

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> June 2013	<b>Directorate: Corporate Services</b>	<b>Section: HR</b>		
<b>1. Activity to be assessed</b>	Substance misuse policy			
<b>2. What is the activity?</b>	<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			
<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 screening team?</b>	Pat Butler, Anna Whitworth			
<b>6. What is the purpose of the activity?</b>	The purpose of the activity is to describe the authority's approach to employees whose performance is impaired by the misuse of substances or who may have a problem with substance misuse; provide guidance for managers about dealing sensitively with such problems within their teams. The objective is to balance support for the employee with a concern for health and safety in the workplace and the proper provision of Council services			
<b>7. Who is the activity designed to benefit/target?</b>	Employees			
<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>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; text-align: center;">Y</td> <td style="width: 50%; text-align: center;">N ✓</td> </tr> </table>	Y	N ✓	It is important that the policy stresses the need to speak with the employee as otherwise some of the signs of a disability or effects of prescription medication could be mistaken for substance abuse – eg slurred speech, shaking hands, unsteadiness. The policy points out that observing these symptoms does not in itself prove substance misuse as they could be down to a physical or mental health condition.
Y	N ✓			
		No record is made if the individual seeks, or is referred for help. Therefore no hard data is available.		

<b>9. Racial equality</b>	Y	N ✓	There may be different cultural attitudes towards drugs and alcohol in different cultures but the need to preserve service delivery and protect the Council's reputation while offering help to the Individual will remain irrespective of ethnicity.	
<b>10. Gender equality</b>	Y	N ✓	Different attitudes prevail towards men and women in terms of acceptable drug and alcohol use, but this should not affect a policy which concentrates on effects in the workplace and the need to offer help, irrespective of society's views of what is appropriate for males and females. The policy makes no moral judgements.	
<b>11. Sexual orientation equality</b>	Y	N ✓	Neutral, no impact is anticipated at this time.	
<b>12. Gender re-assignment</b>	Y	N ✓	Neutral, no impact is anticipated at this time.	
<b>13. Age equality</b>	Y	N ✓	Society views young drinkers and older drinkers differently and also stereotypes some kinds of drug use as a younger person's problem. Again, the stereotypes should not affect operation of this policy which looks at what the operation needs and what helps the person, not moral judgements about what is and is not acceptable.	
<b>14. Religion and belief equality</b>	Y	N ✓	Some religions or beliefs will have different views about the acceptability of drugs and alcohol but this should not affect the policy which centres on the effect in the workplace. The rights and wrongs of substance use are not the proper concern of the employer.	
<b>15. Pregnancy and maternity equality</b>	Y	N ✓	Value judgements about whether pregnant women or young parents should smoke, drink or do drugs are not applicable to this policy, which centres only on the effect in the workplace and on offering help where it is wanted. No manager should try to force their suggestions about appropriateness of using	

			substances on a pregnant employee, as the matter is their choice unless it affects the workplace or the employee seeks the employer's help.	
<b>16. Marriage and civil partnership equality</b>	Y	N ✓	Neutral impact. If the partner of an employee with a substance abuse problem is affecting the employee, the manager would deal sympathetically with the employee but could not offer assistance to the partner.	
<b>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.</b>	N/a			
<b>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?</b>	N/a			
<b>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?</b>	N/a			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	Y	N ✓		
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	N/a			
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	Y	N ✓		
<b>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.</b>				
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>	

<b>24. Which service, business or work plan will these actions be included in?</b>			
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	Occupational health and Harmony Counselling can both be part of the assistance offered.		
<b>26. Chief Officers signature.</b>	T Madden		