

EQUALITY IMPACT ASSESSMENT (EIA) SCREENING FORM

1. Introduction to the EIA process

A successful EIA will look at 5 key areas:

- **Identify the Financial Option to be assessed** – a clear definition of the service reform and its aims;
- **Screening** - Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups);
- **Prioritising Impact** – reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level,
- **Action Planning**– develop an action plan to make changes where a negative impact has been assessed
- **Measuring outcomes** – stating how you will monitor and evaluate the financial option to ensure that you are achieving the expected outcomes for all groups.

2. **Name of the Financial Option:**

Homes for Life – Phase1 - Hawthorn House 2014

3. **List main activities of the Financial Option:**

To implement a new operating model for Facilities Management in the Homes for Life.

4. **Who will be the main beneficiaries of the Financial Option:**

The residential clients within the Homes for Life will be the main beneficiaries.

5. **Name of officer completing Financial Option screening**

Julia McCreddie DATE 1/04/14

6. **Screening Verified by**

Lynn Norwood DATE 1/04/14

EVIDENCE/ENGAGEMENT

The best approach to find out if the financial option is likely to impact negatively or positively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. This will provide you with what do you need to know that will provide you with evidence of the needs of the diverse population and their needs.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to; Gender, BME, Disabled people, LGBT, older people, children & young people or faith & belief.	Do you intend to set up your own consultation? If so, please list the main issues that come from this consultation.
Master Data Report for all Cordia staff who may be potentially affected by the proposals	Report captures data on age, gender, disability and ethnicity.	No

DIFFERENTIAL IMPACT

Use the table below to tick where you think the financial option has either a negative impact (could disadvantage them) or a positive impact (contributes to promoting equality or improving relations within a equality group), based on the evidence you have collated

There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts.

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
GENDER / GENDER REASSIGNMENT	Women			✓	<p>Affected staff group is made up of (Catering staff and Cleaning Staff) 80% female, 20% male.</p> <p>Catering Service - Catering Managers 66% female, 33% male Cook 66% female, 33% male Catering Assistant 70% female, 30% male, therefore proposals may affect one gender more than another dependant on the impact within the specific area of the business.</p>
	Men			✓	<p>Cleaning Service – Cleaning Supervisor 100 % female,0% male Cleaner (Keyholder) 100% female,0% male Cleaner 84% female, 16% male, therefore proposals may affect one gender more than another dependant on the impact within the specific area of the business.</p>

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
Ethnicity	White			✓	White individuals identified within affected group, although 54% have not disclosed their ethnicity. 38% White/British, therefore proposals are likely to affect White individuals.
	Asian				No Asian individual identified within affected group, although 54% have not disclosed their ethnicity. Proposals are unlikely to affect Asian individuals.
	African/Caribbean			✓	African/Caribbean individual identified within affected group, although 54% have not disclosed their ethnicity. 2.56% African/Caribbean, therefore proposals are likely to affect African/Caribbean individuals.
	Other ethnic group			✓	'Other ethnic group' individual identified within affected group, although 54% have not disclosed their ethnicity. 2.56% 'Other ethnic group', therefore proposals are likely to affect 'other ethnic group' individuals.
	Mixed or multiple ethnic group			✓	'Mixed or multiple ethnic group' individual identified within affected group, although 54% have not disclosed their ethnicity. 2.56% 'Mixed or multiple ethnic group' therefore proposals are likely to affect 'mixed or multiple ethnic group' individuals.

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
DISABILITY	Physical disability			✓	<p>Affected staff group is made up of 5.1% disabled, therefore proposals are unlikely to strongly affect disabled people. Voluntary severance should be available to all affected staff equally.</p>
	Sensory Impairment (sight, hearing etc.)				
	Learning Disability		✓		
	Mental Health Issues				
SEXUAL ORIENTATION	Lesbians, Gay Men, Bisexual, Transgender				<p>No individuals within the affected staff group have declared to Cordia they consider themselves to be Lesbians, Gay Men, bisexual or Transgender, although 54% have not disclosed their LGBT. There are no negative impacts based on sexual orientation or transgender individuals.</p>
AGE	Older People			✓	<p>Affected staff group is made up of 54% over age 50, therefore proposals may affect 'older people'. Cordia's voluntary severance and severance retirement packages differ between individuals under 50 and those over 50 – voluntary severance should be available to all affected staff equally. Older people may also find it more difficult to find alternative employment if they choose to take a severance package.</p>

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
	Younger People			✓	Affected staff group is made up of 46% under age 50, therefore proposals may also affect 'younger people'. Cordia's voluntary severance and severance retirement packages differ between individuals under 50 and those over 50 – voluntary severance should be available to all affected staff equally.
MARITAL / CIVIL STATUS					Affected staff group is made up of 28 % Married 10.25 % Not married and not registered in a civil partnership 7.7% Not declared although 54% have not disclosed their marital / civil partnership status. Proposals are unlikely to impact on individuals in this affected group.
RELIGION / BELIEF		✓			Affected staff group is made up of 13 % Church of Scotland 2.5 % Christian 7.5% Roman Catholic Church 5.5 %Prefer not to disclose 17.5 % None, although 54% have not disclosed their religion and belief. Proposals are likely to have a positive affect on individuals based on religion / belief.
PREGNANCY AND MATERNITY					On average (based on last 12 months), 2.56%, of the affected staff group have been on maternity leave. Therefore, proposals could affect this staff group.

Continue to answer or tick the following questions where the initial screening (above) indicated that there may be a negative impact on certain equality groups. ** Equality Legislation listed a back of this document.

IMPACT	YES	NO
HIGH		
There is substantial evidence and/or concern that people from different groups or communities are (or could be) differently affected by the financial option.		✓
MEDIUM		
There is some evidence and/or some concern that people from different groups or communities are (or could be) differently affected		✓
LOW		
There is little or no evidence that some people from different groups or communities are (or could be) differently affected.	✓	
Does the negative impact breach any of the equality legislation? **		✓
	Immediately	Within next 3 months
The negative impact requires action to be taken	<ul style="list-style-type: none"> ● Voluntary measures operated by Cordia will be explored based on business/operational requirements and will be open to all potentially affected staff to ensure fairness and equality of opportunity to all. These measures will include :- Alternative Employment, Voluntary Hours Sacrifice Scheme, Restricted Advert for Promoted Positions and Re- training where appropriate. 	<ul style="list-style-type: none"> ● Consider Voluntary Severance will be based on business/operational and financial viability requirements and will be open to all potentially affected staff to ensure fairness and equality of opportunity to all, only when Cordia has exhausted all other voluntary measures.

TAKING ACTION

FINANCIAL OPTION SCREENING ACTION PLAN

Financial Option Name	Issues	Action Required	Lead Officer	Timescale	Completed/date of review
	Could you remove the negative impact from the project, policy or strategy?	<ul style="list-style-type: none"> • Alternative employment options where available will be offered to potentially affected staff. • Voluntary Hours Sacrifice will be offered to potentially affected staff for consideration. 			
	Could you change the project, policy or strategy to have a positive impact?	<p>Although there will be potentially some negative impacts towards individuals as a result of this proposal, the proposal will enable the modernisation of a service to create an outward-looking approach to meet customer needs.</p>			
	If you can do neither of the above, please recommend the next steps to be taken.	<ul style="list-style-type: none"> • Consider Voluntary Severance option, this will be based on business / operational and financial viability requirements and should be open to all potentially affected staff to ensure fairness and equality of opportunity to all. • Cordia is committed to minimising any detrimental impact on core pay for staff affected by this change. 			

MEASURING OUTCOMES

The equality impact assessment screening is not an end in itself but the start of a continuous monitoring and review process. It is our responsibility to identify any current, new or developing issues raised by the community.

Legislation

The UK Government's Equality Act 2010 replaces the existing equality legislation and brings anti-discrimination laws together in a single Act. It simplifies the law and removes inconsistencies making it easier for people to understand and comply with it. The Equality Act protects people on the basis of protected characteristics specified in the Act. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A key measure within the Act is the Public Sector **Equality Duty** which came into force on 5 April 2011. This Duty requires public bodies to be pro-active in tackling discrimination by eliminating discrimination, pro-actively promoting equality of opportunity and by fostering good relations between those who share a protected characteristic and those who do not. The intention is to prevent discrimination by bringing equality into the mainstream and taking the Equality Duty into consideration before, during and while making a decision on the development of policy options

The Equality Duty is supported by the **specific duties** set out by Scottish Ministers to apply to some public authorities including local authorities. The specific duties require public bodies to publish information to show their compliance with the Equality Duty.

One of the specific duties relates to Equality Impact Assessment. Public Authorities in Scotland are required to carry out impact assessments of any proposed new or revised policy or practice. "Policy" is used as shorthand for a range of different types of functions including strategies, plans, services or proposals as well as provisions, criteria and practices. For example, setting budgets, developing high-level strategies, changing organisational practices such as internal restructuring or proposals for any of the above.

Impact assessments should be based on relevant evidence and the results should be published,