

EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Policy Development Framework
Lead Department & other departments/ partners involved:	People & Technology
Responsible Officer	Darren Paterson
Impact Assessment Team	Darren Paterson; Ric Rea
Is this a new or existing PFD?	New
Start date of EIA: 02/02/2017	End date of EIA: 02/02/2017
Who are the main target groups/ Who will be affected by the PFD ?	All Council employees (insofar as policies/schemes developed in line with the Framework)
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail	Yes. The Framework ensures that all policies/schemes are subject to Equality Impact Assessment in support of the General duty
Yes:	If yes, complete all sections, 2-8
	If no, complete only sections 1 and 8
	If don't know, complete sections 2 & 3 to help assess relevance

Section 2: Evidence

Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.

Available evidence:

Consultation/ Involvement with community, including individuals or groups or staff as relevant	
Research and relevant information	
Officer knowledge	By embedding Equality Impact Assessment within the process by which policies/schemes are developed, implemented and evaluated, this will ensure that we meet the General Duty
Equality Monitoring information – including service and employee monitoring	
Feedback from service users, partner or other organisation as relevant	
Other	

Are there any gaps in evidence? Please indicate how these will be addressed

Gaps identified	
Measure to address these	

Note: Link to Section 6 below Action Plan to address any gaps in evidence

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
The Framework has been consulted upon via the Employee Liaison Group	17/02/2017	n/a	Cross cutting

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race	By embedding Equality Impact Assessment within the process by which policies/schemes are developed, implemented and evaluated, this will ensure that we meet the General Duty		
Sex	See above		
Gender Re-assignment	See above		
Disability	See above		
Age	See above		
Religion/ Belief	See above		
Sexual Orientation	See above		
Civil Partnership/ Marriage; this PC is not listed as relevant for Specific Duties; however under the General Duty we are required to eliminate any discrimination for this PC.	See above		

Note: Link to Section 6 below Action Plan in terms of addressing impacts

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	No major change. The Framework will support meeting the Council's Equality Statement and the General Duty under the Equality Act
2. Continue the PFD	
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons:

Note: Link to Section 6 below Action Plan

Section 6: Action Plan describe action which will be taken following the assessment in order to; reduce or remove any negative impacts, promote any positive impacts, or gather further information or evidence or further consultation

Action	Responsible person	Intended outcome	Date	Protected Characteristic
<p>The Framework itself will be subject to ongoing monitoring to ensure that it remains fit for purpose and is implemented fairly and consistently.</p> <p>Similarly all policies/schemes developed in line with the policy will be subject to equality impact assessment through the key steps of development, implementation and evaluation.</p>	Darren Paterson	<p>Ensure best practice</p> <p>Contribute to continuous improvement</p> <p>Ensure legal Compliance</p>	Yearly	Disability
See above	See above	See above	See above	Gender
See above	See above	See above	See above	Gender Reassignment
See above	See above	See above	See above	Race
See above	See above	See above	See above	Age
See above	See above	See above	See above	Religion/ Belief
See above	See above	See above	See above	Sexual Orientation
See above	See above	See above	See above	Civil Partnership/ Marriage
See above	See above	See above	See above	Pregnancy/ Maternity
Ensure that all relevant officers have attend EIA training	Darren Paterson	See above	As required	Cross cutting
<p>Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD</p>				
<p>No</p>				

Section 6a: Procurement Actions, Record of Equality issues for Procurement.

Complete this section if there is any procurement involved in this Policy which may require action to eliminate discrimination, advancing equality or fostering good relations: **If there is no procurement involved go straight to section 7.**

Confirm that you have read the WDC guidance on equality and procurement if relevant. Y/N

Question	Measure	Specification
What attitudes / skills should staff have to meet needs of the range of people from equality groups		
What measures are required to ensure that the supplies, services or works are accessible for to people from equality groups (this includes physical access and access to information/ communication)		
What arrangements are required to ensure that the supplies, services or works respond to particular religious or cultural requirements?		
What arrangements are required to ensure that the supplies, services or works meet the needs of equality groups		

Any other equality issues that should be taken into account in the contract specification:

Section 7: Monitoring and review		
Please detail the arrangements for review and monitoring of the policy		
How will the PFD be monitored? What equalities monitoring will be put in place?	It will be monitored via the ELG, with resulting policies/schemes developed in line with the Framework subject to monitoring (including equalities) as set out within the document.	
When will the PFD be reviewed?	As required	
Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC Equality and Diversity guidance on procurement	No	
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Darren Paterson	Date: 02/02/2017
EIA Trained Officer:	Signature: Ric Rea	Date: 02/02/2017