

EQUALITY SCREENING

Policy Control Document

Name of Policy, Procedure or Report Fleet Replacement Programme

Lead Department/Service _____

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

Identify procurement intentions for social work vehicle fleet.

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

Review

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: Elaine Hughes

Signature: _____

Date: 10/12/13

FULL IMPACT ASSESSMENT

Step 1

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

Step 2

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

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

Disability

Gender

Step 4

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

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

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?

 - ii) How will it be monitored and analysed?

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

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: _____
Signature: _____
Date: _____

For additional information and advice please contact:
the Equalities Officer - Tel: 01307 476058 or E-mail: Equalities@angus.gov.uk