

**EQUALITY SCREENING**

**Policy Control Document**

**Name of Policy, Procedure or Report** \_\_\_\_\_

**Lead Department/Service** \_\_\_\_\_ People – Quality and Performance

What is the aim of the policy, procedure or report?

To update the service level agreement with Angus Care and Repair

Is this a new or a review of an existing policy, procedure or report?

Review of existing SLA

**Screening Process**

Has the policy, procedure or report already been assessed for its impact on people from different racial backgrounds, people of different genders and people with disabilities.

Yes  No

**If Yes**, unless there have been significant changes, no further action is required. Please sign and date immediately below and retain for reference.

**If No**, does the policy, procedure or report involve or have consequences for the people the council serves or employs?

Yes  No

**If yes, proceed to Step 1 of the Full Impact Assessment on page 2.**

If no, please state why not

\_\_\_\_\_

**If no, The policy, procedure or report is not relevant and no further action is required.**

Please sign and date immediately and keep for reference

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## FULL IMPACT ASSESSMENT

### Step 1

Are there any statutory legal requirements affecting this policy, procedure or report? If so please describe.

The Council has a statutory obligation to assess and provide for community care needs, and to arrange a Scheme of Assistance for householders.

### Step 2

What data/research is available to assess the likely impact of the policy, procedure or report.

None

### Step 3

Is there any reason to believe the policy, procedure or report could affect people differently due to their race or disability or gender? If so how?

Race

No

Disability

No

Gender

No

### Step 4

Is there evidence to suggest that any part of the policy, procedure or report could unlawfully discriminate against people? If so, how?

No

### Step 5

Can the policy, procedure or report be seen to favour one section of the community

Yes  No

or deny opportunities to another?

Yes  No

If yes, please give details.

**Step 6**

Does the policy, procedure or report advance equality?

Yes  No

Or restrict equality?

Yes  No

If yes, give details

**Step 7**

Are there any other actions which could have been taken to enhance equality of opportunity?

If so please state

No

**Step 8**

Based on the work you have done, rate the level of relevance being allocated to this policy, procedure or report.

High  Medium  Low  Unknown

**Step 9**

If during **Steps 3 - 6** there has been an adverse impact identified, consider if any adverse impact can be justified.

Yes  No

If yes please give details.

If no, consider alternative ways of delivering the policy, procedure or report to minimise negative impact or eliminate unlawful discrimination. Give details of the changes to be made to the policy, procedure or report.

---

**Step 10**

Do you need to carry out a further impact assessment?

Yes  No

If yes, what actions do you need to take

---

**Step 11**

Make arrangements to monitor and review the impact assessment.

- i) Who will be responsible for monitoring?  
The nominated officer for the service level agreement will monitor all aspects, including equality.

ii) How will it be monitored and analysed?  
At least annually

iii) How often will the policy, procedure or report be reviewed and by whom?  
Annually

**Step 12**

Publish results of the Impact Assessment.

How will the results be recorded and reported?

**Completion of impact assessment:**

Please sign and date immediately and forward to your designated Policy Impact Assessment Co-ordinator.

**Name:** Les Hutchinson  
**Signature:** \_\_\_\_\_  
**Date:** 31 March 2014

**For additional information and advice please contact:**  
the Equalities Officer - Tel: 01307 476058 or E-mail: [Equalities@angus.gov.uk](mailto:Equalities@angus.gov.uk)