

Initial Equalities Screening Record Form

Date of Screening: August 2013	Directorate: Corporate Services	Section: HR
1. Activity to be assessed	Time off for Public Duties/Jury Service	
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?	To inform employees who perform public duties as to what time off, paid or unpaid, can be provided; to inform employees on jury service about the process and pay implications	
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 ✓
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.	As the time off is being allowed to support a range of duties within the community (eg to act as school governors) there is a positive impact on the community and links between employees and the community may be strengthened.			
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?				
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✓		
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
<p>24. Which service, business or work plan will these actions be included in?</p>			
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>			
<p>26. Chief Officers signature.</p>	T Madden		