

# Equality Impact Assessment Form

Please ensure that you refer to the **'Equality Impact Assessment Guidance'** while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team

<b>Details</b>	
Name of responsible officer: Lisa Jones	
Group/Directorate: Customer Services	
Service Area:	Human Resources

**Q1(a) WHAT ARE YOU ASSESSING FOR IMPACT ?**

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal	Information/ Position statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**(b) Please name and describe below**

The issuing of a Section 188 to trade unions to start consultation on budget deficit.

**(c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?  
If so, please identify what and how?**

No specific changes are yet identified, but will include all green book employees.

**(d) Does the initiative directly affect service users, employees or the wider community?**

- Yes** ..... Continue assessment  
 **No** ..... No need to continue screening or carry out an EQIA

**Relevance Test: Is an equality impact assessment required?**

What will be the effect on :-

Protected Characteristic	Impact?
Gender	At this stage there are no proposals to assess. Once proposals are identified, assessments will be undertaken.
Disability	At this stage there are no proposals to assess. Once proposals are identified, assessments will be undertaken.
Ethnicity	At this stage there are no proposals to assess. Once proposals are identified, assessments will be undertaken.
Religion	At this stage there are no proposals to assess. Once proposals are identified, assessments will be undertaken.
Age	At this stage there are no proposals to assess. Once proposals are identified, assessments will be undertaken.
Sexual Orientation	At this stage there are no proposals to assess. Once proposals are identified, assessments will be undertaken.

**If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).**

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Are you happy that you have sufficient evidence to justify your decision?

Yes ..... No .....

Signed ..... Date .....

**N.B. If the information above, has identified a disproportionate/ negative/ adverse impact on any protected group then you MUST proceed to full assessment below**

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## **Full assessment**

In terms of any disproportionate / negative / adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

### **Evidence Sources**

- (i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.
- (ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

**Decision Log** – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made)

<b>5a</b>	<b>Date of Next Review:</b>
<b>5b</b>	<b>If review is not required, explain why.</b>

<b>6a</b>	<b>Approved by:</b>
<b>6b</b>	<b>Approval date:</b>