

EQUALITY IMPACT ASSESSMENTS

2006

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Pauline McGrellis	Date of Initial Screening	3/11/04 & 12/7/06	Contact Officer	Pauline McGrellis. Ext 6250
Policy or Function to be Assessed	Flexible Working Hours Policy		Is this a new or existing function or policy?	Existing	
1. Describe the aim, objective or purpose of the function or policy.	To widen the scope of the current Flexible Working Hours Policy to form part of Falkirk Council's Work Life Balance strategy. Changes to Policy built in as part of Single Status package.				
2. Are there any associated objectives of the function or policy? If so what are they?	To enable the Council to retain and attract key skills and experience whilst maintaining effective services. Increase flexibility of working hours for all employees in line with other Council policies.				
3. What are the current priorities associated with this function/policy?	To ensure best practice associated with working families legislation and support of the Council's Work Life Balance strategy. Retention and attraction of key skills/experience.				
4. Who defines or defined this function/policy?	Human Resources (Policy Team) in compliance with flexible working legislation (Employment Act) and best practice. Operation requirements within Services in terms of continued and effective service delivery. Review of FWH Policies from other local authorities.				
5. Who implements this function/policy?	Service Managers with Head of Service approval. Directors have the right to exclude posts from participation in the scheme due to genuine Service delivery reasons.				
6. What outcomes are wanted from this function/policy?	Best practice in terms of Council's Flexible Working and Work Life Balance policies and practices. Wide range of flexible working options that are available to all employees. Retention of key skills.				
7. Who are the main stakeholders in relation to this function/policy?	All employees within Falkirk Council. Service Managers and Officers involved in the decision making process.				

8. What outcomes do stakeholders want from this function/policy?	<p>Employees – flexibility in respect of working hours to meet personal commitments. Service Managers – to recruit and retain experienced employees to facilitate an effective Service delivery. Human Resources – to ensure that equality and legislative requirements are met and best practice recognised.</p>					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	<p>Although the policy is applicable to all employees there are some exclusions based on certain jobs. There is a concern that this may cause a gender imbalance, however, other alternative working arrangements are already in place, for example Term Time Working for teachers and Annualised Hours for Garden/Parks employees.</p>					
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?	<p>No. The policy is widening the scope for more employees to obtain flexible working and providing guidance to managers on how to manage this process. This gives recognition to external factors such as religious observance, hospital appointments and childcare arrangements to be met aswell as work commitments.</p>					
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?	<p>The schemes cover all 7 Services within the Council.</p>					

15. What number of people may be affected or impacted upon by implementation of the function/policy?	The scheme is applicable to all employees, approx 7,000 in Falkirk Council but the exact number of employees working in jobs that are noted as potential exclusions are not known.	
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Benefits to welfare of employees by recognising the impact of external factors and supporting these through the provisions within the policy. Potential financial benefits that allow working parents to continue in employment and also allowing them flexibility in working hours to meet childcare arrangements.	
17. 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	23/05/06	Contact Officer	Pauline McGrellis. Ext 6250
Policy or Function to be Assessed	Equality Scheme		Is this a new or existing function or policy?	Amendment to current Race Equality Scheme	
1. Describe the aim, objective or purpose of the function or policy.	To meet the duties under legislation with regard to implementation of public sector duties for Race, Disability and Gender and develop an integrated Equality Scheme. Aim is to help mainstream race, disability and gender equality and make it central to the way Falkirk Council works by putting it at the centre of policy making, service delivery and employment practices.				
2. Are there any associated objectives of the function or policy? If so what are they?	To enable the Council to provide fair and equitable services that understands and meets the differing needs of the communities it serves and employees within its workforce. To also enable the Council to attract, recruit and retain key skills and experience within a diverse workforce.				
3. What are the current priorities associated with this function/policy?	To ensure best practice in relation to the services provided and fair and equitable employment practices including the retention and attraction of key skills/experience.				
4. Who defines or defined this function/policy?	Human Resources (Policy Team) in compliance with Race, Disability and Gender legislation and best practice. Services in terms of continued and effective service delivery that take into account differing needs of the communities. Review of current Race Equality Scheme and Codes of Practice from Commission for Racial Equality, Disability Rights Commission and Equal Opportunities Commission. Taking into account feedback from Consultation processes in relation to the development of an integrated Equality Scheme.				
5. Who implements this function/policy?	All employees within the Council either in relation to implementation of supporting policies and functions or day to day service delivery requirements included in Service Action Plans.				
6. What outcomes are wanted from this function/policy?	Fair and accessible Services that take into account the needs of the local community within the Falkirk area, specifically focussing on race, disability and gender equality. Retention and attraction of key skills within the employment remit.				

7. Who are the main stakeholders in relation to this function/policy?	All employees within Falkirk Council, Service Managers and Officers, Human Resources, Communities with Falkirk Council area, Partnership forums.					
8. What outcomes do stakeholders want from this function/policy?	Employees – fair and equitable employment practices. Service Managers and Officers involved in ensuring relevant functions/policies are considered within Service Action Plans and understanding the benefits of mainstreaming equality with service delivery. Also in relation to recruitment and retention of experienced employees to facilitate an effective Service delivery. Human Resources – to ensure that equality and legislative requirements are met and best practice recognised. Communities in relation to receiving fair and accessible services and contributing to consultation exercises.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	No. The Equality Scheme is designed to ensure that race, disability and gender equality is central to the work being carried out by Services and it promotes equal opportunities and good relations throughout the various strands. The Equality Scheme will also take into account and promote/continue good practice that affects others strands of legislation (sexual orientation, religion/belief and age) to ensure continued equal opportunities.					
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. There may be a differential impact highlighted, however, this is in a positive way by ensuring race, disability and gender equality is taken into account within service delivery and employment. The aim of the Scheme is to ensure promotion of equal opportunities and good race relations in the Falkirk Council area and therefore no adverse impact is expected.					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race YES	Disability YES	Gender and Gender Identity YES	Sexual Orientation (YES)	Faith/Religion (YES)	Age (YES)

14. Is the function/policy corporate or far reaching?	The schemes cover all 7 Services within the Council as well as links to partnership working with other local authorities, public and voluntary bodies and community group/forums.	
15. What number of people may be affected or impacted upon by implementation of the function/policy?	The scheme is applicable to all employees, approx 7,000 in Falkirk Council as well as the communities within the Falkirk Council area.	
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Benefits to the welfare of employees and communities by recognising the impact of external factors, understanding of diverse needs and supporting these through the provisions within the policy.	
17. 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	<i>Irene McIntyre</i>	Date of Initial Screening	<i>13/03/06</i>	Contact Officer	<i>Irene McIntyre</i>
Policy or Function to be Assessed	<i>Discontinuing personal book purchases</i>		Is this a new or existing function or policy?	<i>Existing</i>	
1. Describe the aim, objective or purpose of the function or policy.	<i>Following closure of the bookshop in Falkirk, this policy was introduced to allow members of the public to purchase books locally.</i>				
2. Are there any associated objectives of the function or policy? If so what are they?	<i>No</i>				
3. What are the current priorities associated with this function/policy?	<i>A new bookshop is now established in Falkirk. Online book ordering is available in all libraries. This policy no longer serves a purpose.</i>				
4. Who defines or defined this function/policy?	<i>S. Allison, Libraries Manager initiated this policy.</i>				
5. Who implements this function/policy?	<i>All librarians / library assistants in community libraries. Library assistants in LS.</i>				
6. What outcomes are wanted from this function/policy?	<i>No current outcomes.</i>				

7. Who are the main stakeholders in relation to this function/policy?	<i>The general public</i>					
8. What outcomes do stakeholders want from this function/policy?	<i>Ability to purchase books locally.</i>					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	<i>No.</i>					
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 <i>No</i>	Disability <i>No</i>	Gender and Gender Identity <i>No</i>	Sexual Orientation <i>No</i>	Faith/Religion <i>No</i>	Age <i>No</i>
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race <i>No</i>	Disability <i>No</i>	Gender and Gender Identity <i>No</i>	Sexual Orientation <i>No</i>	Faith/Religion <i>No</i>	Age <i>No</i>
12. Do your answers reveal there is potential/adverse impact of this function/policy?	<i>No. Alternatives meet identical outcomes.</i>					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race <i>N/A</i>	Disability <i>N/A</i>	Gender and Gender Identity <i>N/A</i>	Sexual Orientation <i>N/A</i>	Faith/Religion <i>N/A</i>	Age <i>N/A</i>
14. Is the function/policy corporate or far reaching?	<i>No.</i>					

15. What number of people may be affected or impacted upon by implementation of the function/policy?	<i>The number of people using this service has always been very small. Numbers have dwindled since the opening of Waterstones.</i>	
16. Are key elements of peoples lives affected by this function/policy? E.g. finance, welfare, learning etc.	<i>No.</i>	
17. Should this function/policy proceed to a full Impact Assessment?		<i>No.</i>

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Irene McIntyre	Date of Initial Screening	09.06.06	Contact Officer Irene McIntyre	
Policy or Function to be Assessed	End to lending adult video cassettes		Is this a new or existing function or policy?		
1. Describe the aim, objective or purpose of the function or policy.	Library Services is to stop stocking adult video cassettes for loan. The video format is being discontinued by video producers. Producers increasingly use DVD format. There were no issues of new adult videos in April 2006.				
2. Are there any associated objectives of the function or policy? If so what are they?	Divert budgets to more popular resources.				
3. What are the current priorities associated with this function/policy?	Best Value for borrowers.				
4. Who defines or defined this function/policy?	Library Services Management Team				
5. Who implements this function/policy?	Librarians in each library				
6. What outcomes are wanted from this function/policy?	Best use of available resources.				
7. Who are the main stakeholders in relation to this function/policy?	Library members. Library staff.				

8. What outcomes do stakeholders want from this function/policy?	Library services responding to user needs.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	No. (Videos in minority languages and those dealing with medical conditions are classed as Special Interest Vides and will not be discontinued.)					
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 (see above)	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
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?	No					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	6(est.)					

16. Are key elements of peoples lives affected by this function/policy? E.g. finance, welfare, learning etc.	No	
17. Should this function/policy proceed to a full Impact Assessment?	Yes	No

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Peter Woodland Raymond Smith Arthur Korzenieski	Date of Initial Screening	14 March 2006	Contact Officer	Arthur Korzeniewski
Policy or Function to be Assessed	Provision of catering provision to serve meals in Sign Factory kitchen	Is this a new or existing function or policy?	Existing Function that is proposed to be altered		
1. Describe the aim, objective or purpose of the function or policy.	<p>A 35 hour a week post providing catering/cleaning provision at the Sign Factory. The role is split into 8 hours cleaning and 29 hours catering. The main purpose of the catering role is to <u>serve</u> mid day meals during the working week to a number of staff who are catered for through a lunch club, which are delivered by off-site caterers at a pre-arranged time.</p> <p>Hot foods such as cooked meat sandwiches and rolls have been previously been provided, however, these are additional unofficial duties taken on and the job holder is not trained to provide these services. An additional factor is that the actual facilities and control environment on site does not meet the proper catering standards for food being cooked and therefore does not meet the proper hygiene standards with regard to control of catering serveries.</p> <p>The cleaning role will remain in place.</p> <p>The Sign Factory is also the subject of a review and investment in the service is necessary. In order to justify investment, in a service that is heavily subsidised, a review of non essential overheads is required, and this post is considered as suitable for redeployment with an alternative hot pre plated service being implemented to the members of staff that currently receive the lunch club service.</p>				
2. Are there any associated objectives of the function or policy? If so what are they?	The main function of the service is to provide and ensure appropriate members of staff receive a hot meal daily.				
3. What are the current priorities associated with this function/policy?	The staff provided hot meals are considered disabled to the extent that cooking their own lunches may present a health and safety hazard whilst at work. The majority of employees at the Sign Factory do currently bring in their own lunches, however, for a small number an alternative process was implemented to have their lunches delivered from off-site.				
4. Who defines or defined /implements this function/policy?	Sign Factory Manager implements this function based on custom and practice from when the Factory has operated in the form of a Day Centre. The Factory has been unable to operate as a Day Centre for a number of years as the funding arrangement for supported employment requires employees to be working in “real” jobs within a commercial environment.				

5. What outcomes are wanted from this function/policy?	Continuation of the current Service to provide hot mid day meals to appropriate staff, however, in a pre-plated version rather than plated on arrival by the current job holder (as per current process).					
6. Who are the main stakeholders and what outcomes do they want from this function/policy?	Stakeholders – specifically those staff that require hot meal via the lunch club. They wish continuation of this service.					
7. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	No as this is providing a service to meet needs of disabled staff within the Sign Factory that are unable to prepare their own lunches. The principle of the service currently being provided is not changing in terms of the mode of preparation and delivery of lunches, the only difference planned is that these will be pre-plated rather than dished and served by the Cook.					
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.	Race	Disability Yes – certain members of staff are used to this service and may find difficulty with the adjustments proposed	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
9. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race	Disability Yes – those employees who may have difficulty making their own hot lunch time meal.	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
10. Do your answers reveal there is potential/adverse impact of this function/policy?	There may be a potential impact with respect to current unofficial duties carried out by the job holder which staff have become accustomed to over time.					
11. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race	Disability Yes –Hygiene control reasons and on the grounds of cost	Gender and Gender Identity	Sexual Orientation	Faith/Religion	Age
12. Is the function/policy corporate or far reaching?	No – specific to the Sign Factory.					

13. What number of people and key element of their lives affected or impacted upon by implementation of the function/policy?	There are 30+ employees working at the Sign Factory. However, approximately 8 employees currently receive hot meals delivered through the lunch club, however, this could be variable.	
14. Are key elements of peoples lives affected by this function/policy? E.g. finance, welfare, learning etc.	No – the service provided is one meal per working day only and this service will be continued.	
15. Should this function/policy proceed to a full Impact Assessment?	Yes Yes, to fully determine and investigate all feasible alternative options and discussions with Sign Factory staff.	No

SERVICE FUNCTION/ POLICY PROOFING FOR POTENTIAL EQUALITY IMPACTS

The Council is required to assess the likely impact of any new or revised service functions or policies on the promotion of equality. This will enable the Council to determine whether the function or policy will help or hinder equality. A generic Impact Assessment Toolkit has been developed to simplify this process and this is available via the Intranet. This toolkit recommends that Services adopt a two-stage approach, initial and full assessment. The following checklist will ensure that Services have taken the appropriate steps in relation to assessment and consultation before introducing a new or revised policy or function. The completed checklist will form part of the evidence that can be used for Best Value audits. The full toolkit can be viewed on the Intranet under HR, Equality, and Impact Assessment Toolkit.

A. Identifying the Aims of the Policy/Function

Are the aims of the proposed function or policy clear?

Yes **Yes** No

Who will benefit? Falkirk Council & the long term viability of the Sign Factory.

Who will be affected? A number of employees at the Sign Factory and the cook employed .

How does it fit with your wider aims? This proposal will assist in maintaining the viability of the Sign Factory.

How will it be put into practice? The Cook will be redeployed to other duties and hot meals will continue to be provided to the appropriate employees at the Sign Factory in pre plated form, instead of the bulk delivered served to plate arrangement currently in use . These will be delivered in the appropriate containers to maintain appropriate heat levels.

B. Examining The Relevant Data

Does data from equalities monitoring, recent surveys, consultations, etc, indicate that some groups, for example women, ethnic minorities or people with disability are significantly under/over represented in the use of this service, in terms of their population size?

(Please tick below as appropriate)

Yes No **No**

What data has been considered? Employment records for staff receiving meal service.

Where is the data held? Council personnel records.

Are there any factors that might account for the impact on these groups, such as barriers that prevent people from fully accessing the service?

Yes No **No**

If yes, what are the barriers?

Communication

(Indicate whether language, visual or audio impairment)

Physical Access
Childcare responsibility
Other *(give a brief explanation)*

Which group(s) are most affected?
(Please tick below as appropriate)

Women
Ethnic Minorities
People with Disability **Yes** In so far that an appropriate alternative service should continue to be provided.
Other *(give a brief explanation)*

C. Assessing The Likely Impact On Equality

Will your proposal affect groups differently? *(Please tick below as appropriate)*

Yes No

If yes, can the proposal be delivered in an alternative way with no impact?
Please describe

D. Considering Other Ways Of Achieving The Same Goals

If the proposal may be discriminatory and cannot be delivered in an alternative way, please provide justification for the adverse effect. In such a scenario, positive action be developed to mitigate potential adverse impact.

Justification for adverse effect:
The current arrangement presents hygiene problems with an uncontrolled catering facility, and the cost of the service is disproportionate to the benefit as there is a reasonable alternative arrangement available. Training of cook in itself would not resolve the problem as there must be a infrastructure in place to ensure proper hygiene controls are maintained. This requires an accredited quality control system to be implemented and the on costs involved would be excessive in view of the number of meals being served. Consideration has been given to providing hot meals in an appropriate way which ensures hygiene controls are met. Storage boxes hold food at an appropriate temperature for approximately 1 hour. Arrangements will be to deliver the food at lunch time and for the appropriate staff to be served their meals immediately.

E. Consulting

Have you consulted appropriately with all stakeholders on the proposal?

Yes No

Where, how and with whom was the consultation carried out?

An initial meeting has been held with TU's and Cook to identify issues.

The management team have discussed the implications of the proposed action

Meetings with representatives of workforce are being arranged

What were the main concerns from the consultations? *(Please list in the box below)*

That some members of staff may have difficulty adjusting to the new method of being provided hot meals.

Concerns have been expressed regarding the numbers using kitchen at one time. This can be compared with the existing use of other council depot canteens which have a significantly higher number of staff using the facility at one time. These other facilities do not have a cook and do not have unmanageable problems at lunch breaks.

There is an opportunity to stagger lunches if required.

The small number of meals to be served can be dealt with by an agreed buddy system or by a delegated member of staff to put out plated food.

Have the concerns raised at consultations been addressed in the proposal?

Yes **Yes** No

If no, please explain why.

Have those you consulted been informed about the results of the consultation, including how the concerns they have raised have been addressed?

Yes **Yes** No

If yes, how was this done? At workplace meetings

If no, please explain why

F. Decision Making

Does your proposal include initiative(s) for dealing with the barriers that cannot be avoided, for example, through Positive Action to mitigate their impact?

Yes **Yes** No

If yes, describe briefly, the initiative(s) and how it/they would deal with the barrier

An alternative method of providing hot meals will be put in place, using pre plated meals prepared at the same Main Kitchen as previously used.

A microwave and fridge are currently available and in addition a drinks dispenser is being procured to enable all staff to obtain hot drinks at breaks.

G. Monitoring and Review

Does the proposal include arrangements for monitoring and reporting the impact of this function/policy, especially on already disadvantaged groups?

Yes **Yes** No

Please give details: Team meetings and staff focus groups allow feed back on issues to be reported and addressed.

H. Publishing Results


Please describe your arrangements for publishing the outcomes of this assessment. (E.g. Internet, Press, Committee Report, Community Forums etc)

Workplace Forum

Assessment undertaken by:

Name: Peter Woodland.....

Designation: Head of Estate Management.....

Signature: 

Date: 16 March 2006.....

WHERE APPROPRIATE ATTACH THIS REPORT TO THE RELEVANT COMMITTEE PAPER.