

Appendix D Initial Equalities Screening Record Form

Date of Screening: 28.09.20		Directorate: Delivery		Section: Democratic and Registration Services	
1. Activity to be assessed		Overview and Scrutiny work programme			
2. What is the activity?		<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input checked="" type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?		<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening		Kirsty Hunt			
5. Who are the members of the screening team?		Kirsty Hunt and Ann Moore			
6. What is the purpose of the activity?		<p>To create a programme of review work for the Commission and Panels.</p> <p>The process of devising the work programme is based on delivering the Council's agreed objectives and monitoring performance. Councillors prioritise activities based on co-ordinating with delivery timescales and in consultation with relevant senior officers. Throughout all scrutiny activity members are reminded to consider what equality impacts there may be, and this is delivered in a way to not create barriers to wider involvement e.g. timing of review activity, length of reviews and access to information. As part of the scoping process for each review an EIA screening will be more explicitly undertaken and a full assessment undertaken if required.</p>			
7. Who is the activity designed to benefit/target?		Councillors, officers and residents of Bracknell Forest			
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.	
				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	
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.		Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	
				Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.	

9. Racial equality	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
10. Gender equality	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
11. Sexual orientation equality	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
12. Gender re-assignment	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
13. Age equality	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
14. Religion and belief equality	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
15. Pregnancy and maternity equality	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
16. Marriage and civil partnership equality	Y	N	The creation of the work programme of itself may not identify any equality impact – this would be picked up at the scoping stage of each review.	Part of the review if identify these data sources to test the hypothesis that has been proposed in the review.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	One trigger for a review to be undertaken would be where it was considered that there may be an impact on a particular group of residents and part of the objective would be investigate this.			
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?	Part of each review's objective would be to address this question.			

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?	Part of each review's objective would be to address this question.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Part of each review's objective would be to address this question.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Part of each review's objective would be to address this question.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	For the creation of the work programme the answer is no however part of each review's scoping activity would be to consider whether a full impact assessment was required.
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
Timing of delivery of review activity	Ongoing	Kirsty Hunt	Remove barriers to participation.
Accessibility of information provided	Ongoing	Kirsty Hunt	Remove barriers to participation.
24. Which service, business or work plan will these actions be included in?	Democratic and Registration Services.		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Adaptions are made dependant on need e.g. location, timing and information provided		
26. Assistant director/Head of Service's signature.	Signature:		Date: