

Initial Equalities Screening Record Form (Appendix C)

Date of Screening: April 2016	Directorate: Corporate Services	Section: HR
1. Activity to be assessed	Revenue Budget 16/17 – Employment Implications	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
4. Officer responsible for the screening	Nikki Gibbons	
5. Who are the members of the screening team?	Pat Butler, Angela Lee	
6. What is the purpose of the activity?	Make additional organisational change necessary to achieve the required budget savings. To assess if any part of the workforce will be disproportionately impacted. Redundancies are handled in line with the Council's organisational change policy/procedure.	
7. Who is the activity designed to benefit/target?	Staff – 7 will be made redundant if no further suitable redeployment can be found. Four others have already been successfully redeployed into other posts. It is part of our organisational change procedure to seek alternative employment for all those at risk of redundancy.	
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
8. Disability equality	Y	N ✓
9. Racial equality	Y	N ✓
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
		None. None of these employees have declared any disability. The non school workforce has 3% with a declared disability.
		One individual is BME, the others are all White British. (The BME individual volunteered for redundancy from within the pool concerned so there is no reason to suspect discrimination in the selection.) The non school workforce is 11.5% BME

10. Gender equality	Y ✓	N	Adverse to males	Five males and two females are affected. The non school workforce generally is 71% female but the department in which the majority of the redundancies occur is 56% female.
11. Sexual Orientation equality	Y	N ✓		3 individuals identified as heterosexual and the remainder did not specify orientation.
12. Gender re-assignment	Y	N ✓		No known instances of staff concerned having had gender reassignment.
13. Age equality	Y	N ✓		The age distribution amongst the redundant employees is fairly evenly spread across age bands, with the youngest in the 20-29 age band and the eldest in the over 65 age band. Four are 50 or over, and the non schools workforce has 37.7% who are 50+; however the accessibility of pension may make it more likely for those over 50 to volunteer in a redundancy situation.
14. Religion and belief equality	Y	N ✓		4 identified as Christian, one declared they had no religion, one declared "other" and one did not declare. In the non schools workforce 46.9% are Christian.
15. Pregnancy and maternity equality	Y	N ✓		None known
16. Marriage and civil partnership equality	Y	N ✓		None known
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.				
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The small numbers involved make comparisons on the basis of percentages misleading.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	The personal characteristics of the individuals to be made redundant are not known to decision makers at the initial stages ie when the decisions are taken to reduce services. The numbers affected are quite small and this can lead to a disproportionate impact on percentages. There is no significance perceived in the adverse impacts identified.			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N✓	No. There is no evidence that discrimination is a factor in the selection of services to be reduced or employees to be made redundant.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓	The explanations offered above are deemed sufficient not to warrant a full EIA. The impact on the individuals At Risk of redundancy is mitigated by seeking redeployment for them; by holding individual meetings with them to discuss their skills and experience, and to explain their severance package. Posts in the teams affected are “ringfenced” for At Risk employees. Other posts which become vacant during this period are looked at on a case by case basis, and those which could potentially provide a redeployment opportunity are advertised internally only to allow those At Risk to apply before any external competition is considered.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure equality of opportunity throughout the redeployment period		HR Heads of Service	
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Individuals will be individually contacted by an HR adviser to discuss possible redeployment, and to help them where necessary with CVs and other aspects of job search.		
26. Chief Officers signature.	Signature: Nikki Gibbons		Date: April 2016