

## Worcestershire County Council Equality Impact Assessment Simplified Desktop Screening

This exercise is not an Equality Impact Assessment. It is a simplified desktop exercise designed to establish if there is a need to carry out a full assessment.

| <b>Part One:</b> basic information needed to identify the policy/function and to prepare for the screening. |   |   |
|---|---|---|
| 1.1   | Directorate and Section/Unit.   | Corporate Services - Policy & Employee Relations Unit   |
| 1.2   | Title or brief description of the policy/function being screened.                                       | Code of Conduct   |
| 1.3   | To which section of the Directorate or Corporate “business/service plan” does this relate?              | The Code underpins all the objectives of the Corporate Business Plan by ensuring that all employees are aware of the standards of conduct and performance expected by the county council , its partners and clients               |
| 1.4   | Are there any related policies/ functions? If so what are they?   | The Code is relevant to numerous policies and procedures which set standards for performance, probity and service delivery eg. Discipline, IT usage,  |
| 1.5   | Screening carried out by  | John Blenkiron, HR Policy & Employee Relations Manager  |
| 1.6   | Date of screening   | July 2007   |
| 1.7   | What is the policy or function trying to achieve?   | This is a revision of the existing Code of Conduct simplifying and updating the language  |
| 1.8   | What are the specific outcome measures?   | Staff will be aware of the standards of conduct and performance requires of them  |
| 1.9   | Who is formally responsible for ensuring the delivery of this policy/function?                          | Certain aspects of the Code eg. officer interests, are overseen by the monitoring officer. All staff have an individual responsibility to adhere the Code are managers are responsible for enforcing and addressing any breaches. |
| 1.10  | Who is responsible for leading the delivery if different from 1.9?                                      | The Code is produced by the HR Policy Unit and approved by COMB   |
| 1.11  | Are there any priorities within this policy/function? If so what are they?                              | N/A   |
| 1.12  | Has any consultation, explicitly on the policy/function, taken place? If so who was consulted and when? | Consultation will continue until the Code is approved with HR Policy and Strategy Groups, appropriate managers via the Policy Group, Legal & Democratic Services and recognised trades unions                                     |
| 1.13  | Is equality monitoring in place for this policy/function?   | This is a set of standards with which staff are expected to apply. Any breach would be dealt with under another policy, as appropriate eg. discipline, which is monitored   |

**Part two:** the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing race, sex, disability, age, religion or belief and sexual orientation.

|     |   | Yes | No | Details |
|-----|---|-----|----|---------|
| 2.1 | Is there any way in which the policy/function is directly discriminatory or in breach of the Council's Equality and Diversity Policy?                               |     | x  |         |
| 2.2 | Are there any barriers to people from minority groups getting the full benefit of this policy/function which have not been resolved as part of the policy/function? |     | x  |         |
| 2.3 | Are there any other ways the policy/function could unintentionally deliver poorer quality outcomes for individuals because they were members of a minority group?   |     | x  |         |
| 2.4 | Could people from minority groups reasonably believe that they would be likely to get poorer benefits from the policy/function?                                     |     | x  |         |



If the answer to any of these questions is yes or "could be yes" then you **must** take action. If the issue is straightforward remedy it **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you should go on to a full EIA.