

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.

| Part One: basic information needed to identify the policy/function and to prepare for the screening. | | |
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| 1.1 | Directorate and Section/Unit. | Environmental Services – Countryside Service |
| 1.2 | Title or brief description of the policy/function being screened. | Admin & Finance |
| 1.3 | To which section of the Directorate or Corporate “business/service plan” does this relate? | Environmental Services Performance Plan - Promoting sustainability, inclusive communities and protecting the county’s cherished environment - Improving customer access to our services and facilities |
| 1.4 | Are there any related policies/functions? If so what are they? | |
| 1.5 | Screening carried out by | Kath Williams, Angela Bill and Matt Maginnis |
| 1.6 | Date of screening | 15 January 2007 |
| 1.7 | What is the policy or function trying to achieve? | <ul style="list-style-type: none"> • To provide a back office service administering Service budgets and processes • To provide support services to staff • To provide a front office customer interface |
| 1.8 | What are the specific outcome measurers? | <ul style="list-style-type: none"> • Administration adequately carried out • Staff adequately supported • Customer satisfaction, mail monitor figures |
| 1.9 | Who is formally responsible for ensuring the delivery of this policy/function? | Matt Maginnis |
| 1.10 | Who is responsible for leading the delivery if different from 1.9? | Kath Williams |
| 1.11 | Are there any priorities within this policy/function? If so what are they? | None |
| 1.12 | Has any consultation, explicitly on the policy/function, taken place? If so who was consulted and when? | No |
| 1.13 | Is equality monitoring in place for this policy/function? | No |

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? | | ✓ | |
| 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? | | ✓ | <p>Any potential barriers are mitigated against by:</p> <ul style="list-style-type: none"> • All staff being required to have 'Diversity Awareness' on the Countryside Service Core Competency Matrix • Physical barriers being removed / reduced where possible eg reception window at Countryside Centre replaced • Customer feedback being undertaken in order to identify issues as they arise eg 'did you enjoy your visit' cards at the main sites • The CS being accessible by a number of different means eg in person, telephone, in writing, by e-mail web site • Adherence to all corporate equality procedures / systems eg selection & recruitment • Any potential prejudice being removed from staff support systems (training, clothing etc) by the development of objective systems based on posts not people |
| 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? | | ✓ | |

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| 2.4 | Could people from minority groups reasonably believe that they would be likely to get poorer benefits from the policy/function? | | ✓ | |
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→ 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.