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Employment Equality Impact Assessment Screening Form

PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM

1. Summary Information	
Name of policy / project/ service reform?	Community Payback Services – Service Reform
Project duration	Ongoing
What is the aim or purpose of the policy, strategy or service reform?	Implement a revised operating model to achieve savings within the service to align to the annual budget funded by CJSWS. This will lead to a reduction in 9 posts within the current structure, to be achieved through the Council's workforce planning and resourcing arrangements.
Which employees may be affected?	1 x Senior Community Payback Officer; 1 x Wood Operations Training Coordinator; 4 x Community Payback Officer (Monday – Friday); 2 x Community Payback Officer (Monday – Thursday); 1 x Community Payback Officer (Tuesday – Friday) and 1 x Community Payback Officer (Sunday only). The reduction will be achieved on a voluntary basis initially, through voluntary severance and voluntary changes to shift patterns. If this process does not achieve the reduction required, then the Council's Redeployment arrangements will apply.
Who is responsible developing this policy, strategy or service reform?	Operations Manager

2. Does this proposed change have a potential impact on employees?			
	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?	X		
b) Involve a change of departmental or service structure?		X	The service reform will result in the deletion of posts which will change the staffing structure of the service
c) Involve a reduction or increase in workforce?		X	To meet budget requirements, it will lead to the reduction of 9 posts
d) Change employees' terms and conditions	X		
e) Change employees' working hours?		X	Some employee's may need to change their working hours/pattern to achieve service reform
f) Change employees' work location?	X		
g) Change aspect of employees' physical work environment?	X		
h) Introduces new or amends existing working practices for employees?	X		

3. Equality Act 2010 Screening Questions		
Question	Protected Characteristic	Potential Impact

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		Positive	Negative	Neutral/Unknown
<p>a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?</p> <p>Please provide summary explanation(s) in the appropriate column(s).</p>	Employees of different ages	Early Retirement and Flexible Retirement will benefit older employees due to pension regulations.		
	Employees with a disability			No impact - All employee's will be included in the service reform regardless of any protected characteristic
	Employees who intend, plan to undergo or are undergoing or have undergone gender reassignment			No impact - All employee's will be included in the service reform regardless of any protected characteristic
	Employees who are pregnant or subject to maternity arrangements			No impact - All employee's will be included in the service reform regardless of any protected characteristic
	Employees belonging to race, cultural and ethnic groups			No impact - All employee's will be included in the service reform regardless of any protected characteristic
	Employees who have a religion or belief, or who do not			No impact - All employee's will be included in the service reform regardless of any protected characteristic
	Female and Male employees			No impact - All employee's will be included in the service reform regardless of any protected characteristic
	Employees who are gay, lesbian, bisexual, heterosexual			No impact - All employee's will be included in the service reform regardless of any protected characteristic

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	Employees with caring responsibilities			No impact - All employee's will be included in the service reform regardless of any protected characteristic
	Full Time Employees			No impact - All employee's will be included in the service reform regardless of any full-time / part-time status
	Part Time Employees			No impact - All employee's will be included in the service reform regardless of any full-time / part-time status
Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
<p>b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	Employees of different ages	Early Retirement and Flexible Retirement will benefit older employees due to pension regulations.		
	Employees with a disability	No impact - All employee's will be included in the service reform regardless of any protected characteristic		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	No impact - All employee's will be included in the service reform regardless of any protected characteristic		
	Employees who are pregnant or subject to maternity arrangements	No impact - All employee's will be included in the service reform regardless of any protected characteristic		
	Employees belonging to race, cultural and ethnic groups	No impact - All employee's will be included in the service reform regardless of any protected characteristic		
	Employees who have a religion or belief, or who do not	No impact - All employee's will be included in the service reform		

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		regardless of any protected characteristic	
	Female and Male employees	No impact - All employee's will be included in the service reform regardless of any protected characteristic	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact - All employee's will be included in the service reform regardless of any protected characteristic	
	Employees with caring responsibilities	No impact - All employee's will be included in the service reform regardless of any protected characteristic	
	Full Time Employees	No impact - All employee's will be included in the service reform regardless of any full-time / part-time status	
	Part Time Employees	No impact - All employee's will be included in the service reform regardless of any full-time / part-time status	
Question	Three needs of Equality Act 2010	Summary explanation	
c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.	Eliminate unlawful discrimination, harassment and victimisation.	The service reform will apply equally to all staff, therefore there is no scope for unlawful discrimination, harassment or victimisation.	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	The service reform will apply equally to all staff, regardless of any protected characteristic.	
	Foster good relations between people who share a protected	The service reform will apply equally to all staff, regardless of any protected characteristic.	



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	characteristic and those who don't.	
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4. Conclusion			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision? Please provide a brief statement explaining why you have made this decision.		X	No requirement to proceed to a full EEqIA as screening did not identify any potential adverse impact in line with the Equality Act 2010.
<ul style="list-style-type: none"> If you are proceeding to a full EEqIA please refer to the template EEqIA. If you are not proceeding to a full EEqIA please answer the questions below: 			
b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.		No.	
c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening? If yes, please provide a brief statement opposite.		No.	
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?			All staff will be involved in the service reform, therefore it is not deemed necessary to add Equality to the implementation of this service reform.
5. Screening Sign off			
I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:			



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Signature of HR Manager: *Paul McGaulley, Human Resources Manager*

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO CORPORATE HR EQUALITY & DIVERSITY

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