



Employment Equality Impact Assessment Screening Form

PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM

1. Summary Information			
Name of policy / project/ service reform?	Employee Engagement Strategy		
Project duration	2015-2017		
What is the aim or purpose of the policy, strategy or service reform?	To implement an employee engagement strategy across the organisation to enhance frameworks that facilitate employees contributions to the achievement of the council's strategic plan, maximise opportunities for employee voice, encouraging employees to keep involved and encourage their involvement in understanding the service and it's challenges supporting the achievement of Service objectives. This includes having standardised service employee forums across the Council.		
Which employees may be affected?	All council employees.		
Who is responsible developing this policy, strategy or service reform?	Corporate HR.		
2. Does this proposed change have a potential impact on employees?			
	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?		✓	As stated above
b) Involve a change of departmental or service structure?	✓		
c) Involve a reduction or increase in workforce?	✓		
d) Change employees' terms and conditions	✓		
e) Change employees' working hours?	✓		
f) Change employees' work location?	✓		
g) Change aspect of employees' physical work environment?	✓		
h) Introduces new or amends existing working practices for employees?	✓		



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3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
<p>a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?</p> <p>Please provide summary explanation(s) in the appropriate column(s).</p>	Employees of different ages	Positive		
	Employees with a disability	Positive		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	Positive		
	Employees who are pregnant or subject to maternity arrangements	Positive		
	Employees belonging to race, cultural and ethnic groups	Positive		
	Employees who have a religion or belief, or who do not	Positive		
	Female and Male employees	Positive		
	Employees who are gay, lesbian, bisexual, heterosexual	Positive		
	Employees with caring responsibilities	Positive		
	Full Time Employees	Positive		
	Part Time Employees	Positive		



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Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact
<p>b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact</p>	Employees of different ages	The engagement strategy and framework has been designed to be open, transparent, collaborative and inclusive, to maximise opportunities for employee voice and to seek employee feedback about their employment experiences.	Inclusion is a key objective of the engagement strategy, to promote fairness, respect, equality and inclusiveness for all, asking employees for their views, ideas and opinions so that their voice is heard on a range of issues. The strategy will be reviewed regularly.
	Employees with a disability	As above	As above
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	As above	As above
	Employees who are pregnant or subject to maternity arrangements	As above	As above
	Employees belonging to race, cultural and ethnic groups	As above	As above
	Employees who have a religion or belief, or who do not	As above	As above
	Female and Male employees	As above	As above
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	As above	As above
	Employees with caring responsibilities	As above	As above
	Full Time Employees	As above	As above
	Part Time Employees	As above	As above



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Question	Three needs of Equality Act 2010	Summary explanation
c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.	Eliminate unlawful discrimination, harassment and victimisation.	n/a
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	n/a
	Foster good relations between people who share a protected characteristic and those who don't.	Encourage employee relationship building across the organisation through engagement activities designed in line with the Equalities Act.

4. Conclusion			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision? Please provide a brief statement explaining why you have made this decision.		✓	The employee engagement strategy will be implemented fairly and consistently across the whole organisation, mainstreaming equality and diversity within employee forums and giving all employees a voice.
<ul style="list-style-type: none"> If you are proceeding to a full EEqIA please refer to the template EEqIA. If you are not proceeding to a full EEqIA please answer the questions below: 			
b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.			The corporate framework has been designed to be inclusive. Services may consider an impact assessment of activities at a local level.



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c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening? If yes, please provide a brief statement opposite.	No.
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	The strategy and service employee forums will be reviewed regularly within the lifecycle of the 2015-2017 strategy.
5. Screening Sign off	
I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document: Signature of HR Manager: Catharine Kirwan, Depute Head of HR	

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)