

Initial Equalities Screening Record Form

Date of Screening: May 2013	Directorate: Corporate Services	Section: HR		
1. Activity to be assessed	Guidance on care and use of employees' personal information			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input 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	Pat Butler			
5. Who are the members of the screening team?	Pat Butler, Anna Whitworth			
6. What is the purpose of the activity?	To give guidance to employees on how their personal information will be kept and used by HR.			
7. Who is the activity designed to benefit/target?	All employees			
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 ✓	Information on whether the individual considers themselves to have a disability is kept primarily for monitoring purposes and where used will not identify individuals by name. Any additional information about the nature of the disability will be kept confidential and used primarily to make necessary adaptations to work and processes.	Annual monitoring data on workforce is available on the Council website.
9. Racial equality	Y	N ✓	Information on ethnic origin is kept for monitoring purposes and will not identify the individual by name.	Annual monitoring data on workforce is available on the Council website.

10. Gender equality	Y	N ✓	Information on gender is collected for monitoring purposes.	Annual monitoring data on workforce is available on the Council website.
11. Sexual orientation equality	Y	N ✓	Information on sexual orientation is collected for monitoring purposes and will not identify individuals.	Annual monitoring data on workforce is available on the Council website.
12. Gender re-assignment	Y	N ✓	Information is not collected on those who are undergoing or have undergone gender reassignment – this is not required by law for monitoring purposes. Should we become aware of this information in the course of the employment the information would be treated as confidentially as possible.	No monitoring data is recorded.
13. Age equality	Y	N ✓	Statistical information is prepared on the age of the workforce. The individual's date of birth may, however, be required for a number of internal processes including for example pensions processing.	Annual monitoring data on workforce is available on the Council website.
14. Religion and belief equality	Y	N ✓	Information is collected for monitoring purposes and will not identify individuals.	Annual monitoring data on workforce is available on the Council website.
15. Pregnancy and maternity equality	Y	N ✓	No separate record is kept to identify when an employee becomes a parent, except eg as necessary to process maternity pay and leave and in relation to any family-related benefits or rights. Monitoring is not required by law.	No monitoring data is recorded.
16. Marriage and civil partnership equality	Y	N ✓	No separate record is kept on marital or partnership status except eg for purposes of pensions/benefits. The individual will identify if they wish to be addressed as Mrs, Miss, Ms etc. Monitoring is not required by law.	No monitoring data is recorded.
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	Even if not legally protected, data on the personal circumstances of an employee are kept confidential and not discussed/revealed except where strictly necessary.			

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?	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✓	Our practice is compliant with Data Protection Act legislation, Freedom of Information Act legislation, the Council's internal procedures on Information Security, and our obligations to publish some data on senior employees on our website. Where we are obliged to reveal information for the purposes indicated in the policy, we would protectively mark internal communications to make sure people realised it was confidential, and use secure communications to send to any outside organisation (in accordance with the security policy.)
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
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?	There is no legal obligation to publish a separate statement about how we handle employees' personal data but these guidelines are available to help allay employees' concerns about the employee information they are required to provide. For many of the protected characteristics the employee has the option to		

	decide not to declare – giving these assurances may help employees to feel they can entrust us with their information, thus giving us a more complete picture of the workforce composition. Where there is no legal requirement to monitor and the information is held to be particularly sensitive, eg with gender reassignment, the organisation has not asked its employees to reveal this data.
26. Chief Officers signature.	T Madden