

## Equality Analysis Screening Tool

### Introduction

The purpose of carrying out this screening is to establish the relevance to equality the policy or service has and whether or not a full Equality Impact Analysis needs to be undertaken. It will also enable you to evidence that you have paid “due regard” to the different protected characteristics when making your decision and further the three aims of the general Public Sector Equality Duty. Please familiarise yourself with the guidance in Appendix A if you are unsure how to proceed and contact the Equality Policy Team for further advice.

<b>Policy or service being screened</b>	
<b>Service and directorate</b>	
<b>Lead officer (include contact details)</b>	
<b>What is the purpose of the policy or service?</b>	
<b>Is it a new or existing policy or service?</b>	
<b>Who is the policy or service intended to benefit?</b>	

### Impacts

Please use this part of the screening tool identify any positive or negative impacts on the different protected characteristics. Please ensure that you make reference to any research or data you have used to identify these impacts.

<b>We have checked the following protected characteristics, as a legal obligation:</b>	<b>Positive Impact Identified</b>	<b>Negative Impact Identified</b>	<b>Additional Information (include reference to any research here)</b>
<b>Age</b>			
<b>Disability</b>			
<b>Gender</b>			
<b>Gender Reassignment</b>			
<b>Marriage or Civil Partnership</b>			
<b>Pregnancy or Maternity</b>			
<b>Race</b>			
<b>Religion or Belief</b>			
<b>Sexual Orientation</b>			

Non-Statutory protected group			
<b>Socio-economic</b>			

<b>Who does the policy or decision impact upon?</b>	Yes	No	Indirectly
<b>Service Users</b>			
<b>Carers or Family</b>			
<b>General Public</b>			
<b>Staff</b>			
<b>Partner Organisations</b>			

**Referral for full Equality Impact Analysis**

Please use the box below to identify whether or not the policy, function or service has specific relevance to equality and will therefore need to undergo a full Equality Impact Analysis (EqIA)

<p><b>Is a full Equality Impact Analysis required? If not, why?</b>          (Insert comments here)</p>
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## Objectives setting/ implementation

Having finalised your findings and proposals for changes or improvement, you may need to produce an action plan to demonstrate:

- ❖ What you plan to achieve (your objective)
- ❖ What you intend to do
- ❖ The methods you intend to use
- ❖ The timescale for carrying out actions
- ❖ How success will be monitored

The following action plan must be **SMART** and ensure that success can be measured, and include a way in which further action to deal with partial success can be implemented. The plan must be approved and agreed by senior equality steering groups or the equality programme board. By making the plan public it will also ensure where there are cases of different teams needing to carry out specific actions then this can be achieved, and that performance of others in delivering their part can be monitored.

Objective	Planned action	Who	When	How will this be monitored?

### **Monitoring and review/ mainstreaming into business plans**

Please indicate whether any of your objectives have been added to service or business plans and your arrangements for monitoring and reviewing progress/ future impact?

### **Publishing the completed screening**

Completed analysis approved by \_\_\_\_\_ on \_\_\_\_\_

Where and when published?

## **Appendix A – Equality Analysis Screening Tool Guidance**

### **Why are we doing it?**

The purpose for carrying out Equality Impact Analysis is to provide evidence that you have paid “due regard” to the different protected characteristics when making your decision regarding a policy, service or function. Whilst there is no longer a legal duty to carry out an Equality Impact Assessment there is a duty on the council to undertake Equality Analysis to evidence how the council is furthering the 3 aims of the general equality duty:

- Eliminating unlawful discrimination
- Advancing opportunity
- Fostering good relations

The council has to use the most effective tool to analyse equality impact. The reason for undertaking this screening is to analyse the policy or function’s relevance to equality and whether or not a full Equality Impact Analysis needs to be undertaken.

### **What is Equality Impact Analysis (EIA)?**

EIA is tool which is used to ensure that policies, strategies, services or functions of the council do not discriminate on any of the protected characteristics. EIA is concerned with eliminating or minimising negative impacts to any group.

EIA has 2 main stages

#### **Stage 1: Equality Impact Analysis Screening Tool**

A screening tool is used to determine if the policy, strategy, service or function you are implementing has a relevance to equality and might have a positive or negative impact on any protected characteristic. If when you have completed the tool there are no negative impacts then the policy you are implementing can continue. However if there are likely to be negative impacts on a particular group/s then a full EIA may be required.

#### **Stage 2: Full Equality Impact Analysis**

If a full EIA is required this will mean that the impacts of the policy, strategy, service or function will need to be fully researched. Part of this will require local and national data and full consultation with anyone who has an interest in the policy, strategy, service or function.

What is a policy, strategy, service or function?

In the main a policy, strategy, function and service can be defined as

- **Policy** - An official or prescribed plan, intended to guide decisions and actions. Examples: Child Protection Policy, Complaints Policy, Recruitment Policy
- **Strategy** - A long-term plan of action designed to achieve particular goals or objectives. Examples: Housing Strategy, Waste Management Strategy, Service Plan, Business Plan
- **Service** - A department of the council that provides a specific service. Examples: Learning and Development, Culture, Corporate Planning, ICT.
- **Function** – The actions or activities, which are often statutory, required of the council. Examples: Finance, Electoral Services, Education, Children and Young People's Services

### **What is an impact?**

**A negative impact** - where the impact could disadvantage one protected characteristic, or several protected characteristics. This disadvantage may be differential, where the negative impact on one particular group of individuals or one equality target group is likely to be greater than on another. For example, a consultation exercise being carried out at both a local and national level with no explicit consideration of the needs of Black and Ethnic Minority (BME) Communities is likely to have a negative or adverse impact on their ability to engage with the exercise as evidence shows that such an approach does nothing to enhance accessibility.

**A positive impact** - will have a positive effect on an equality target group, or several equality target groups. This positive impact may be differential, where the positive impact on one particular group of individuals or one equality target group is likely to be greater than on another. For example, a targeted health improvement campaign for young men between the ages of 15-21 would have a positive differential impact on this age group, compared with its impact on other age groups and women. It would not, however, necessarily have an adverse impact on the other age groups or on women.

**No impact** – no impact should be rare occurrence. However, more targeted policies, services, function etc. might be aiming at specific groups with a view to making access to services more equitable. For example, the Aiming High cycle scheme for disabled children in East Park.

### **What should be subjected to EIA screening?**

Ideally, the tool should be used when:

- Developing a new policy, strategy, service or function
- Reviewing or amending existing policies, strategies, services or functions following a review

### **Who is responsible for completing the EIA Screening Tool?**

The tool should be completed by the person with overall implementation of the policy, strategy, service or function. It is important, however, that all

employees, directors and elected members take some degree of responsibility for ensuring that EIAs are conducted and that their use is integrated throughout the council.