

**EQUALITY IMPACT ASSESSMENT (EIA)
SCREENING FORM**

1. Introduction to the EIA process

A successful EIA will look at 5 key areas:

- **Identify the Financial Option to be assessed** – a clear definition of the service reform and its aims;
- **Screening** - Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups);
- **Prioritising Impact** – reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level,
- **Action Planning**– develop an action plan to make changes where a negative impact has been assessed
- **Measuring outcomes** – stating how you will monitor and evaluate the financial option to ensure that you are achieving the expected outcomes for all groups.

2. Name of the Financial Option:

Facilities Management – Budget Review 2013/14 and 2014/15

3. List main activities of the Financial Option:

4. Who will be the main beneficiaries of the Financial Option:

5. Name of officer completing Financial Option screening

_____ DATE _____

6. Screening Verified by

_____ DATE _____

EVIDENCE/ENGAGEMENT

The best approach to find out if the financial option is likely to impact negatively or positively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. This will provide you with what do you need to know that will provide you with evidence of the needs of the diverse population and their needs.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to; Gender, BME, Disabled people, LGBT, older people, children & young people or faith & belief.	Do you intend to set up your own consultation? If so, please list the main issues that come from this consultation.
Master Data Report for all Cordia staff who may be potentially affected by the proposals	Report captures data on age, gender, disability and ethnicity.	No

DIFFERENTIAL IMPACT

Use the table below to tick where you think the financial option has either a negative impact (could disadvantage them) or a positive impact (contributes to promoting equality or improving relations within a equality group), based on the evidence you have collated

There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts.

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
GENDER	Women			✓	Affected staff group is made up of (Janitor/Cleaners and Janitors) 27% female, 73% male, (Day Cleaners) 98% female, 2% male, therefore proposals may affect one gender more than another dependant on the impact within the specific area of the business.
	Men			✓	
RACE	White			✓	Affected staff group is made up of (Janitor/Cleaners and Janitors) 99% White/British, (Day Cleaners) 98% White/British, therefore proposals are likely to affect White individuals.
	Asian				No Asian individuals identified within affected group, although (Janitor/Cleaners and Janitors) 1% have not disclosed their ethnicity White/British, (Day Cleaners) 2% have not disclosed their ethnicity. Proposals are unlikely to affect Asian individuals.
	African/Caribbean				No African/Caribbean individuals identified within affected group, although (Janitor/Cleaners and Janitors) 1% have not disclosed their ethnicity, (Day Cleaners) 2% have not disclosed their ethnicity. Proposals are unlikely to affect African/Caribbean individuals.
	Other ethnic group				No 'other ethnic group' individuals identified within affected group, although (Janitor/Cleaners and Janitors) 1% have not disclosed their ethnicity, (Day Cleaners) 2% have not disclosed their ethnicity. Proposals

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
					are unlikely to affect 'other ethnic group' individuals.
	Mixed or multiple ethnic group				No 'mixed or multiple ethnic group' individuals identified within affected group, although (Janitor/Cleaners and Janitors) 1% have not disclosed their ethnicity, (Day Cleaners) 2% have not disclosed their ethnicity. Proposals are unlikely to affect 'mixed or multiple ethnic group' individuals.
DISABILITY	Physical disability			✓	Affected staff group is made up of (Janitor/Cleaners and Janitors) 2% disabled, (Day Cleaners) 2% disabled, therefore proposals are unlikely to strongly affect disabled people. Cordia do not currently hold records on types of disability as detailed left. Voluntary severance should be available to all affected staff equally. Disabled people may also find it more difficult to find alternative employment if they choose to take a severance package.
	Sensory Impairment (sight, hearing,)				
	Learning Disability				
	Mental Health Issues				
LGBT	Lesbians, Gay Men, Bisexual, Transgender				Cordia do not currently hold records on sexual orientation. No individuals within the affected staff group have declared to Cordia they consider themselves to be Transgender. There are no negative impacts based on sexual orientation or transgender individuals.
AGE	Older People			✓	Affected staff group is made up of (Janitor/Cleaners and Janitors) 64% over age 50, (Day Cleaners) 76% over age 50, therefore proposals may affect 'older people'. Cordia's voluntary severance and severance retirement packages differ between individuals under 50 and those over 50 – voluntary severance should be available to all affected staff equally. Older people may also find it more difficult to find alternative employment if they choose to take a

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
					severance package.
	Younger People			✓	Affected staff group is made up of (Janitor/Cleaners and Janitors) 36% under age 50, (Day Cleaners) 24% under age 50, therefore proposals may also affect 'younger people'. Cordia's voluntary severance and severance retirement packages differ between individuals under 50 and those over 50 – voluntary severance should be available to all affected staff equally.
	Children				There will be no impact on children.
RELIGION & BELIEF	Input *				Cordia do not currently hold records on or belief. There are no negative impacts based on religion or belief.
Other (e.g pregnancy/maternity, caring responsibilities)					On average (based on last 12 months), (Janitor/Cleaners and Janitors) 0%, (Day Cleaners) 0.8% of the affected staff group have been on maternity leave. Therefore, proposals could affect this staff group.

Continue to answer or tick the following questions where the initial screening (above) indicated that there may be a negative impact on certain equality groups. ** Equality Legislation listed a back of this document.

IMPACT	YES	NO
HIGH		
There is substantial evidence and/or concern that people from different groups or communities are (or could be) differently affected by the financial option.		✓
MEDIUM		
There is some evidence and/or some concern that people from different groups or communities are (or could be) differently affected		✓
LOW		
There is little or no evidence that some people from different groups or communities are (or could be) differently affected.	✓	
Does the negative impact breach any of the equality legislation? **		✓
	Immediately	Within next 6 months
The negative impact requires action to be taken	N/A	<ul style="list-style-type: none"> ● Voluntary severance will be based on business/operational requirements and will be open to all potentially affected staff to ensure fairness and equality of opportunity to all.

TAKING ACTION

FINANCIAL OPTION SCREENING ACTION PLAN

Financial Option Name	Issues	Action Required	Lead Officer	Timescale	Completed/date of review
	Could you remove the negative impact from the project, policy or strategy?	<ul style="list-style-type: none"> ● Voluntary severance will be based on business/operational requirements and should be open to all potentially affected staff to ensure fairness and equality of opportunity to all. ● Alternative employment options where available will be offered to potentially affected staff for consideration (including Cordia Resourcing). ● Voluntary sacrifice in hours/grade/paid weeks will be available will be offered to potentially affected staff for consideration. ● Further discussions based on interest levels in options outlined above may necessitate consideration of a payment in terms of a major shift in working patterns. 			
	Could you change the project, policy or strategy to have a positive impact?	Although there will be potentially some negative impacts towards individuals as a result of this proposal, the proposal will enable the modernisation of a service to create an outward-looking approach to meet customer needs.			
	If you can do neither of the above, please recommend the next steps to be taken.				

MEASURING OUTCOMES

The equality impact assessment screening is not an end in itself but the start of a continuous monitoring and review process. It is our responsibility to identify any current, new or developing issues raised by the community.

Legislation

The UK Government's Equality Act 2010 replaces the existing equality legislation and brings anti-discrimination laws together in a single Act. It simplifies the law and removes inconsistencies making it easier for people to understand and comply with it. The Equality Act protects people on the basis of protected characteristics specified in the Act. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A key measure within the Act is the Public Sector **Equality Duty** which came into force on 5 April 2011. This Duty requires public bodies to be proactive in tackling discrimination by eliminating discrimination, pro-actively promoting equality of opportunity and by fostering good relations between those who share a protected characteristic and those who do not. The intention is to prevent discrimination by bringing equality into the mainstream and taking the Equality Duty into consideration before, during and while making a decision on the development of policy options

The Equality Duty is supported by the **specific duties** set out by Scottish Ministers to apply to some public authorities including local authorities. The specific duties require public bodies to publish information to show their compliance with the Equality Duty.

One of the specific duties relates to Equality Impact Assessment. Public Authorities in Scotland are required to carry out impact assessments of any proposed new or revised policy or practice. "Policy" is used as shorthand for a range of different types of functions including strategies, plans, services or proposals as well as provisions, criteria and practices. For example, setting budgets, developing high-level strategies, changing organisational practices such as internal restructuring or proposals for any of the above.

Impact assessments should be based on relevant evidence and the results should be published,