

## Equalities Screening Record Form

<b>Date of Screening:</b> September 2012	<b>Directorate:</b> Corporate Services	<b>Section:</b> HR
<b>1. Activity to be assessed</b>	Telephone allowance to be removed from existing recipients as part of a review and extension of flexible working.	
<b>2. What is the activity?</b>	<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	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Pat Butler	
<b>5. Who are the members of the EIA team?</b>	Pat Butler, Sandie Gill	
<b>6. What is the purpose of the activity?</b>	To ensure that a historical allowance of £108 per annum which is no longer granted to new staff is removed from those where there is no justification for its continuing; to seek equality of treatment for all in this respect. The allowance was originally intended to partly compensate those who required a landline to communicate with the office or who used their broadband to work at home.	
<b>7. Who is the activity designed to benefit/target?</b>		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> 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.
		<b>What evidence do you have to support this?</b> 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
<b>8. Disability Equality</b>	Y	N <input checked="" type="checkbox"/>
		No disabled employee will have to work any differently as a result of removing the allowance. No comment was received relating to disability and disabled staff are not disproportionately affected.
<b>9. Racial equality</b>	Y	N <input checked="" type="checkbox"/>
		No BME employee will have to work any differently as a result of removing the allowance. No comment was received relating to ethnic background and BME staff are not disproportionately affected.
		Comments from staff who currently receive allowance.
		Comments from staff who currently receive allowance.

<b>10. Gender equality</b>	Y	N <input checked="" type="checkbox"/>	45 of the recipients were women, representing 43% of the total. This is lower than the percentage of women in the workforce in total and tends to suggest men were more likely to receive this allowance than women – removing it dispenses with this inequality. No employee will have to work any differently as a result of removing the allowance. No comment was received relating to gender.	Comments from staff who currently receive allowance.
<b>11. Sexual orientation equality</b>	Y	N <input checked="" type="checkbox"/>	No employee will have to work any differently as a result of removing the allowance. No comment was received relating to sexual orientation and staff are not disproportionately affected according to their orientation.	Comments from staff who currently receive allowance.
<b>12. Gender re-assignment</b>	Y	N <input checked="" type="checkbox"/>	No employee will have to work any differently as a result of removing the allowance. No comment was received relating to gender reassignment.	Comments from staff who currently receive allowance.
<b>13. Age equality</b>	Y	N <input checked="" type="checkbox"/>	As this is a longstanding allowance, those who were in receipt of it tend to be longer serving employees and often therefore older employees. However no employee will have to work any differently as a result of removing the allowance and no comment was received relating to age.	Comments from staff who currently receive allowance.
<b>14. Religion and belief equality</b>	Y	N <input checked="" type="checkbox"/>	No employee will have to work any differently as a result of removing the allowance. No comment was received relating to religion or belief.	Comments from staff who currently receive allowance.

15. Pregnancy and maternity equality	Y	N <input checked="" type="checkbox"/>	No pregnant employee/employee on maternity leave will have to work any differently as a result of removing the allowance. No comment was received relating to pregnancy or maternity.	Comments from staff who currently receive allowance.
16. Marriage and civil partnership equality	Y	N <input checked="" type="checkbox"/>	No impact.	Comments from staff who currently receive allowance.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.	Those who are able and willing to work at home can still do so, but none of the affected staff are obliged to work from home during the normal working day. Directorates are being encouraged to examine the position of those who need to work outside normal hours, as they do not have the option of going into an office, but the allowance is sufficiently small that its removal will not have significant adverse impact on any group. The lowest paid employees, for whom removal of the allowance would be more significant, tend not to be in receipt of the allowance.			
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 <input checked="" type="checkbox"/>		
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 <input checked="" type="checkbox"/>		
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?				
Action	Timescale	Person Responsible	Milestone/Success Criteria	

<b>24. Which service, business or work plan will these actions be included in?</b>	Changes implemented by HR after decisions made by CMT/ Working Group. Part of the review of flexible working practices in the CS - HR plan.		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>			
<b>26. Chief Officers signature.</b>	Signature:	T MADDEN	Date: 2 Oct 2012