

EQUALITY IMPACT ASSESSMENT

SCREENING DOCUMENT

Name of Proposal

Early Years Expansion – New Admissions Criteria and Application Process

Lead Department/Service

People

What is the aim of the proposal?

To revise the criteria used for prioritising early learning and childcare (ELC) applications, and launch a new online process to replace the current paper-based process from April 2019. The changes to the criteria are required to meet the council's obligation to promote flexibility in how parents and carers can access their funded ELC entitlement.

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

Review of existing policy / process

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

The proposal is not relevant to protected characteristics as its main impact is to remove catchment areas for ELC placements and modernise the application process. Support will be provided to anyone who requests support to access the new process, and existing processes for children with additional support needs will remain unchanged.

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

3. Name: Jamie Aitchison

Position: Project Manager

Date: 3 January 2019