

EQUALITY IMPACT ASSESSMENTS

2009

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	D McGregor P McGrellis	Date of Initial Screening	6/2/09	Contact Officer	D McGregor
Policy or Function to be Assessed	Budget Review 2009/10 – 2010/11		Is this a new or existing function or policy?	Existing	
1. Describe the aim, objective or purpose of the function or policy.	To ensure appropriate allocation of Council funds to meet service delivery requirements based on the availability of resources and revenue.				
2. Are there any associated objectives of the function or policy? If so what are they?	To meet Council goals as per the Corporate Plan (see below) as well as strengthening our commitment to the Community Plan.				
3. What are the current priorities associated with this function/policy?	<p>The key goals within the Corporate Plan are:</p> <ul style="list-style-type: none"> • Further developing a thriving, sustainable and vibrant economy; • Continuing to improve the health, safety and well being of our citizens and communities; • Increasing our efforts to tackle disadvantage and discrimination; and • Enhancing and sustaining an environment in which people want to live, work and visit. 				
4. Who defines or defined this function/policy?	The Council				

<p>5. What outcomes are wanted from this function/policy?</p>	<p>To ensure that Council funds are allocated to services to enable appropriate and relevant services to be delivered to the population of the Falkirk area and which meet the aims of the Corporate Plan, Community Plan and Single Outcome Agreement.</p> <p>The key goals within the Community Plan are:</p> <ul style="list-style-type: none"> • Improving the performance of the local economy and tourism; • Enhancing lifelong learning and opportunity; • Creating sustainable local environment and improving transport; • Regenerating our communities; • Enabling our citizens to live safely; • Improving health and wellbeing. 					
<p>6. Who are the main stakeholders in relation to this function/policy?</p>	<p>The Council and its employees as well as the resident, business and visiting population of the Falkirk area.</p>					
<p>7. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?</p>	<p>No. However, it is recognised that if the Council funds are not allocated appropriately, this could potentially have an adverse impact on availability or access to services in all aspects, including specific equality strands.</p>					
<p>8. Are there any concerns that the function/policy could have differential impact in terms of equality? If yes please indicate what your concerns are for each.</p>	<p>Race</p> <p>No</p>	<p>Disability</p> <p>No</p>	<p>Gender and Gender Identity</p> <p>No</p>	<p>Sexual Orientation</p> <p>No</p>	<p>Faith/Religion</p> <p>No</p>	<p>Age</p> <p>No</p>

<p>9. What data is available to facilitate the screening of the policy?</p>	<p>Budget submissions and efficiency savings have been submitted by each Service in relation to the Services provided. Decisions taken in relation to the budget spend and efficiency savings have been made in relation to services which evidence has indicated require priority, such as Looked After and Accommodated Children, Care of Elderly, Housing/Homelessness, 4 new Secondary Schools including their expansion for community use. In terms of best value, the budget takes account of anticipated savings from more effective procurement practices.</p>
<p>10. Is there any evidence of higher or lower uptake or exclusion, by the following strands?</p>	<p>Evidence has shown a steady increase in the number of children in residential care over the 3 years. Statistics provided by the Sutherland Report identified the increasing numbers in terms of the ageing population and the impact this will have on care provision. There is an ongoing programme of works in relation to physical accessibility of Council buildings, including Schools.</p>
<p>11. Does evidence indicate there is access to services and benefits reduced or denied for some groups?</p>	<p>There is no evidence to suggest access or benefits are reduced. The additional investments identified in relation to the Council's priority areas ensure that appropriate services are being provided to the citizens within the Falkirk Council area.</p>
<p>12. Do particular groups face increased difficulty or indignity as a result of the Policy?</p>	<p>No. The budget is aligned with the Corporate Plan and Single Outcome Agreement and ensures that appropriate services continue to be provided to residents within the Falkirk area.</p> <p>The Budget report does include an increase in fees and charges in respect of School Meals, however, with these price increases Falkirk Council still will have one of the lowest School Meal charges of any local authority within the U.K. The Council has a consistently high uptake of free school meals in both the primary and secondary sectors. In addition, provision has been made to extend entitlement to free school meals to all primary and secondary pupils in receipt of maximum child tax credit and maximum working tax credit. This is due to be implemented in August 2009.</p>

<p>13. Are there any higher complaints or lower satisfaction rates from particular groups in connection with the policy?</p>	<p>A consultation exercise was carried out to receive feedback from residents in relation to the budget review. This consultation took place via the Council's website and was available to access for 4-5 weeks. In that time, a total of 30 people responded. The responses covered a range of areas including Education, Homelessness, Environment, leisure activities. The responses were quite subjective, for example, with some people requesting less money is spent on Education and Homelessness whilst others feel that more money is required in these areas.</p> <p>The launch of a new Community database takes place in February 2009 and this will be utilised in future years to further enhance the consultation and involvement process in relation to the Budget.</p>
<p>14. Is there any evidence that the policy fails to respond to the needs of a particular group?</p>	<p>There is no evidence to suggest that any particular group will face disadvantage in relation to the budget allocation.</p>
<p>15. Where are there gaps in data or non-availability of data which would need to be gathered in the future to ensure effective monitoring?</p>	<p>N/A. A full review of Services is carried out during the budget review to determine spending over the previous year, uptake of services and level of users.</p>
<p>16. Considering all the information above, please indicate areas where a differential impact occurs or has the potential to occur.</p>	<p>There does not appear to be a differential impact for any particular groups.</p>
<p>17. Is the function/policy corporate or far reaching?</p>	<p>Corporate and far reaching</p>

18. What number of people may be affected or impacted upon by implementation of the function/policy?	Falkirk Council residents (approx 150,000), business and visiting population of the Council area	
19. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Potential financial benefits will be obtained through the freezing of the Council Tax and in terms of welfare, increasing the care for the elderly, homeless/vulnerable adults and children in care will assist in terms of people's welfare. Economic development is provided, for example, by a contribution to the Helix project to assist businesses during the economic downturn. Learning is enhanced with the opening of new schools and facilities which will ensure better access to all pupils.	
20. Should this function/policy proceed to a full Impact Assessment?	Yes	No X

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Pauline McGrellis	Date of Initial Screening	1/10/08	Contact Officer	Pauline McGrellis
Policy or Function to be Assessed	Career Break Policy		Is this a new or existing function or policy?	Existing	
1. Describe the aim, objective or purpose of the function or policy.	To provide employees with the option to take either a period of extended leave with a guaranteed return to work or leave the Council and receive assistance when seeking re-employment following a career break.				
2. Are there any associated objectives of the function or policy? If so what are they?	Retain existing employees or re-employ former employees. Benefit to Council in having appropriately skilled and committed employees. Benefit to employees to plan a break whilst ensuring they remain in the career structure with the possibility of a return to work.				
3. What are the current priorities associated with this function/policy?	Enhancing the current provisions available for employees in terms of flexible working options.				
4. Who defines or defined this function/policy?	Human Resources. No legislative requirement to provide career breaks but considered good/best practice in terms of overall Work Life Balance strategy.				
5. Who implements this function/policy?	Service Directors, Heads of Service, Line Managers in terms of approval or refusal of requests.				

6. What outcomes are wanted from this function/policy?	Opportunity for employees to have work life balance and range of opportunities and ultimately retain key skills by providing various opportunities for extended leave as opposed to employees resigning.					
7. Who are the main stakeholders in relation to this function/policy?	Falkirk Council employees					
8. What outcomes do stakeholders want from this function/policy?	Opportunity for flexible working options with the opportunity provided to return to work (either guaranteed or assisted).					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	No aspects recognised which could impact on equality. The Policy is available to all employees and leave requests are not restricted to certain areas (i.e. family only) and therefore is open to all to apply. Whilst the policy references that there could be exclusions there is not any particular work group which is in fact excluded and therefore there is no gender inequality aspect highlighted.					
10. Are there any concerns that the function/policy could have differential impact in terms of equality? If yes please indicate what your concerns are for each.	Race N/A	Disability N/A	Gender and Gender Identity N/A	Sexual Orientation N/A	Faith/Religion N/A	Age N/A
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race N/A	Disability N/A	Gender and Gender Identity N/A	Sexual Orientation N/A	Faith/Religion N/A	Age N/A

12. Do your answers reveal there is potential/adverse impact of this function/policy?	No (see Q9 above).					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race N/A	Disability N/A	Gender and Gender Identity N/A	Sexual Orientation N/A	Faith/Religion N/A	Age N/A
14. Is the function/policy corporate or far reaching?	This policy is Corporate and available to Falkirk Council employees only.					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	Approx 7,500 employees.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Employees have the opportunity for work life balance which has an impact on their overall welfare and family life. Career breaks can also be taken for travel and learning opportunities. Potential financial impact as career breaks are unpaid, however, employees are aware of this prior to applying for a career break.					
17. Should this function/policy proceed to a full Impact Assessment?	Yes			No No full impact assessment required.		

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Cheryl Muir	Date of Initial Screening	December 2008	Contact Officer	Cheryl Muir (HR Assistant)
Policy or Function to be Assessed	Overseas Criminal Record Checks Policy		Is this a new or existing function or policy?	New policy	
1. Describe the aim, objective or purpose of the function or policy.	Falkirk Council is committed to ensuring the safe recruitment and continued employment of individuals in posts working with children and vulnerable adults, whilst ensuring the fair treatment of individuals including those who have previous convictions.				
2. Are there any associated objectives of the function or policy? If so what are they?	Safe recruitment of individuals into posts working with children and vulnerable adults.				
3. What are the current priorities associated with this function/policy?	Conducting criminal record and related background checks for applicants for work who have lived abroad and employees who have lived abroad during the employment relationship.				
4. Who defines or defined this function/policy?	HR in line with legislation/Disclosure Scotland Regulations/National Working Party.				
5. Who implements this function/policy?	All recruiting managers who are recruiting for posts which have unsupervised contact with children or vulnerable adults and require a disclosure check to be completed as part of their pre-employment checks.				

6. What outcomes are wanted from this function/policy?	Safe recruitment of individuals into posts working with children and vulnerable adults plus implementation of consistent practices in dealing with checks to ensure Service users are protected. Also, fair treatment of individuals who have previous convictions.					
7. Who are the main stakeholders in relation to this function/policy?	Job applicants, line managers, HR, Service Users (i.e. Children & Vulnerable Adults)					
8. What outcomes do stakeholders want from this function/policy?	Fair and consistent practices, clear checking process, safe recruitment of individuals into posts with unsupervised contact to children and vulnerable adults.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	Race					
10. Are there any concerns that the function/policy could have differential impact in terms of equality? If yes please indicate what your concerns are for each.	Race Yes	Disability	Gender and Gender Identity .	Sexual Orientation	Faith/Religion	Age
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
Concerns:	Potential impact for overseas applicants or applicants who previously lived abroad as different process for disclosure checking overseas applicants to that of applicants living in the UK.					

12. Do your answers reveal there is potential/adverse impact of this function/policy?	Yes					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race Yes	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
	Checks also carried out on UK residents. Ultimate aim is the safe recruitment of individuals into posts working with children and vulnerable adults and meeting Council's duty of health, safety and care of the community. The concerns are outweighed by the legitimate aim of the policy.					
14. Is the function/policy corporate or far reaching?	Far reaching – external job applicants and impact on Service users.					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	Not known – dependant on number of applications.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Welfare of Service users and appointment of applicants into posts requiring disclosure check.					
17. Should this function/policy proceed to a full Impact Assessment?	No			Different disclosure checking/judicial process/paperwork is available from different countries and this process ensures a check is carried out and provides an alternative mechanism to accommodate practices within each country.		

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Lynne Grieve	Date of Initial Screening	9 th January 2009	Contact Officer	Lynne Grieve
Policy or Function to be Assessed	Market Supplement Policy		Is this a new or existing function or policy?	New Policy	
1. Describe the aim, objective or purpose of the function or policy.	The policy has been developed to recognise that an additional supplement may be required for some posts due to market forces issues which could impact on recruitment and retention.				
2. Are there any associated objectives of the function or policy? If so what are they?	To ensure Falkirk Council remain competitive in the market place for difficult to fill posts.				
3. What are the current priorities associated with this function/policy?					
4. Who defines or defined this function/policy?	Corporate & Neighbourhood Services, Human Resources				
5. Who implements this function/policy?	Service Management in association of Human Resources				

6. What outcomes are wanted from this function/policy?	To ensure that if a market forces argument applies for a post that there is a defined process for the Service to follow to ensure a consistent approach across all Services.					
7. Who are the main stakeholders in relation to this function/policy?	Employees and the Council.					
8. What outcomes do stakeholders want from this function/policy?	Justifiable and defensible market forces supplements applied to posts where necessary					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	The scheme should not contribute to inequality, however, it may depend on the posts being considered for a market supplement i.e. whether the post is predominately/historically occupied by one sex as opposed to the other.					
10. Are there any concerns that the function/policy could have differential impact in terms of equality? If yes please indicate what your concerns are for each.	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age

12. Do your answers reveal there is potential/adverse impact of this function/policy?	No					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
14. Is the function/policy corporate or far reaching?	Far reaching.					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	The policy could potentially impact on any employee of the Council if their job is identified as a post that is difficult to fill and used for retention purposes. Also future employees of the Council if being used for recruitment purposes.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	This could have an impact on individual's pay if someone's post is in receipt of an additional supplement for a period of time.					
17. Should this function/policy proceed to a full Impact Assessment?	Yes			No The policy should not have an adverse impact on any particular group as applying a market supplement will be researched thoroughly, based on a business case and due consideration given prior to the supplement being approved.		

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Lynne Grieve	Date of Initial Screening	9 th January 2009	Contact Officer	Lynne Grieve
Policy or Function to be Assessed	Grading Policy		Is this a new or existing function or policy?	Existing Policy	
1. Describe the aim, objective or purpose of the function or policy.	The Policy is developed to ensure a clear process is in place for the grading of all new posts and re-grading of existing posts within Falkirk Council.				
2. Are there any associated objectives of the function or policy? If so what are they?	To ensure a consistent approach to the grading of posts.				
3. What are the current priorities associated with this function/policy?					
4. Who defines or defined this function/policy?	Corporate & Neighbourhood Services, Human Resources				
5. Who implements this function/policy?	Human Resources and members of the Grading Group (this is a group consisting of HR representatives and Trade Union shop stewards)				

6. What outcomes are wanted from this function/policy?	Fair and consistent grading of posts.					
7. Who are the main stakeholders in relation to this function/policy?	Employees and the Council.					
8. What outcomes do stakeholders want from this function/policy?	Fair and consistent application of the job evaluation scheme.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	If the scheme is not applied fairly and consistently it could lead to equal pay issues for the Council.					
10. Are there any concerns that the function/policy could have differential impact in terms of equality? If yes please indicate what your concerns are for each.	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age

12. Do your answers reveal there is potential/adverse impact of this function/policy?	No					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
14. Is the function/policy corporate or far reaching?	Far reaching.					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	The Policy could potentially impact on any employee of the Council if their job is submitted for re-grading or is re-designed. Also future employees of the Council if the job is a newly created post.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	This could have an impact on individual's pay if someone's post is re-graded or re-designed.					
17. Should this function/policy proceed to a full Impact Assessment?	Yes			No The Policy should not have an adverse impact on any particular group as each post submitted for grading will be considered on its own merits.		

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Claire Haston	Date of Initial Screening	3/11/08	Contact Officer	Claire Haston
Policy or Function to be Assessed	Extra Mural Employment Policy		Is this a new or existing function or policy?	Existing	
1. Describe the aim, objective or purpose of the function or policy.	To prevent conflicts of interest as far as practical in relation to the employment of all temporary and permanent employees. To provide a consistency of approach when dealing with requests.				
2. Are there any associated objectives of the function or policy? If so what are they?	Falkirk Council aims to recruit and retain high calibre employees and ensure a commitment to equal opportunities. The Council recognises that on occasion, employees may wish to take on additional employment or voluntary work and this policy is intended to allow employees this flexibility while fulfilling it's obligations in relation to the Working Time Directive, relevant legislation and Falkirk Council's Code of Conduct for Officers. To ensure compliance (as far as practical) with the working time directive.				
3. What are the current priorities associated with this function/policy?	Ensuring no conflict of interest re nature, timing and duration of duties.				
4. Who defines or defined this function/policy?	Human Resources/Managers/Employees				
5. Who implements this function/policy?	Human Resources/Managers/Employees				
6. What outcomes are wanted from this function/policy?	To record extra mural employment; to highlight conflicts of interest to allow these to be dealt with appropriately.				

7. Who are the main stakeholders in relation to this function/policy?	Law & Administration; Human Resources; Employees; Managers.					
8. What outcomes do stakeholders want from this function/policy?	<p>Employees must not undertake any form of employment additional to their current employment with Falkirk Council which is potentially in conflict or is of such a nature, timing or duration that it may have an adverse effect upon the proper performance of their duties.</p> <p>Law & Administration; Human Resources; Managers: To record extra mural employment; to highlight conflicts of interest to allow these to be dealt with appropriately.</p> <p>Employees: to carry out extra mural employment</p>					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	Conflicts of interest may prevent low earners from taking extra mural employment but there is no evidence to suggest this affects a particular group of employees. Falkirk Council is not ruling out extra mural employment but ensuring no conflict of interest takes place and ensuring employee welfare in relation to the Working Time Directive.					
10. Are there any concerns that the function/policy could have differential impact in terms of equality? If yes please indicate what your concerns are for each.	Race No	Disability No	Gender and Gender Identity No	Sexual Orientation No	Faith/Religion No	Age No
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race No	Disability No	Gender and Gender Identity No	Sexual Orientation No	Faith/Religion No	Age No
Concerns:						

12. Do your answers reveal there is potential/adverse impact of this function/policy?	No					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race	Disability	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
14. Is the function/policy corporate or far reaching?	Corporate					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	7, 500					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Employment Welfare (excessive working hours)					
17. Should this function/policy proceed to a full Impact Assessment?	No – Potential impact is limited.					