

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:	<i>Environmental Services – Transportation Services Unit</i>
1.2	Title or brief description of the policy being screened:	<i>Lease Car Scheme – potential transfer of administration. Transfer would be on a like-for-like basis Potential transfer currently being investigated with another Authority</i>
1.3	Screening by:	<i>Wayne Arthur/Paul Smith</i>
1.4	Date of screening:	<i>30/11/10</i>
1.5	Related policies/functions:	<i>No</i>
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	<i>HR. This is a restricted scheme and eligibility is based on the role of the employee</i>
1.7	Is this a new or existing policy?	<i>Existing</i>

1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	<i>Yes, Employees</i>
1.9	What is the policy seeking to achieve?	<i>To provide vehicles for employees who undertake high mileage in the course of their duties</i>
1.10	What are the planned outcomes for this policy?	<i>To remove a potential barrier to employees to be able to undertake their roles</i>
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	<i>Transportation Services Manager</i>
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	<i>The Scheme has been in existence for a significant period of time</i>
1.13	Is equality monitoring in place for this policy?	<i>No</i>

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?	✓		<i>The potential impact would be on the delivery of service provided by Home Care and Social Workers, currently we have 17 Home Care and 22 Social Workers out of 58.</i>
2.2	Does the policy involve a significant commitment, or		✓	

	reduction, of resources?			
2.3	Does the policy relate to an area where inequalities are known to exist?		✓	

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		✓	<i>Under the current scheme the driver's must be over 21 for cover on WCC Insurance. There is no reason to believe this will be any different if the scheme was to transfer.</i>
Disability		✓	
Gender (including gender reassignment)		✓	
Race		✓	
Religion or belief		✓	
Sexual orientation		✓	

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	✓

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	
<i>It would not have a direct effect of users of the scheme however it could have an impact of service delivery, especially Social Care and Home Care as detailed above. This details a breakdown of all users:</i>	
<i>Behaviour Support Teacher</i>	<i>1</i>
<i>County Car - Monitoring Officer</i>	<i>3</i>
<i>County Car - Scientific Services</i>	<i>1</i>
<i>Detached Youth Worker</i>	<i>1</i>
<i>Early Intervention & Targeted Support</i>	<i>1</i>
<i>Extended Schools Manager</i>	<i>1</i>
<i>Head of Service</i>	<i>1</i>
<i>Home Care</i>	<i>17</i>
<i>IBS Installations</i>	<i>1</i>

<i>Inspector for School Improvement</i>	1
<i>Learning and Teaching Inspector</i>	1
<i>Maintenance Inspector</i>	1
<i>Outreach Teacher</i>	1
<i>Promoting Independence</i>	1
<i>School's Library Service</i>	1
<i>Senior Educational Psychologist</i>	1
<i>Senior Housing Support Worker</i>	1
<i>Social Work</i>	22
<i>Teacher</i>	1
Grand Total	58

Signed (completing Officer/Manager): ...*Wayne Arthur*.....

Date: ...30/11/10.....

Signed (Line Manager): ...*Paul Smith*.....

Date: ...30/11/10.....