

EQUALITY IMPACT ASSESSMENTS

2008

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Claire Edwards, Joan MacLellan, Joanna Stewart, John Campbell, Pauline Mcgrellis Karen Strang	Date of Initial Screening 03.07.2007 and reviewed 10.03.2008		Contact Officer	Joanna Stewart
Policy or Function to be Assessed	Homelessness Strategy		Is this a new or existing function or policy?		Existing & under review
1. Describe the aim, objective or purpose of the function or policy.	<p>To outline activities to prevent and alleviate homelessness.</p> <p>National Outcomes – Objectives for the 2007-2012 Strategy</p> <ul style="list-style-type: none"> - No one need sleep rough - Existing homelessness - Sustainable resettlement - Fewer people become homeless - The duration of homelessness is reduced 				
2. Are there any associated objectives of the function or policy? If so what are they?	<p>Local Plan – (Affordable Housing Policy)</p> <p>Local Housing Strategy Objectives</p> <p>Supporting People Strategy</p> <p>Appendices to the Homeless Strategy 2007-2012: Information and Advice Strategy, Temporary Accommodation Strategy, Young Persons Housing Strategy</p> <p>Private Rented Sector Strategy.</p> <p>Forth Valley Health improvement Plan</p>				

<p>3. What are the current priorities associated with this function/policy?</p>	<p>Objectives for the 2003-2005 at additional updates to 2006</p> <ul style="list-style-type: none"> - To prevent and alleviate Homelessness - Increase supply and improve quality of temporary accommodation - Increase/improve Housing Advice and Information Services - Expand and improve provision of support services for homeless people - Develop the role of private sector housing in addressing the needs of homeless people - Improve understanding and nature of homeless in the Council area - Improve access to healthcare for homeless people - Work in partnership to facilitate access to services to break the cycle of homelessness. <p>National Outcomes – Objectives for the 2007-2012 Strategy</p> <ul style="list-style-type: none"> - No one need sleep rough - Existing homelessness - Sustainable resettlement - Fewer people become homeless - The duration of homelessness is reduced
<p>4. Who defines or defined this function/policy?</p>	<p>Legislation Housing (Scotland) Act 1987 & 2001 Homelessness Act (Scotland) Act 2003 Public Sector Duties including legislative acts. Human Rights Act 1998</p>
<p>5. Who implements this function/policy?</p>	<p>Falkirk Homelessness Forum Falkirk Council – Housing and Social Work</p>
<p>6. What outcomes are wanted from this function/policy?</p>	<p>Including National Outcomes</p> <ul style="list-style-type: none"> - No one need sleep rough - Existing homelessness - Sustainable resettlement - Fewer people become homeless - The duration of homelessness is reduced
<p>7. Who are the main stakeholders in relation to this function/policy?</p>	<p>Falkirk Homelessness Forum See note 1 in regards to partnership within the Forum</p>

8. What outcomes do stakeholders want from this function/policy?	To achieve the National Outcomes as set within part 1.
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	

<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. See note 2.</p>	<p>Race</p> <ul style="list-style-type: none"> • Communication. With clients renting in the private sector who may be vulnerable • Accessibility to other housing options. • Availability of information in community languages • Issues of racial harassment • Availability of sites for gypsy travellers close to services • Demand for larger houses • Use of shared ethnic monitoring categories with Social Rented Housing Providers • Awareness of private sector grants & awards for care and repair 	<p>Disability</p> <ul style="list-style-type: none"> • Availability of stock for disabled clients • Meeting DDA within temporary Accommodation • Provision of information to meet the needs of those with learning disabilities / literacy problems • Availability of appropriate temporary accommodation within the area where the client requires external support. 	<p>Gender and Gender Identity</p> <ul style="list-style-type: none"> • Accommodation from over 25 yr old male and female clients. • Suitability and availability of temporary accommodation. • Accommodation for men fleeing domestic abuse. 	<p>Sexual Orientation</p> <ul style="list-style-type: none"> • Provision of information. 	<p>Faith/Religion</p> <p>Only if there was a specific issue raised from the client.</p>	<p>Age</p> <ul style="list-style-type: none"> • Accommodation from over 25 yr old clients • Housing benefit issues in regards to under 25 yr olds and single room occupancy. This is a National Issue.
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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 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?	Far Reaching. The Strategy is a multi agency document that involves partnership from NHS Forth Valley, Local Housing Associations, Local Voluntary Organisations, and National Voluntary Organisations.					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	An average 1600 potential applicants per annum.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Welfare, Stability, Emotional, Financial, Basic Housing skills, Education					
17. Should this function/policy proceed to a full Impact Assessment?	No					

Notes

1. Executive Group Membership: Head of Housing Management Services

- Service Manager (Housing Strategy & Development)
- Service Manager (Contracts & Commissioning)
- Head of Revenue Services or nominee
- Head of Children & Families (or nominee)
- Head of Community Care (or nominee)
- Head of Culture & Lifelong Learning (or nominee)
- Head of Policy and Performance Review (or nominee)
- Head of Service (Education Services) or nominee
- Director of Housing, Link Housing Association
- Director, Paragon Housing Association
- Service Manager, Loretto Housing Association
- Public Health Practitioner, Forth Valley NHS Trust

Remit of the Executive Group

- Review the extent and nature of homelessness in the Council area
- Consider trends in homelessness
- Consider monitoring reports on actions contained within the Homelessness Local Outcome Agreement and the Health and Homelessness Action Plan
- Consider issues that might impact on homelessness in the Council area
- Set a strategic direction to ensure that homelessness in the Council area is reduced and better outcomes are achieved for homeless people.

Falkirk Homelessness Forum Sub Groups

There are 7 sub groups looking at different issues that need to be addressed in the new strategy. These are:-

- Debt, Homelessness and Evictions
- Health and Homelessness
- High Risk Offenders
- Relationship Breakdown
- Temporary Accommodation
- Young People
- Communications

Remit of the Sub Groups

The Falkirk Homelessness Forum seeks to prevent and alleviate homelessness in the Falkirk Council area through an outcome-focussed Homelessness Strategy and Local Outcome Agreement.

Taking full cognisance of the nature and extent of homelessness in the area, the purpose of Sub Groups is to put in place appropriate interventions that seek to prevent and alleviate homelessness in the Council area. In so doing, the Sub Group will take account of the national homelessness outcomes as detailed below:

- No one need sleep rough,
- Existing homelessness becomes more visible,
- Sustainable resettlement is secured for people who become homeless,
- Fewer people become homeless in the first place,
- The duration of homelessness is reduced.

Consultation with service users or partner agencies will be integral to the work of each group and should be reflected in the group's output.

The work of each Sub Group will be reflected in the Homelessness Strategy and accompanying Action Plan and should help in delivering on the five national outcomes noted above. Progress will be monitored through regular reviews of the Council's Local Outcome Agreement by the Executive Group.

Note 2:

To address the issues reflected within the impact assessment the following action and indicators will be monitored through the Homeless Strategy 2008-2012, the Local Housing Strategy and other necessary Strategies and Documents.

Impact	Action / monitoring	Impact	Action / monitoring	Impact	Action / monitoring
Sexual Orientation <ul style="list-style-type: none"> • Provision of information for same sex couples. 	<ul style="list-style-type: none"> • The Housing Information and Advice Strategy will address this issue within its development. 	Faith/Religion <ul style="list-style-type: none"> • Only if there was a specific issue raised from the client. 	<ul style="list-style-type: none"> • Monitor the % of requests to adapt accommodation or services that deals with specific religious practices. 	Age <ul style="list-style-type: none"> • Accommodation from over 25 yr old clients • Housing benefit issues in regards to under 25 yr olds and single room occupancy. 	<ul style="list-style-type: none"> • % increase of accommodation for over 25 year olds. • This is a National Issue.

<p>Race</p> <ul style="list-style-type: none"> • Communication and information provision in community languages • Communication. With clients renting in the private sector who may be vulnerable • Accessibility to other housing options. • Issues of racial harassment • Availability of sites for gypsy travellers close to services • Demand for larger houses • Use of shared ethnic monitoring categories with Social Rented Housing Providers • Awareness of private sector grants & awards for care and repair 	<ul style="list-style-type: none"> • The Council ensures that all leaflets have a statement in the community languages and has a translating service available to all staff. Monitor the access to translation services. • Impact assessment will be carried out for the Private Sector Strategy. Private landlord registration and the introduction of an Accreditation scheme will encourage good practice within the Private Rented Sector • Monitor housing needs assessments in regards to ethnic minority applicants. • We will work closely with the ASB team and monitor % of incidents of racial harassment for homeless applicants. • Monitor illegal encampments and report to the Forth Valley Gypsy traveller forum • Current Affordability Study will address need and this will be illustrated within the LHS and Homelessness Strategy. All housing needs assessments report on applicants from ethnic minorities. • APSR returns to be collated and analysed 	<p>Disability</p> <ul style="list-style-type: none"> • Availability of stock for disabled clients • Meeting DDA within temporary Accommodation • Provision of information to meet the needs of those with learning disabilities / literacy problems • Availability of appropriate temporary accommodation within the area where the client requires external support. 	<ul style="list-style-type: none"> • % of available temporary accommodation which meets DDA specifications. • % of available temporary accommodation which meets DDA specifications. • The Housing Information and Advice Strategy will address this issue within its development. • % of clients receiving accommodation in a location that suits their support requirements 	<p>Gender and Gender Identity</p> <ul style="list-style-type: none"> • Accommodation from over 25 yr old male and female clients. • Suitability and availability of temporary accommodation for same sex partners. • Accommodation for men fleeing domestic abuse. 	<ul style="list-style-type: none"> • % increase of accommodation for over 25 males and females. • % of suitable and available accommodation for same sex partners • Address referral and assessment procedures for males fleeing domestic abuse.
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Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	JANE MCGILL	Date of Initial Screening	14/05/08	Contact Officer	JANE MCGILL
Policy or Function to be Assessed	EMPLOYEE COUNSELLING SERVICE	Is this a new or existing function or policy?		EXISTING FUNCTION	
1. Describe the aim, objective or purpose of the function or policy.	PROVISION OF CONFIDENTIAL COUNSELLING FOR EMPLOYEES BY OUTSIDE CONTRACTOR.				
2. Are there any associated objectives of the function or policy? If so what are they?	PROMOTING THE MENTAL HEALTH AND WELLBEING OF EMPLOYEES AND SUPPORTING EMPLOYEES WHO ARE EXPERIENCING PROBLEMS.				
3. What are the current priorities associated with this function/policy?	PROVIDING SUPPORT TO EMPLOYEES.				
4. Who defines or defined this function/policy?	HEAD OF HUMAN RESOURCES				
5. Who implements this function/policy?	HEAD OF HUMAN RESOURCES				
6. What outcomes are wanted from this function/policy?	EFFICIENT AND EFFECTIVE COUNSELLING SERVICE, MEETING THE NEEDS OF COUNCIL EMPLOYEES.				
7. Who are the main stakeholders in relation to this function/policy?	COUNCIL MANAGER AND EMPLOYEES				

8. What outcomes do stakeholders want from this function/policy?	SEE 6. ABOVE MANAGERS ABLE TO PROVIDE SUPPORT TO EMPLOYEES. EMPLOYEES ABLE TO ACCESS COUNSELLING AND ADVICE ON A 24/7 BASIS BY TELEPHONE OR BY FACE-TO-FACE COUNSELLING DURING WORKING HOURS					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	A) MANAGEMENT GRANTING OF TIME OFF TO ATTEND FACE-TO-FACE COUNSELLING MAY DEPEND ON SERVICE REQUIREMENT – COULD DIFFER FROM UNIT TO UNIT. B) ANY REQUEST TO BE SEEN BY SAME SEX COUNSELLOR CAN NORMALLY BE ACCOMMODATED BUT MAY INVOLVE DELAY TO ORGANISE. C) ACCESS TO SERVICE FOR DEAF EMPLOYEES – BOTH 24/7 HELPLINE AND PHONE NUMBER FOR APPOINTMENTS ARE LINKED TO “TYPETALK” AND TEXTPHONE USERS CAN ACCESS THIS BY PREFIXING THE PHONE NUMBERS WITH 18001.					
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 SEE B ABOVE	Disability SEE 9C ABOVE	Gender and Gender Identity SEE 9B ABOVE	Sexual Orientation SEE 9B ABOVE	Faith/Religion SEE 9B ABOVE	Age
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not? <p style="text-align: right;">NO</p>	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?	CORPORATE					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	ALL COUNCIL EMPLOYEES HAVE ACCESS TO PRIVATE AND CONFIDENTIAL COUNSELLING					

16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	HEALTH AND WELLBEING IMPROVED.	
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	Jess Kennedy	Date of Initial Screening	20.06.08	Contact Officer	Jess Kennedy (Senior HR Adviser)
Policy or Function to be Assessed	Equality Network Database		Is this a new or existing function or policy?	New	
1. Describe the aim, objective or purpose of the function or policy.	The data base would enable Falkirk Community Planning partners to improve community engagement in relation to equality with a wider range of organisations. This also helps support the legal obligations of each of the partners and will reduce the possibility of consultation/involvement fatigue which has been identified previously.				
2. Are there any associated objectives of the function or policy? If so what are they?	<ul style="list-style-type: none"> • A comprehensive database containing information on local equality and diversity organisations and community groups. • A Data base which is current and up to date • A resource which Community Planning partners could use as their main source of information for consultation and communication on equalities matters, through the production of mailing lists, e-mails and identification of relevant contacts and • A resource which could be used to improve community engagement in relation to equalities with a wider range of organisations thereby supporting the legal obligations of each of the partners in respect of equalities. 				
3. What are the current priorities associated with this function/policy?	To improve Community Engagement and prevent consultation fatigue. Also to enable compliance with legislative requirements.				
4. Who defines or defined this function/policy?	Community Planning partners				
5. Who implements this function/policy?	Community Planning partners				
6. What outcomes are wanted from this function/policy?	Improve community engagement.				

7. Who are the main stakeholders in relation to this function/policy?	Community Planning partners, organisations included in the Data base and ultimately the wider Community.					
8. What outcomes do stakeholders want from this function/policy?	More streamlined approach to community engagement which will ensure the needs of the public are being met without causing consultation/involvement overload to the organisations included in the data base.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	No, it is anticipated that the wider range of contacts held in the data base will ensure that relevant organisations will work together with Community Planning partners to ensure the needs/views of the public are taken account of in relation to equality areas.					
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 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?	Far reaching					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	The population of the Falkirk area. Currently approximately 150,000.					

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?	Yes	No

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	Sarah Bickerstaff	Date of Initial Screening	01.03.08	Contact Officer	Sarah Bickerstaff (HR Adviser)
Policy or Function to be Assessed	Casual Employment Policy		Is this a new or existing function or policy?	Existing Scheme	
1. Describe the aim, objective or purpose of the function or policy.	Falkirk Council aims to recruit and retain high calibre employees and ensure a commitment to equal opportunities. The Council recognises that Casual worker are required to support and maintain effective service provision				
2. Are there any associated objectives of the function or policy? If so what are they?	To ensure that legislative requirements are complied with throughout the Council in relation to the Working Time Directive.				
3. What are the current priorities associated with this function/policy?	Compliance with legislative requirements.				
4. Who defines or defined this function/policy?	Human Resources.				
5. Who implements this function/policy?	All Service managers and workers employed on a casual basis.				
6. What outcomes are wanted from this function/policy?	Ensure that casual workers are used on as and when required basis and compliance with legislative requirements regarding working time.				
7. Who are the main stakeholders in relation to this function/policy?	Casual Workers and service managers				
8. What outcomes do stakeholders want from this function/policy?	Treated in accordance with legislative requirements and equity.				

9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	No, all casual workers are treated equally in relation to conditions of employment.					
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?	Corporate					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	There is 843 Casual workers on Payroll where this is the main post. This can fluctuate depending on needs of the service.					
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?	Yes			No		

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	G. Macnab	Date of Initial Screening	17/06/08	Contact Officer	G. Macnab
Policy or Function to be Assessed	Risk Management by Risk Assessment Policy		Is this a new or existing function or policy?	Existing Scheme	
1. Describe the aim, objective or purpose of the function or policy.	To give all Services in Falkirk Council guidance on the implementation of risk assessments for health & safety				
2. Are there any associated objectives of the function or policy? If so what are they?	To provide a framework upon which Falkirk Council will implement risk assessments for health & safety				
3. What are the current priorities associated with this function/policy?	Compliance with legislative requirements				
4. Who defines or defined this function/policy?	Human Resources – Health, Safety & Care Team				
5. Who implements this function/policy?	Human Resources for the Director of Corporate & Commercial services				
6. What outcomes are wanted from this function/policy?	To ensure that minimum risk is present to staff, people in Falkirk Council care, contractors or members of the public				
7. Who are the main stakeholders in relation to this function/policy?	Employees, Service Users, Falkirk Council				
8. What outcomes do stakeholders want from this function/policy?	To reduce health & safety risk to employees, service users and members of the public				

9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	The activity being assessed may have an impact dependant on the findings of the assessment however health & safety is the overriding factor which requires to be considered in the outcome of any assessment of risk.					
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?	Far reaching					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	All council employees, service users and members of the public					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Improvement to health & safety					
17. Should this function/policy proceed to a full Impact Assessment?	Yes			No		

Initial Screening Pro-forma for Equality Impact Assessment – Infectious Diseases

Names of Officers involved in Review	F. Allison	Date of Initial Screening	15.5.08	Contact Officer	F. Allison
Policy or Function to be Assessed	Prevention & Management of Infectious Diseases		Is this a new or existing function or policy? New	Existing Scheme	
1. Describe the aim, objective or purpose of the function or policy.	This policy has been developed to protect employees and to prevent the spread of infection/disease.				
2. Are there any associated objectives of the function or policy? If so what are they?	To ensure a safe working environment for employees and to ensure that service users receive good customer care across all areas and genres.				
3. What are the current priorities associated with this function/policy?	To ensure that employees are working safely.				
4. Who defines or defined this function/policy?	Human Resources, Health, Safety & Care Team.				
5. Who implements this function/policy?	Human Resources for the Director of Corporate & Commercial Services				
6. What outcomes are wanted from this function/policy?	To minimise risk to employees and service users and to protect the community.				
7. Who are the main stakeholders in relation to this function/policy?	Employees, Service Users and the Council.				
8. What outcomes do stakeholders want from this function/policy?	Good working practices that ensure risk from infection is controlled and minimised.				

9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	Yes, possibly.					
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 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?	* All of the above may be at a low risk from an adverse impact from this policy, if an employee does not adhere to the Council's policies on equality and diversity when caring for Service Users.					
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 will affect around 5,000 employees (approximately) and also xxxx Service Users.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Their welfare is affected by this Policy.					
17. Should this function/policy proceed to a full Impact Assessment?	Yes			No, the Council has an Equal Opportunity Policy , Policy on Diversity, Customer Care and provided these policies are adhered to there should be no inequality issues concerning employees and the service they are provided with by employees.		

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	JANE MCGILL	Date of Initial Screening	14/05/08	Contact Officer	JANE MCGILL
Policy or Function to be Assessed	OCCUPATIONAL HEALTH CONTRACT		Is this a new or existing function or policy?	EXISTING FUNCTION [RENEWED CONTRACT]	
1. Describe the aim, objective or purpose of the function or policy.	PROVISION OF AN OCCUPATIONAL HEALTH SERVICE TO FALKIRK COUNCIL BY OUTSIDE CONTRACTOR.				
2. Are there any associated objectives of the function or policy? If so what are they?	PROMOTING THE HEALTH, SAFETY AND WELLBEING OF FALKIRK COUNCIL EMPLOYEES.				
3. What are the current priorities associated with this function/policy?	PROVIDING SUPPORT TO EMPLOYEES AND GUIDANCE TO MANAGERS				
4. Who defines or defined this function/policy?	HEAD OF HUMAN RESOURCES				
5. Who implements this function/policy?	HEAD OF HUMAN RESOURCES				
6. What outcomes are wanted from this function/policy?	COUNCIL MANAGERS AND EMPLOYEES RECEIVE CLEAR ADVICE AND GUIDANCE REGARDING SICKNESS ABSENCE, REHABILITATION, AND HEALTH SURVEILLANCE ISSUES, AS WELL AS DISABILITY/REASONABLE ADJUSTMENTS AND PRE-EMPLOYMENT MEDICAL CLEARANCE.				
7. Who are the main stakeholders in relation to this function/policy?	MANAGERS AND EMPLOYEES				

8. What outcomes do stakeholders want from this function/policy?	AS 6. ABOVE					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	<p>a) Medical referral of long-term sick employees likely to include high percentage of people with conditions which qualify as disabilities, but purpose of referral is to return employee to work and get best advice on how to support return.</p> <p>b) Pre-employment medical questionnaires may highlight disability, but purpose is to ensure correct health & safety measures put in place.</p> <p>c) Any request to be seen by same-sex nurse or doctor can normally be accommodated, but may involve delay to organise.</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 See 9c above	Disability See 9a and b above	Gender and Gender Identity See 9c above	Sexual Orientation See 9c above	Faith/Religion See 9c above	Age
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not? <p style="text-align: right;">NO</p>	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?	CORPORATE					

15. What number of people may be affected or impacted upon by implementation of the function/policy?	ALL COUNCIL EMPLOYEES. EMPLOYEES IN RISK AREAS HAVE REGULAR HEALTH SURVEILLANCE. EMPLOYEES WITH HEALTH PROBLEMS/DISABILITIES HAVE ASSESSMENTS, AND MANAGERS RECEIVE ADVICE ABOUT HOW BEST TO MANAGE INDIVIDUAL CASES TO ENSURE HEALTHY AND SAFE WORKING/RETURN TO WORK.	
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	WELFARE IMPROVED. HEALTH PROBLEMS MANAGED BETTER, AS WELL AS REHABILITATION FOLLOWING LONG TERM SICKNESS ABSENCE.	
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	Carole Glass	Date of Initial Screening	May 2008	Contact Officer	Carole Glass 01324 590807
Policy or Function to be Assessed	Home Energy Strategy		Is this a new or existing function or policy?	New Strategy	
1. Describe the aim, objective or purpose of the function or policy.	The aim of the Strategy is to ensure that the Council meets the energy efficiency requirements of the Scottish Housing Quality Standard, to reduce the numbers of those in Fuel Poverty and finally to reduce CO2 emissions set out and agreed under HECA.				
2. Are there any associated objectives of the function or policy? If so what are they?	Falkirk Council wish to improve the energy efficiency of its stock and to encourage the owner occupied and private rented sector to do the same. In order to help fund this work Falkirk Council aims to build on the relationships it has with the Energy Companies in order to bid for CERT Funding that is available to part finance this work. It also aims to promote the various sources of funding to the Owner Occupied Sectors.				
3. What are the current priorities associated with this function/policy?	The Home Energy Strategy will integrate with the Local Housing Strategy and link into the Fuel Poverty Strategy. The main priorities are to meet the SHQS and to reduce the numbers of those who are currently in Fuel Poverty.				
4. Who defines or defined this function/policy?	The Local Housing Strategy The Scottish Housing Quality Standard The Fuel Poverty Statement The Home Energy Conservation Act				
5. Who implements this function/policy?	The Energy Staff within the Programmes & Resources Team, Strategic Support Unit will be the leaders in implementing this Strategy. Input will be required from other Services within the Council such as Development Services.				
6. What outcomes are wanted from this function/policy?	<p>To improve the Energy Efficiency of the housing stock by:-</p> <ul style="list-style-type: none"> • updating heating systems through an annual replacement programme for old systems, • increasing insulation levels by installing Cavity Wall and Loft Insulation, • Increasing tenant's awareness of energy efficiency via media, publications and the Council Website. <p>To reduce Fuel Poverty within the Council area by implementing actions from the Home Energy Strategy Action Plan</p> <p>To Maximise the level of grant funding available to the Council from Energy Companies and Scottish Government sources.</p>				
7. Who are the main stakeholders in relation to this function/policy?	The main stakeholders are expected to be Council tenants, owner occupiers and those living in private rented accommodation.				

8. What outcomes do stakeholders want from this function/policy?	This document has still to be consulted on therefore this section has still to be determined.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	The document outlines the ways in which the Council can improve the stock therefore it is aiming to help tenants. There is no evidence that the Strategy could contribute to inequality.					
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					
12.1 Is there any evidence of higher or lower participation, uptake or exclusion, by the strands?						
12.2 Does evidence indicate there is access to services and benefits reduced or denied for some groups?						
12.3 Do particular groups face increased difficulty or indignity as a result of the policy?						
12.4 Are there any complaints or lower satisfaction rates from particular groups in connection with the policy?						
12.5 Is there any evidence that the policy fails to respond to the needs of a particular group?						

12.6 Where are there gaps in data or non-availability of data which would need to be gathered in the future to ensure effective monitoring?						
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?	Local Authority Tenants. Owner Occupiers and those in Private Rented Accommodation					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Lives will be positively affected as their thermal comfort will be improved by the energy efficiency measures installed into their homes.					
17. Should this function/policy proceed to a full Impact Assessment?	Yes			No ✓		

Interim Change to Allocations Policy 2008 - Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review	John Campbell George Kelman Mary Armitage	Date of Initial Screening	Jul 2008	Contact Officer	John Campbell
Policy or Function to be Assessed	Repairs & Maintenance Service		Is this a new or existing function or policy?	Existing policy	
1. Describe the aim, objective or purpose of the function or policy.	To provide a responsive repairs service which is customer focused and provides a high quality of repairs within challenging timescales				
2. Are there any associated objectives of the function or policy? If so what are they?					
3. What are the current priorities associated with this function/policy?					
4. Who defines or defined this function/policy?	Falkirk Council Housing (Scotland) Act 2001				
5. Who implements this function/policy?	Falkirk Council				
6. What outcomes are wanted from this function/policy?	To achieve high levels of customer satisfaction with the responsive repairs service				
7. Who are the main stakeholders in relation to this function/policy?	Tenants Falkirk Council staff External contractors				
8. What outcomes do stakeholders want from this function/policy?	Easy access to the repairs service Good standard of repairs done with minimum inconvenience in the fastest time possible				

9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?						
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?	<p>No. Access to the repairs service is potentially an issue for minority ethnic groups, older people and those with disabilities but steps have been taken to deal with this as follows:</p> <ul style="list-style-type: none"> • Induction loops are installed in offices where tenants are likely to report repairs • Offices have language cards in place to instruct service users who speak different languages on how to access services • Publicity materials are available in other languages and this is clearly signposted on these materials • All offices have been audited for mobility issues and are DDA compliant <p>In addition to these access related issues, the disabled adaptations service carries out a programme of adaptations for older and disabled people to ensure dwellings are suitable for tenants' needs.</p>					
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?	Far reaching					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	Around 16,500 tenants					

16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Health and wellbeing	
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	D McGregor J Kennedy	Date of Initial Screening	8/2/08	Contact Officer	D McGregor,
Policy or Function to be Assessed	Revenue Budget review 2008/2009 – 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?	<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				
5. What outcomes are wanted from this function/policy?	To ensure that Council funds are allocated to services to enable appropriate and relevant services are delivered to the population of the Falkirk area meeting the aims of the Corporate Plan.				
6. Who are the main stakeholders in relation to this function/policy?	The Council and its employees as well as the resident, business and visiting population of the Falkirk area.				
7. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	If the Council funds are not allocated appropriately, this could potentially have an adverse impact on equality areas/issues.				

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					
11. 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
12. Is the function/policy corporate or far reaching?	Corporate and far reaching					
13. What number of people may be affected or impacted upon by implementation of the function/policy?	The resident (approx 150,000), business and visiting population of the Council area					
14. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Potentially may be depending on the funding/resources available. For this year, however, additional resources have been allocated to key priority areas including Children, Youth Facilities, the Elderly, Health, Safety and Well-being, Homelessness, the Environment and the local economy.					
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	Gaynor McGrouther Margaret Wilson, Lisa Chan	Date of Initial Screening	27/06/07	Contact Officer	Margaret Wilson Ext: 0837
Policy or Function to be Assessed	Private Sector Housing Strategy		Is this a new or existing function or policy?	New Strategy	
1. Describe the aim, objective or purpose of the function or policy.	The aim of the strategy is to actively encourage through partnership, the positive development of good quality, warm, affordable and sustainable Private Sector Housing across the Falkirk Council area.				
2. Are there any associated objectives of the function or policy? If so what are they?	Falkirk Council wish to improve the physical conditions and energy efficiency of Private Sector Housing and in order to do so wish to better understand and improve the housing supply options available. Falkirk Council also wishes to identify and try to meet/assist in the provision of support for specific and particular needs. Ways in which we can do is by establishing a private sector housing working group and work with private landlords to regulate and help develop the skills they have. By setting up and delivering a Private Sector Housing and Advice Service, information will be available to all client groups who use private sector housing.				
3. What are the current priorities associated with this function/policy?	The Strategy will integrate with the Local Housing Strategy and link with Falkirk Council s Community Plan, the key themes of which are: <ul style="list-style-type: none"> - To improve the Performance of the Local Economy and Tourism - Enhancing Lifelong Learning and Opportunity - Creating a Sustainable Local Environment and Improving Transport - Regenerating Other Communities - Enabling our Citizens to Live Safely - Improve Health and Wellbeing 				
4. Who defines or defined this function/policy?	The Local Housing Strategy The Fuel Poverty Statement The Scottish Housing Quality Standard The Local Government etc. (Scotland) Act 2003 The Tenements (Scotland) Act 2004 The Housing (Scotland) Act 2006				
5. Who implements this function/policy?	Housing and Social Work Services staff will play a large part in implementing this strategy although the input of other Services within Falkirk Council will be required.				

6. What outcomes are wanted from this function/policy?	The Council wish to establish a private sector working group which will better understand and improve the housing options available. We also wish to create and sustain an environment in which people want to live, work and visit and to do this we will aim to deliver a high quality housing programme to meet local needs. Through establishing a Landlord Forum the Council will regulate and help landlords develop their skills and provide advice and assistance to both the landlord and private tenants. The Council also aim to do a private sector housing condition survey which will provide information to help the council improve the physical condition and energy efficiency within this sector. The Council will deliver a private sector housing information and advice service which will be accessible and equitable for all users of this service.					
7. Who are the main stakeholders in relation to this function/policy?	To be determined although it is highly likely that this will be owner occupiers, private landlords and private tenants.					
8. What outcomes do stakeholders want from this function/policy?	This document has still to be consulted on; therefore this section still has to be determined.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	There are initial concerns with financial assistance to some groups who may need this to improve their properties under the Scheme of Assistance (Housing (Scotland) Act 2006), however the guidelines still need to be clarified by the Scottish Executive.					
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, however if evidence shows that some groups are unaware of legislation concerning grants, landlord registration etc. this can be addressed by ensuring that leaflets are available in a selection of languages and by contacting the relevant community groups to provide advice and assistance.					
12.1 Is there any evidence of higher or lower participation, uptake or exclusion, by the strands?	No evidence					

12.2 Does evidence indicate there is access to services and benefits reduced or denied for some groups?	No evidence					
12.3 Do particular groups face increased difficulty or indignity as a result of the policy?	No evidence					
12.4 Are there any complaints or lower satisfaction rates from particular groups in connection with the policy?	No evidence					
12.5 Is there any evidence that the policy fails to respond to the needs of a particular group?	No evidence					
12.6 Where are there gaps in data or non-availability of data which would need to be gathered in the future to ensure effective monitoring?	The form for grants does not gather information on ethnicity. This form is provided by the Scottish Executive and the Council cannot change this form.					
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?	Mainly Private Landlords, Private Tenants and Owner Occupiers.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Some people may be affected financially as a result of current legislation however this will ultimately improve the living conditions and welfare of those affected.					
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	Rob Edward	Date of Initial Screening	10 th June 2008	Contact Officer	Rob Edward
Policy or Function to be Assessed	Asbestos Policy		Is this a new or existing function or policy?	Existing Scheme	
1. Describe the aim, objective or purpose of the function or policy.	This policy is to ensure that Falkirk Council has the management systems, personnel and resources in place to meet legislative requirements to manage asbestos in Falkirk Council Premises. It provides broad standards for Services to meet in managing their own specific risks.				
2. Are there any associated objectives of the function or policy? If so what are they?	Provision of asbestos registers detailing location of asbestos in Falkirk Council buildings and ensuring that work procedures prevent unauthorised works on these.				
3. What are the current priorities associated with this function/policy?	This policy is a review of existing Policy has been brought about following consolidation of health and safety legislation on Asbestos bringing out new legislation.				
4. Who defines or defined this function/policy?	The management systems for control of asbestos risks are defined in this policy.				
5. Who implements this function/policy?	The policy defines the roles that various services play in the management of asbestos.				
6. What outcomes are wanted from this function/policy?	The management systems will prevent any accidental works on asbestos containing materials, thus preventing asbestos fibres being released in Falkirk Council premises.				
7. Who are the main stakeholders in relation to this function/policy?	The Main stakeholders are Corporate & Commercial Services, Business Services Facilities unit, Housing Services and Community Services, Property services section.				
8. What outcomes do stakeholders want from this function/policy?	Identification of asbestos and management of works around these areas.				

9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	None					
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 None	Disability None	Gender and Gender Identity None	Sexual Orientation None	Faith/Religion None	Age None
11. Are there any groups that might be expected to benefit from the intended outcomes, but which do not?	Race None	Disability None	Gender and Gender Identity None	Sexual Orientation None	Faith/Religion None	Age None
12. Do your answers reveal there is potential/adverse impact of this function/policy?	No potential or adverse impact of this Policy.					
13. Can this adverse impact be justified on the grounds of promoting equality for one group, or any other reason?	Race Not Applicable	Disability Not Applicable	Gender and Gender Identity Not Applicable	Sexual Orientation Not Applicable	Faith/Religion Not Applicable	Age Not Applicable
14. Is the function/policy corporate or far reaching?	This Policy is a Corporate Policy that takes account of minor changes brought about by consolidation of health and safety legislation, however they do not substantially change existing working practices.					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	Approximately 20 persons who will require to modify existing procedures and working practices.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Existing long term financial impact on the control of asbestos in Council premises will not be significantly affected by changes.					
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		Date of Initial Screening	14.11.08	Contact Officer	Frances Allison
Policy or Function to be Assessed	Fire Safety At Work Policy		Is this a new or existing function or policy? New	Existing Scheme	
1. Describe the aim, objective or purpose of the function or policy.	To provide a framework for managers to follow and to ensure that Falkirk Council is meeting the requirements of Fire Legislation.				
2. Are there any associated objectives of the function or policy? If so what are they?	To ensure the safety of employees and Service users.				
3. What are the current priorities associated with this function/policy?					
4. Who defines or defined this function/policy?	Legislation				
5. Who implements this function/policy?					
6. What outcomes are wanted from this function/policy?	That Falkirk Council has adequate arrangements in place to ensure safety and meet legislative requirements.				
7. Who are the main stakeholders in relation to this function/policy?	Falkirk Council				

8. What outcomes do stakeholders want from this function/policy?	To ensure the safety of employees and service users and also meet legislative requirements.					
9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	Yes					
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 Yes - special arrangements required for evacuation	Gender and Gender Identity .	Sexual Orientation	Faith/Religion	Age Yes – special arrangements for elderly or very young re evacuation
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?	Corporate					
15. What number of people may be affected or impacted upon by implementation of the function/policy?	All employees circa 8k and Service users					

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?	Yes	No No

Initial Screening Pro-forma for Equality Impact Assessment

Names of Officers involved in Review		Date of Initial Screening		Contact Officer	
Policy or Function to be Assessed	Stress & Mental Health Wellbeing Policy		Is this a new or existing function or policy? Existing	Existing Scheme	
1. Describe the aim, objective or purpose of the function or policy.	To promote a healthy working environment that encourages good mental health wellbeing at work and to provide advice on a range of supportive measures to assist managers to help employees who are experiencing stress/mental health wellbeing issues..				
2. Are there any associated objectives of the function or policy? If so what are they?	To also ensure equal opportunity to employees and job applicants who have or who have experienced these issues/illnesses				
3. What are the current priorities associated with this function/policy?	Employment Legislation and the criteria for the Healthy Working Lives, Mentally Healthy Workplace Award.				
4. Who defines or defined this function/policy?	Human Resources, Health, Safety & Care Team.				
5. Who implements this function/policy?	Human Resources for the Director of Corporate & Neighbourhood Services.				
6. What outcomes are wanted from this function/policy?					
7. Who are the main stakeholders in relation to this function/policy?	Employer & Employees				
8. What outcomes do stakeholders want from this function/policy?	To prevent mental ill health and encourage and promote good mental health wellbeing.				

9. Are there any criteria/requirements or aspects of this function/policy that could contribute to inequality?	Yes, possibly if the policy is not applied properly.					
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?	*All of the above may be at a low risk from an adverse impact from this policy if it is not implemented correctly.					
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 will affect all 8k employees.					
16. Are key elements of people's lives affected by this function/policy? E.g. finance, welfare, learning etc.	Yes, finance, welfare and learning could be affected by this policy.					
17. Should this function/policy proceed to a full Impact Assessment?	Yes			No, the Council has an Equal Opportunity Policy, Absence Management Policy and Dignity at Work Policy that supports this policy.		

