

Initial Equalities Screening Record Form

Date of Screening: August 2013	Directorate: Corporate Services	Section: HR	
1. Activity to be assessed	Fair Treatment Policy		
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input 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?	Policy states the Council's position on fair treatment in the workplace, describes various options open to those who may feel they have been treated unfairly, including links into the formal disciplinary/grievance procedures. Promotes a fair workplace.		
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 <input checked="" type="checkbox"/>	N <input type="checkbox"/>	There is a potential for unfair treatment based on an individual's protected characteristics, or combinations of those characteristics, or the perception of characteristics – as well as on grounds for which there is no specific legal protection. This policy aims to make a positive difference in that it makes it clear that unfair treatment in the workplace is unacceptable and suggests ways to get support, help and resolution. These comments apply to all the characteristics listed below.
			Not all aspects of perceived unfair treatment are dealt with formally, so data is difficult to come by, although in our annual workforce monitoring report the formal grievances and disciplinaries are reported not only in terms of the individuals involved but on whether discrimination has been alleged. Our Counselling Service cannot divulge details of Individual confidential cases, but have a remit to let the Council know if there are any worrying trends – and no such intelligence has been received. Staff surveys can also indicate the prevalence of staff experiencing unfair treatment.

9. Racial equality	Y ✓	N		
10. Gender equality	Y ✓	N		
11. Sexual orientation equality	Y ✓	N		
12. Gender re-assignment	Y ✓	N		
13. Age equality	Y ✓	N		
14. Religion and belief equality	Y ✓	N		
15. Pregnancy and maternity equality	Y ✓	N		
16. Marriage and civil partnership equality	Y ✓	N		
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.	Any and all groups could perceive themselves as unfairly treated and consult this policy to find a way to deal with the situation. The staff survey 2011 and its follow up study in 2012 found that where people felt they had been treated unfairly, there was no clearly identifiable link to suggest discrimination was widespread but if a person felt unfairly treated and they had a characteristic which distinguished them from others, they would often relate the treatment to that difference – of the non protected characteristics mentioned, two specific ones were people with shorter length of service and people who had been absent due to sickness.			
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 policy aims to have a positive impact.			
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?				

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N✓	Having a policy and applying it makes it LESS likely that unlawful discrimination would take place/not be dealt with.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	There will continue to be questions about fair treatment in successive Staff Surveys.		
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
Actions agreed to communicate fair treatment issues/solutions	2013/14	As per action plan	Messages issued to staff. Monitor via staff survey outcomes.
24. Which service, business or work plan will these actions be included in?	Equalities group action plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Provision of support mechanisms eg counselling service; promotion of principles of fair treatment via a wide range of training courses; monitoring of formal allegations of discrimination.		
26. Chief Officers signature.	T Madden		