Equality Impact Assessment Record

Date of EIA February 2010

Directorate Corporate Services

			Step
Initial Screening Record			1/2
Activity to be assessed	**Protocol for the Management of Organisational Change**		
What is the activity?	☑ Policy/strategy ☐ Function/procedure ☐ Project ☐ Review ☐ Service ☐ Organisational change		
Is it a new or existing activity?	☐ New ☑ Existing		
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	**The purpose of the activity is to: Clearly define expected the process when changes to staffing levels are required.** **The activity is designed for: All employees**		
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Corporate Services: Human Resources		
Did Step 1: Initial Screening indicate that a full EIA was necessary?	☐ Yes – full EIA completed and recorded below. ☑ No – full EIA not completed therefore record ends here.		
Full EIA Record			
Who are the members of the EIA team?	Overwrite with names of individuals, section or team		
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)	Overwrite with the data, information or research that was used in the EIA		3/4
With regard to the equalities themes, which groups might be **impacted** by the activity? Might any of these groups be impacted **adversely**?	**Groups Impacted**	**Groups impacted adversely**	4
	☐ Race and ethnicity ☐ Disability ☐ Gender ☐ Age ☐ Sexual Orientation ☐ Religion or belief	☐ Race and ethnicity ☐ Disability ☐ Gender ☐ Age ☐ Sexual Orientation ☐ Religion or belief	
What evidence is there to suggest an impact/adverse impact?			
On what grounds can impact or adverse impact be justified?			
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?			
What changes will you make to the activity reduce or remove any differential/adverse impact?	List the actions that you have planned as a result of the EIA.		5
Into which action plan/s will these actions be incorporated?			

Who is responsible for the action plan?		
Have any examples of good practise been identified as part of the EIA?		
Has the EIA been published on the Council website?	Yes / No	**6**
Who is the relevant Chief Officer and have they signed off the EIA?	Name Signature……..	
Which PMR will this EIA be reported in?	Note the service department and relevant quarter/date of PMR	