

Initial Equalities Screening Record Form

Date of Screening: July 2013	Directorate: Corporate Services	Section: HR			
1. Activity to be assessed	Stress at work 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, Sharon Willis				
6. What is the purpose of the activity?	Guidance for managers and employees on recognising and dealing with stress in the workplace				
7. Who is the activity designed to benefit/target?	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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y ✓</td> <td style="width: 50%; text-align: center;">N</td> </tr> </table>	Y ✓	N	In extreme cases stress can be a form of mental illness/disability – in such cases Occupational Health Services will be consulted. Stress may also worsen some physical conditions. Individuals who are ill may feel under pressure to return to work, which will in itself be stressful. OH advises on fitness to return.	
Y ✓	N				
9. Racial equality	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y</td> <td style="width: 50%; text-align: center;">N ✓</td> </tr> </table>	Y	N ✓	There is no reason to anticipate greater stress unless due to discrimination (Fair treatment policy refers – but counselling still available).	
Y	N ✓				

10. Gender equality	Y ✓	N	Social norms may make it more difficult for men to admit to being under stress than it is for women. The policy applies to both genders and is not judgemental about the reasons for stress or the appearance of stress – it is only concerned with doing what it can to assist the employee and protect the service provision. The Counselling service is confidential and we receive no indication of who has accessed the service, so any man who felt reticent about admitting to stress would be able to get assistance in complete confidence.	Absence due to stress/depression accounted for 11% of absences in 2012/13 – but the gender breakdown of those affected is proportional to the gender split of the organisation, so there is no indication that either sex is disproportionately affected, despite the cultural norms about admitting to problems.
11. Sexual orientation equality	Y	N ✓	No reason that stress should be greater for this group in the workplace unless they were experiencing discrimination. (Fair treatment policy refers – but counselling still available)	
12. Gender re-assignment	Y ✓	N	The process of reassignment is quite stressful as is the reaction of others to it or the anticipation of their reaction. Counselling is available and anonymous.	
13. Age equality	Y	N ✓	Every age band has its own typical stressors, it is not the sole concern of the young, middle-aged or older people – whatever the cause, the policy holds true.	
14. Religion and belief equality	Y	N ✓	No reason to suppose religion or belief would be a cause of stress unless the person is experiencing discrimination.	
15. Pregnancy and maternity equality	Y ✓	N	Learning to adjust work life balance to having young children has its own stresses. Managers can use the advice in this policy to respond.	
16. Marriage and civil partnership equality	Y	N ✓	No reason to assume the marital status has an effect on stress in the workplace per se – an upcoming wedding or divorce will be stressful but so would the breakup of a non-married couple, or moving house.	

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 may experience stress.		
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 seeks to give a framework for dealing with stress so that managers do not fail to address it/talk about it. It may be particularly appropriate if the stress is linked to a protected characteristic but is open to all employees.		
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✓	Addressing stress according to the policy should in fact make it less likely that the Council would be deemed to have behaved unlawfully or unreasonably.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Stress is already measured via sickness absence statistics and the outcomes of the staff survey		
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?	There are continual efforts to educate about stress, and raise awareness, but it is not planned that these should be directed towards particular protected characteristics at this time.		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Provision of Occupational Health and Counselling Services, training available on stress related issues, promotion of stress awareness at management events. We also refer employees to OH and/or counselling for assistance regardless of whether absences have occurred, partly as a preventative step.		

26. Chief Officers signature.

T Madden