

EQUALITY IMPACT ASSESSMENTS

2007

Initial Screening Pro-forma for Equality Impact Assessment

| | | | | | |
|--|--|---------------------------|---|-----------------|------------------|
| Names of Officers involved in Review | Shamime Mansoori | Date of Initial Screening | 23.1.07 | Contact Officer | Shamime Mansoori |
| Policy or Function to be Assessed | Chaplaincy Service | | Is this a new or existing function or policy? | New Function | |
| 1. Describe the aim, objective or purpose of the function or policy. | Working together in a multi faith environment and in co-operation with employee. We re recognizing diversity in the workforce but share a strong commitment to provide a high quality pastoral service for staff of all faiths and none. | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | The main function of this service is to provide spiritual support. | | | | |
| 3. What are the current priorities associated with this function/policy? | Benefits to the welfare of the employees and understanding of diverse needs and supporting these needs through this provision. | | | | |
| 4. Who defines or defined this function/policy? | HR Policy Team | | | | |
| 5. Who implements this function/policy? | All Council Services | | | | |
| 6. What outcomes are wanted from this function/policy? | Helping employees to maintain their psychological health and well being. | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | Stakeholders – All employees that require this support | | | | |

| | | | | | | |
|--|--|------------------|----------------------------------|--------------------------|----------------------|-----------|
| 8. What outcomes do stakeholders want from this function/policy? | Spiritual support when and where required | | | | | |
| 9. 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 all employees. | | | | | |
| 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 |
| 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? | All Council Services | | | | | |

| | | |
|--|---|----|
| 15. What number of people may be affected or impacted upon by implementation of the function/policy? | All Council employees | |
| 16. Are key elements of peoples lives affected by this function/policy? E.g. finance, welfare, learning etc. | Yes - e.g welfare, spiritual wellbeing (possibly supportive of workplace counselling | |
| 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 | Pauline McGrellis | Date of Initial Screening | 2/2/2007 | Contact Officer | Pauline McGrellis. Ext 6250 |
| Policy or Function to be Assessed | Family Leave Guidelines | | Is this a new or existing function or policy? | Existing | |
| 1. Describe the aim, objective or purpose of the function or policy. | To update the current Family Leave Guidelines following recent legislation with respect to Maternity and Adoption Leave and Pay (Work and Families Act). | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | To enable the Council to provide support to employees requiring maternity, adoption, paternity, parental or carers leave in order to be an employer of choice and to retain and attract key skills and experience whilst maintaining effective services. | | | | |
| 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 (Work and Families Act) and best practice. Operational requirements within Services in terms of continued and effective service delivery. Trade Union input, especially in relation to Teacher policy (Circular SNCT/49). | | | | |
| 5. Who implements this function/policy? | All managers with HR advice and support. | | | | |
| 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. Retention of key skills. | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | All employees within Falkirk Council. Service Managers, Officers and Trade Unions involved in the decision making process. | | | | |

| | | | | | | |
|--|---|------------|----------------------------|--------------------|----------------|-----|
| 8. What outcomes do stakeholders want from this function/policy? | Employees – opportunity to take extended leave due to increased length of time of payments for maternity and adoption leave. Ensuring leave provisions provide support for male and female employees. Human Resources – to ensure that equality and legislative requirements are met and best practice recognised. | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | No. The Family Leave Guidelines include provisions for male and female employees as well as taking into account civil partnerships so not restricting the provisions to married couples only. | | | | | |
| 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. The Guidelines are in place to meet legislative requirements but also ensure that all employees may benefit from the provisions if relevant to their circumstances. | | | | | |
| 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? | The schemes cover all 7 Services within the Council. | | | | | |

| | | |
|---|--|----------------|
| 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. | |
| 16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc. | Benefits to welfare of employees as the additional leave allows more employees to take longer leave periods and supporting these through the provisions within the policy. Potential financial benefits that allow additional leave to be taken due to extended payments. | |
| 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 | 2/2/2007 | Contact Officer | Pauline McGrellis. Ext 6250 |
| Policy or Function to be Assessed | Homeworking Policy | | Is this a new or existing function or policy? | Existing | |
| 1. Describe the aim, objective or purpose of the function or policy. | To update the current Homeworking Policy that forms part of Falkirk Council's Work Life Balance and Sustainability Strategies. Changes to Policy are to clarify that the policy is to support formal arrangements only and includes additional reference to the provision of ICT support, changes to terms and conditions, employee responsibilities, risk assessments and caring responsibilities etc. Informal/ad hoc arrangements can still occur but will not be subject to the provisions of the policy, however, the policy may be implemented in relation to informal homeworking arrangements in the event of an emergency situation. | | | | |
| 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 location for all employees in line with other Council policies. | | | | |
| 3. What are the current priorities associated with this function/policy? | Retention and attraction of key skills/experience by providing flexibility in terms of working location that may suit personal circumstances (for example, employees travelling long distances may work part of the week from home). Also ties in with the Council's Sustainability Strategy. | | | | |
| 4. Who defines or defined this function/policy? | Human Resources (Policy Team) in terms of best practice. ICT input with regard to provision and maintenance of equipment. Health, Safety and Care Team with respect to risk assessment processes. Operational requirements within Services in terms of continued and effective service delivery. Review of Homeworking Policies from other local authorities and private sector organisations. | | | | |
| 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? | Employees – flexibility in respect of working hours/location to meet personal commitments. Service Managers – to recruit and retain experienced employees to facilitate an effective Service delivery. Human Resources – to ensure that best practice is recognised. | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | Although the policy is applicable to all employees there are some exclusions based on certain jobs. There is no evidence to suggest that this should cause an imbalance in terms of any of the equality strands. Other alternative working arrangements are already in place, for example Term Time Working for teachers and Annualised Hours for Garden/Parks employees. | | | | | |
| 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. The policy is widening the scope for more employees to obtain flexible working and providing guidance to managers on how to manage this process. | | | | | |
| 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? | The schemes cover all 7 Services within the Council. | |
| 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. | Potential financial and welfare benefits in terms of travel costs for employees that travel long distances. Allow employees the opportunity in working hours and location to meet personal circumstances. | |
| 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 | Shamime Mansoori | Date of Initial Screening | 11.07.07 | Contact Officer | Shamime Mansoori |
| Policy or Function to be Assessed | Dignity At Work Policy | | Is this a new or existing function or policy? | Existing Scheme | |
| 1. Describe the aim, objective or purpose of the function or policy. | The aim of the policy is to provide a safe working environment free from harassment and intimidation. | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | The Council recognises the problem of harassment in the workplace as a legitimate grievance and is committed to ensuring that complaints of harassment are dealt with quickly, positively and confidentially. | | | | |
| 3. What are the current priorities associated with this function/policy? | The policy confers both rights and responsibilities on employees at all levels | | | | |
| 4. Who defines or defined this function/policy? | HR Policy Team | | | | |
| 5. Who implements this function/policy? | All Council services | | | | |
| 6. What outcomes are wanted from this function/policy? | To ensure that harassment does not occur in the first instance and all employees are afforded the right to dignity at work. | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | Stakeholders - All employees | | | | |

| | | | | | | |
|--|---|------------------|-----------------------------------|--------------------------|----------------------|-----------|
| 8. What outcomes do stakeholders want from this function/policy? | Working environment where employees feel safe and secure. | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | No as it applies to all potential and existing employees. | | | | | |
| 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 |
| 12. Do your answers reveal there is potential/adverse impact of this function/policy? | | | | | | |
| 13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason? | Race No | Disability No | Gender and Gender Identity No | Sexual Orientation No | Faith/Religion No | Age No |
| 14. Is the function/policy corporate or far reaching? | All Council Services | | | | | |

| | | |
|---|--|--------------|
| 15. What number of people may be affected or impacted upon by implementation of the function/policy? | All Council employees. | |
| 16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc. | To be able to work in a learning environment in which they feel safe and secure. | |
| 17. Should this function/policy proceed to a full Impact Assessment? | Yes | No No |

Initial Screening Pro-forma for Equality Impact Assessment

| | | | | | |
|--|--|---------------------------|---|-----------------|------------------|
| Names of Officers involved in Review | Shamime Mansoori | Date of Initial Screening | 10.07.07 | Contact Officer | Shamime Mansoori |
| Policy or Function to be Assessed | Equal Opportunities Policy | | Is this a new or existing function or policy? | Existing Scheme | |
| 1. Describe the aim, objective or purpose of the function or policy. | The aim of this policy is to provide a framework or combining and integrated measures and policies to tackle disadvantage and discrimination, inequality of opportunity and social exclusion | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | The main aim of the policy is to ensure that no group or individual is unfairly excluded or disadvantaged either in terms of accessibility and availability of services or in terms of recruitment, selection or | | | | |
| 3. What are the current priorities associated with this function/policy? | The policy confers both rights and responsibilities on employees at all levels | | | | |
| 4. Who defines or defined this function/policy? | HR Policy Team | | | | |
| 5. Who implements this function/policy? | All Council services | | | | |
| 6. What outcomes are wanted from this function/policy? | To ensure that groups and individuals are not facing discrimination such as unfair treatment at work, exclusion and not being listened to for a wide range of reasons. | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | Stakeholders - All citizens and employees | | | | |

| | | | | | | |
|--|---|------------------|-----------------------------------|--------------------------|----------------------|-----------|
| 8. What outcomes do stakeholders want from this function/policy? | Equality of opportunities | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | No as it applies to all potential and existing employees, Councillors ,Trade Union representatives and service users. | | | | | |
| 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 |
| 12. Do your answers reveal there is potential/adverse impact of this function/policy? | | | | | | |
| 13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason? | Race No | Disability No | Gender and Gender Identity No | Sexual Orientation No | Faith/Religion No | Age No |
| 14. Is the function/policy corporate or far reaching? | All Council Services | | | | | |

| | | |
|---|--|--------------|
| 15. What number of people may be affected or impacted upon by implementation of the function/policy? | All Council employees, elected members, trade unions and service users | |
| 16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc. | Equity of provision and accsssibility | |
| 17. Should this function/policy proceed to a full Impact Assessment? | Yes | No No |

Initial Screening Pro-forma for Equality Impact Assessment

| | | | | | |
|--|---|---------------------------|---|-----------------|-------------|
| Names of Officers involved in Review | Sarah Bickerstaff | Date of Initial Screening | 21/08/07 | Contact Officer | Karen Algie |
| Policy or Function to be Assessed | Guideline – Recruitment of Employees/Volunteers requiring a disclosure check | | Is this a new or existing function or policy? | New Guideline | |
| 1. Describe the aim, objective or purpose of the function or policy. | To highlight the processes involved in the recruitment of employees and volunteers requiring a disclosure check. | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | The associated objectives of the guideline is to ensure that vulnerable groups are protected in accordance with legislation and applicants/ employees are treated equitably. There is also an association with Data Protection which is outlined in the guidance. | | | | |
| 3. What are the current priorities associated with this function/policy? | Ensure that Falkirk Council complies with Protection of Vulnerable Groups (Scotland) Act 2007 which aims to improve the safeguards in place for children and adults by preventing unsuitable people from working with them; The revised Disclosure Scotland Guidance for registered persons and employers issued in December 2006; The rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 which provided a clear and coherent balance between interests of those who have been convicted of a crime but now want to lead constructive and law-abiding lives, and those vulnerable people who deserve protection from those who may continue to pose a risk. | | | | |
| 4. Who defines or defined /implements this function/policy? | Head of Human Resources, HR Team and all other employees involved in the recruitment, selection and line management of applicants/staff. | | | | |
| 5. What outcomes are wanted from this function/policy? | Legislation is complied with as in 3 above and is applied fairly and consistently throughout the Council. | | | | |
| 6. Who are the main stakeholders and what outcomes do they want from this function/policy? | All applicants who have had previous convictions and wish to lead constructive law-abiding lives, All vulnerable groups and children who have the right to be protected, and all employees who offend during employment. | | | | |

| | | | | | | |
|---|--|----------------------|--|------------------------------|--------------------------|---------------|
| 7. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | No this guideline is governed by legislation. | | | | | |
| 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 No | Disability No | Gender and Gender Identity Yes refer to 15 below. | Sexual Orientation No | Faith/Religion No | Age No |
| 9. 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 |
| 10. Do your answers reveal there is potential/adverse impact of this function/policy? | No | | | | | |
| 11. 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 |
| 12. Is the function/policy corporate or far reaching? | Applies to all applicants and employees. | | | | | |
| 13. What number of people and key element of their lives affected or impacted upon by implementation of the function/policy? | All potential applicants and employees of Falkirk Council. | | | | | |

| | |
|--|---|
| <p>14. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.</p> | <p>Yes if an employee offends during employment and they are no longer suitable to be employed in a particular role e.g. working with Vulnerable Adults or young children they may be redeployed to a suitable alternative vacancy in accordance with the Redeployment Policy. The council will endeavour to find a suitable alternative which will have no detriment to salary etc, however this cannot be guaranteed. However all employees regardless of Gender, Disability, Race, Age, Sexual Orientation and Religion/Belief will be treated the same.</p> |
| <p>15. Should this function/policy proceed to a full Impact Assessment?</p> | <p>No, the categories are governed by legislation which Falkirk Council has no control over. The Scottish Executive via Police authorities gather information for statistical purposes and have incorporated recommendations based on these findings e.g. Different rates/types of offending: Males comprise 48% of the Scottish population in 2004/2005 they accounted for 84% of all convictions. Criminal Proceedings in Scottish Courts, 2004/2005</p> <p>Most children between the age of 8 and 16 years who are alleged to have committed offences are dealt with by the Children's Hearing System. In 2005/2006 76% of children referred to the Children's Reporter on offence grounds were male.</p> <p>Falkirk Council will continue to monitor changes to the relevant legislation as outlined in 3 above. There is no requirement for the council to record and monitor applications/employment of those who have had/have a criminal record at this time.</p> |

Initial Screening Pro-forma for Equality Impact Assessment

| | | | | | |
|--|---|---------------------------|---|-----------------|-------------------------|
| Names of Officers involved in Review | Lisa MacGregor | Date of Initial Screening | 01/07/2007 | Contact Officer | Lisa MacGregor Ext:6259 |
| Policy or Function to be Assessed | Flexible Retirement Schemes (Teachers and Non-Teachers) | | Is this a new or existing function or policy? | Existing Scheme | |
| 1. Describe the aim, objective or purpose of the function or policy. | The aim of the scheme is to provide flexible retirement/working options to employees approaching retirement age and beyond retirement in line with the pension scheme options. To ensure Falkirk Council complies with the Age Discrimination legislation implemented in October 2006. | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | To provide employees with different options when considering retirement and enable recruitment of individuals older than 65 in response to the falling population and manpower shortage predictions. To provide an element of work life balance in the final years of employment i.e. to be able to retire early or continue working beyond retirement in conjunction with the flexible working options currently in place and options available under the pensions schemes for employees. | | | | |
| 3. What are the current priorities associated with this function/policy? | To comply with Age Discrimination Legislation implemented in October 2006. To communicate the retirement options available under the pension schemes in line with Falkirk Council's flexible working options To recruit and retain experienced employees in preparation of a predicted aging population and a population decline. | | | | |
| 4. Who defines or defined this function/policy? | Human Resources in compliance with best practice. Local Government Pension Scheme Regulations (non teachers). SJC Terms and Conditions of Employment (non teachers). McCrone Agreement (teachers only). Scottish Teachers Superannuation Scheme (teachers only). Current employment legislation in terms of contractual requirements and entitlements. | | | | |
| 5. Who implements this function/policy? | Service Managers/Head Teachers with Head of Service approval. Education Officers are also involved in the decision making process in the teacher's scheme. 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? | <p>For employees to continue in employment beyond retirement and to widen the pool of potential recruits for all posts. To provide work life balance for employees in their final years of employment.</p> | | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | <p>All employees within Falkirk Council at the age of retirement or approaching retirement. Service Managers/Head Teachers and Officers involved in the decision making process. Human Resources in terms of employment/contractual changes. Pensions section in terms of providing advice in relation to the non-teachers pensions scheme The Scottish Public Pension Agency (SPPA) in relation to providing advice in relation to the teacher's pension scheme.</p> | | | | | |
| 8. What outcomes do stakeholders want from this function/policy? | <p>Employees – To have the option to retire early or continue working or to take phased retirement in conjunction with the flexible working options available to meet their personal objectives and needs. Service Managers/Head Teachers – To recruit and retain experienced employees to facilitate Service delivery. Human Resources – To ensure that equality and legislative requirements are met.</p> | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | <p>The only impact would be the unfair assessment of a retirement or recruitment application. The Council's internal grievance procedure and external complaints procedure are in place to deal with this if necessary.</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 Teachers have a separate scheme under McCrone and fewer options for flexible working due to service provision needs. Teachers are predominately female. | Sexual Orientation | Faith/Religion | Age It may be viewed that there are less opportunities for career progression with younger employees due to older employees choosing to continue in employment |

| | | | | | | |
|---|---|-------------------|-----------------------------------|---------------------------|-----------------------|--|
| <p>11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?</p> | <p>Race</p> | <p>Disability</p> | <p>Gender and Gender Identity</p> | <p>Sexual Orientation</p> | <p>Faith/Religion</p> | <p>Age Older employees who are approaching retirement will have access to more flexible working options to suit their life styles.</p> |
| <p>12. Do your answers reveal there is potential/adverse impact of this function/policy?</p> | <p>Teachers may be subjected to an adverse impact for the reason mentioned above. However Teachers have more options for flexible retirement under McCrone which maybe viewed as preferential to the provision made for non-teaching employees. However the difference is due to the McCrone agreement and genuine needs in terms of Service provision.</p> <p>Younger employees may not have the same career progression opportunities if older employees apply to continue in employment.</p> | | | | | |

| | | | | | | |
|--|---|------------|----------------------------|--------------------|----------------|---|
| <p>13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?</p> | Race | Disability | Gender and Gender Identity | Sexual Orientation | Faith/Religion | <p>Age Employees who are at retirement age or who are approaching it will benefit in terms of flexible employment. The policy is in compliance with the age discrimination legislation. Younger employees may benefit from the retention of knowledge, skills and experience.</p> |
| <p>14. Is the function/policy corporate or far reaching?</p> | <p>The schemes cover all 7 Services within the Council</p> | | | | | |
| <p>15. What number of people may be affected or impacted upon by implementation of the function/policy?</p> | <p>All employees approaching 65, female employees born before 1950 who can retire between 60-65 on a sliding scale, teacher's who are able to retire at the pensionable age of 60, teachers approaching 55 for information and male non-teaching employees aged 63-64 who are provided with the scheme for information will benefit from this scheme. The scheme is applicable to all employees, approx 7,000 in Falkirk Council but the exact number of employees in the age brackets listed above is not known.</p> | | | | | |
| <p>16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.</p> | <p>Finance in terms of pension provision, the scheme however recommends that the employees seeks advice and provides a list of relevant agencies to contact. The employee's welfare in terms of work life balance.</p> | | | | | |

| | | |
|--|-----|---------|
| 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 | F. Allison | Date of Initial Screening | 5 th July 07 | Contact Officer | F. Allison |
| Policy or Function to be Assessed | Workplace Transport Guidance | | Is this a new or existing function or policy? | New | |
| 1. Describe the aim, objective or purpose of the function or policy. | To ensure workplace transport in all it's forms is managed safely. | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | To prevent accidents by effective preparations prior to new build/refurbishment contracts. To ensure drivers are competent and fully trained/qualified to drive. | | | | |
| 3. What are the current priorities associated with this function/policy? | There is not a co-ordinated process for the management of workplace transport in place currently. | | | | |
| 4. Who defines or defined this function/policy? | Human Resources in liaison with Commercial Services and via a joint working group with Commercial Services. | | | | |
| 5. Who implements this function/policy? | Head of Human Resources, Director of Corporate & Commercial Services. | | | | |
| 6. What outcomes are wanted from this function/policy? | The safe management of workplace transport. | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | Employees who drive on Council business. HSC Team, The Council. | | | | |

| | | | | | | |
|--|---|---|-------------------------------------|--------------------|----------------|-----|
| 8. What outcomes do stakeholders want from this function/policy? | A safe working environment. | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | Training on & development & implementation of relevant procedures. Qualifications, language barriers, disabilities. | | | | | |
| 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 – language, translation may be reqd. | Disability Yes – adaptations Special arrangements reqd. | 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? | Yes as above but these can be accommodated. | | | | | |
| 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 community of Falkirk & all employees. | |
| 16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc. | No | |
| 17. Should this function/policy proceed to a full Impact Assessment? | | No |

Initial Screening Pro-forma for Equality Impact Assessment

| | | | | | |
|--|---|---------------------------|---|-----------------|-----------------|
| Names of Officers involved in Review | Frances Allison | Date of Initial Screening | 5 th November 2007 | Contact Officer | Frances Allison |
| Policy or Function to be Assessed | Health, Safety & Care Policy | | Is this a new or existing function or policy? | Existing | |
| 1. Describe the aim, objective or purpose of the function or policy. | Falkirk Council requires to have a corporate Health & Safety Policy in place in accordance with the Health & Safety etc Act 1974. | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | To provide a safe working environment for all Falkirk Council employees. | | | | |
| 3. What are the current priorities associated with this function/policy? | Services must ensure that they comply with the aims & objectives of the policy. | | | | |
| 4. Who defines or defined this function/policy? | The HS & C team in representation for the C.E. & Director responsible for Health, Safety & Care. | | | | |
| 5. Who implements this function/policy? | All Services must implement this policy. | | | | |
| 6. What outcomes are wanted from this function/policy? | That Services ensure that they have their own Service based policies & procedures in place based on the corporate policy. | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | Management and employees and the Council as an organisation. | | | | |

| | | | | | | |
|--|---|--|-------------------------------------|--------------------|----------------|-----|
| 8. What outcomes do stakeholders want from this function/policy? | A safe working environment. | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | No | | | | | |
| 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 Language may be a barrier and Services will require to take this into consideration | Disability Services will require to make arrangements for disabled employees/visitors/service users | 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 – provided Services adhere to the Council’s equality & diversity policies. | | | | | |
| 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? | All 7,500 employees, contractors working for the Council, and Service Users. | |
| 16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc. | Yes – welfare at work. | |
| 17. Should this function/policy proceed to a full Impact Assessment? | | No |

Initial Screening Pro-forma for Equality Impact Assessment

| | | | | | |
|--|--|---------------------------|---|-----------------|--------------|
| Names of Officers involved in Review | Sarah Bickerstaff | Date of Initial Screening | August 2007 | Contact Officer | Jess Kennedy |
| Policy or Function to be Assessed | Sexual Orientation and the Workplace | | Is this a new or existing function or policy? | Existing | |
| 1. Describe the aim, objective or purpose of the function or policy. | To update the current management guidance in relation to Sexual Orientation and the workplace in respect of Employment Equality (Sexual Orientation Regulations 2003). | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | To ensure that managers can minimise discrimination in the workplace. | | | | |
| 3. What are the current priorities associated with this function/policy? | Comply with legislation; ensure that policies and procedures are in compliance and promote best practise; ensure that discrimination is minimised and any claims are dealt with immediately; | | | | |
| 4. Who defines or defined /implements this function/policy? | Human Resources (Policy) Team | | | | |
| 5. What outcomes are wanted from this function/policy? | Zero tolerance of discrimination on the grounds of sexual discrimination in the workplace. Raised awareness of discriminatory practises drawing on best practise methods | | | | |
| 6. Who are the main stakeholders and what outcomes do they want from this function/policy? | All employees within Falkirk Council, Service managers, Officers and Trade Unions involved in the decision making process. | | | | |
| 7. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | No, the guidelines are in compliance with the legislation. Any issues arising are managed under other HR policies e.g. Dignity at work Policy. In terms of equity civil partnerships are recognised and integrated where necessary into other employment policies and/or procedures. | | | | |

| | | | | | | |
|---|---|----------------------|--------------------------------------|------------------------------|--------------------------|---------------|
| 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 NO | Disability NO | Gender and Gender Identity NO | Sexual Orientation NO | Faith/Religion NO | Age NO |
| 9. 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 |
| 10. Do your answers reveal there is potential/adverse impact of this function/policy? | No, The guidelines are in place to meet legislative requirements and ensure that managers deal with issues in a fair and transparent way. | | | | | |
| 11. 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 |
| 12. Is the function/policy corporate or far reaching? | Applies to all Falkirk Council employees. | | | | | |
| 13. What number of people and key element of their lives affected or impacted upon by implementation of the function/policy? | The policy will impact on all Falkirk Council employees, however the council does not currently monitor the sexual orientation of its workforce but does monitor dignity at work claim by category. | | | | | |
| 14. Are key elements of peoples lives affected by this function/policy? E.g. finance, welfare, learning etc. | No. | | | | | |

| | | |
|--|-----|---------|
| 15. 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 | Frances Allison & Rob Edward | Date of Initial Screening | 1/11/07 | Contact Officer | Frances Allison |
| Policy or Function to be Assessed | Sharps/Needlestick Policy & Guidance Leaflet | | Is this a new or existing function or policy? | Existing Policy & Guidance being reviewed | |
| 1. Describe the aim, objective or purpose of the function or policy. | To provide up to date advice on the above matter given that there is an increase in drug use and consequently there is a higher potential of risk to employees working in high risk areas. | | | | |
| 2. Are there any associated objectives of the function or policy? If so what are they? | To keep employees safe at work and to offer advice in the event of sustaining a sharps/needlestick injury. | | | | |
| 3. What are the current priorities associated with this function/policy? | To provide advice and guidance to workers in high risk areas and to managers of these employees. | | | | |
| 4. Who defines or defined this function/policy? | Health, Safety & Care team in line with Health & Safety legislation. | | | | |
| 5. Who implements this function/policy? | Managers and employees. | | | | |
| 6. What outcomes are wanted from this function/policy? | Employees working in high risk areas will have suitable and safe risk assessments to ensure that they work safely and are protected from sharps/needlestick injuries where possible. However in the event of sustaining such an injury will have sufficient guidance and support on what action to take. | | | | |
| 7. Who are the main stakeholders in relation to this function/policy? | Employees working in high risk areas. | | | | |

| | | | | | | |
|--|--|------------|----------------------------|--------------------|----------------|-----|
| 8. What outcomes do stakeholders want from this function/policy? | To be kept safe and informed. | | | | | |
| 9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality? | No | | | | | |
| 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? | | | | | | |
| 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? | Yes it affects Services who have employees that work in areas of high risk | | | | | |

| | | |
|---|---|----|
| 15. What number of people may be affected or impacted upon by implementation of the function/policy? | Outdoor workers and employees who visit clients in their homes. Circ 1,500k of our workforce? | |
| 16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc. | No | |
| 17. Should this function/policy proceed to a full Impact Assessment? | | No |