

Initial Equalities Screening Record Form

Date of Screening: June 2016	Directorate: CYPL	Section: Education Library Service
1. Activity to be assessed	Closure of the Education Library service – impact on staff	
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 type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Jeremy Saunders – Head of Service	
5. Who are the members of the screening team?	Jeremy Saunders, Paul Young HR	
6. What is the purpose of the activity?	The staff provide services to a number of schools around Berkshire and beyond under service level agreements. All existing service level agreements will come to an end by 31 August 2016 when the service will close. The majority of staff will no longer be required after this date. There will, however, be a requirement to continue to employ two members of staff to disaggregate the stock and other assets between the partner LAs. There have been attempts to redeploy staff throughout the partner authorities with two successful appointment being made. The remaining staff are not actively seeking redeployment and no suitable alternative employment has been found.	
7. Who is the activity designed to benefit/target?		
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	Y N ✓	None of the employees has declared a disability. Non schools workforce has 3% disability
9. Racial equality	Y N ✓	All those who declared ethnicity were White British. Non schools workforce is 11.5% BME
10. Gender equality	Y N ✓	The group is 87.5% female. The non schools workforce is 71% and CYPL is 84% female.

11. Sexual orientation equality	Y	N ✓		All those who declared an orientation were heterosexual. The non schools workforce is 86.4% heterosexual.
12. Gender re-assignment	Y	N ✓		None known
13. Age equality	Y	N ✓		37.5% are in the 30-49 age band and 62.5% in the over 50 age band. The non schools workforce has 48% and 38% respectively in those bands.
14. Religion and belief equality	Y	N ✓		Of those who declared, 66.7% were Christian and 33.3% had no religion. The non schools workforce has 57% and 23.1% in those categories respectively.
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.	n/a			
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?	n/a			
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?	n/a			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N ✓		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	The group of staff have been fully consulted through this exercise and no equality issues have been identified.			

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓	
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
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 are contacted by an HR adviser to discuss possible redeployment and to help where necessary with CVs and other aspects of job search.		
26. Chief Officers signature.	Signature: CHRISTINE MCINNES		Date: June 2016

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.