re-structuring programme and consultation exercise, while service levels and availability of these functions across the County are intended to remain

		unchanged.
1.9	What is the policy seeking to achieve?	The WETT programme is reviewing staff structures at both county and district level with a view to combining cross-functionality of the environmental health, licencing and trading standards functions to provide one Regulatory service for the county.
1.10	What are the planned outcomes for this policy?	Through this review of cross-functionality and creating a new Regulatory Service from existing District and County functions it is planned to gain efficiencies of scale in deliverability and back office staff with cashable benefits to contribute towards the BOLD programme.
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?	Steve Birch
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	There is ongoing consultation on WETT and the wider BOLD programmes and there have also been dedicated Trading Standards Service consultation meetings. In addition, team consultation meetings have, and will continue, to be held when specific team restructures or redundancies are proposed following the existing HR consultation process.
1.13	Is equality monitoring in place for this policy?	N/A. No significant affect on service delivery or customer participation/access to services

**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
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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	There are no plans to change the level or range of services offered through the new Regulatory Services. Changes are planned around back office staff provision to provide these services. Accessibility will be maintained to an equivalent level.
2.2	Does the policy involve a significant commitment, or reduction, of resources?		X	Any reduction in staff resources will be managed to ensure we are still able to meet the needs of the business.
2.3	Does the policy relate to an area where inequalities are known to exist?		X	There are no planned changes to service provision.

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	There are no plans to directly affect levels of service delivery, access or entitlement to services provided by the Regulatory Service as a result of the re-structuring of the previous District Environmental Health and Licensing functions together with the County Council Trading Standards function.
Disability		X	As Above
Gender (including gender reassignment)		X	As Above
Race		X	As Above
Religion or belief		X	As Above
Sexual orientation		X	As Above

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?

<b>Yes</b>	
<b>No</b>	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>
The re-structuring of Trading Standards as part of the WETT initiative is aimed at combining roles and responsibilities at County and District level where clear cross-functionality exists. Through reviewing these structures to form the new Regulatory Services it is aimed to maintain delivery of these services while gaining efficiencies of scale in delivery and back office staff support. It is not anticipated that this will have an adverse affect on services available to the wider public, and these efficiencies will also help contribute towards the required savings under the BOLD programme.

Signed (completing Officer/Manager): ..... Date: .....

Signed (Line Manager): ..... Date: .....