



## **Equality Impact Assessment - Stage 1 Screening Process Guidelines and Template**

Screening is useful in determining whether a full assessments of impact are required and to determine the relevance of a policy or practice to the general equality duty. The regulations make it clear the screening is not to be considered as assessment of impact. Reference to Protected Characteristics Table 2

You will be best placed to use the evidence you have in order to Identify what implications there may be, but you may find the following questions helpful as part of a screening exercise. This is not an exhaustive list.

You should consider what prompts are most appropriate to identify relevance within their particular context.

- Does the policy affect service users, employees or the wider community, and therefore potentially have an effect in terms of equality? Remember that the relevance of a policy will depend not only on the number of people affected, but also the significance of the effect on them.
- Is it a major policy, significantly affecting how functions are delivered?
- Will it have a significant effect on how other organisations operate (for example, a national strategy, an inspection framework or criteria for funding)
- Does it relate to functions that previous involvement activities have identified as being important to particular protected groups?
- Does it relate to and area where your organisation has set equality outcomes?
- Does it relate to an area where there are known inequalities? (For example, disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools etc.)?
- Does it relate to a policy where there is significant potential for reducing inequalities or improving outcomes?

A screening exercise is not to be treated as an assessment of impact and therefore you do not need to publish screening exercises. However if you decide not to progress to a Stage 2 Impact Assessment, you will have to be able to explain your decision. To do this, it is helpful to keep a full record of how you reached your decision. Please Complete Tables 1 and 2 below.

**Table 1: Defining the Policy**

<b>Title of Policy:</b>	Disciplinary Policy and Procedure
<b>Service:</b>	Resources and Governance
<b>Team:</b>	HR Services
<p>What is the purpose of the proposed policy or changes to established policy?</p> <p>The aims of the Disciplinary Policy are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and/or attendance and to encourage improvement where necessary.</p> <p>Clear policies, rules and procedures will inform all employees of what is expected from them and assist the organisation to operate effectively.</p> <p>The policy sets out in detail the general standards expected from all employees, as well as highlight the support which may be available to improve an employee's conduct/attendance, and the processes to be followed when dealing with failures to meet the required standards.</p>	
<p>Who is affected by the policy or who is intended to benefit from the proposed policy and how?</p> <p>This policy applies to all employees of Clackmannanshire Council in relation to the management of misconduct and attendance issues.</p>	
<p>How have you, or will you, put the policy into practice? Who will be responsible for delivering it?</p> <p>A policy group comprising union representatives, management and HR considers all new policies or updates to existing policies with a view to reaching where ever possible a consensus on the new policy/changes to existing policy. HR will have ownership of the policy but managers will be responsible for delivering and ensuring consistency of approach in partnership with the HR Business Partner</p>	

**Table 2: Does the policy have an impact on any protected characteristic?**

Equality Impact Screening: Is a Stage 2 Impact Assessment required? NO		
Protected Characteristic	Delete as Required	Description ( If " yes" please provide details and proceed to the full assessment)
Age	No	
Disability	No	Whilst it is recognised that management of attendance may identify a underlying medical condition or Disability the Council will comply with its responsibilities under the Equality Act 2010 to ensure no member of staff is negatively impacted as a result of the introduction of the new Policy/Procedure, this will include access and advice from OH to ensure reasonable adjustments where ever possible are/can be made.
Gender Reassignment	No	
Pregnancy and Maternity	No	
Race	No	
Religion and Belief	No	
Sex	No	
Sexual Orientation	No	

To ensure that the policy remains focused and is not affected by changing circumstances, we will keep it under review against its original aims. Monitoring and evaluation processes will be established to periodically assess the impact of the policy on the diverse needs of the target audience. This should reveal any unexpected adverse effect or unintentional discrimination.

The key to evaluating the policy is good management information which may be collected as part of the ongoing monitoring process or conducted as a separate exercise.

If the answer is "yes" to any of the above return to the EQIA Guidelines and a Stage 2 template. If not, sign off below and forward to the Strategy and Quality Development Team Leader.

<b>This policy/function will have no impact on people from any of the Protected characteristics</b>	
<b>Name (Head of Service):</b>	
<b>Date:</b>	<b>03/04/2018</b>