

EQUALITY IMPACT ASSESSMENT

SCREENING DOCUMENT

Name of Proposal

Revised 16/17 – Savings from deletion of vacant 0.5 FTE clerical post **(RCI&F-S-14 G&CI)**

Lead Department/Service

Corporate Improvement & Finance

What is the aim of the proposal?

To replace an intended and already approved saving for 16/17 (reduction in procurement team staffing by 0.5 FTE). This saving will be achieved by deleting a vacant clerical post instead

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

New proposal

Screening Process

1. Has the proposal already been assessed for its impact on age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? **If yes, go to 1 a. If no, go to 1 b.**

1 a. Unless there have been significant changes, no further action is required. **Please add your name, position and date below at 3.**

1 b. Does the proposal involve or have consequences for the people the council serves or employs? **If yes, go to 2. If no, go to 1 c.**

1 c. Please state why not

The proposal is not relevant and no further action is required. Sign and date below at 3.

2. Is the proposal relevant to one or more of the protected characteristics? **If yes, go to 2 a. If no, go to 2 b.**

2 a. Proceed to Step 1 of the Full Equality Impact Assessment on page 2.

2 b. Please state why not

We expect to achieve the saving with little or no impact on services provided to customers. Staff will not be affected (vacant post). No positive or negative impact on protected characteristics will therefore arise

The proposal not relevant and no further action is required. Add your name, position and date below at 3.

3. Name: Ian Lorimer

Position: Head of Corporate Improvement & Finance **Date:** 1 October 2015