

Equality impact assessment (EIA) screening form

Please refer to the [guidance notes](#) when completing this form.

This form has been developed to help you to identify the need for EIA when developing a new policy, strategy, programme, activity, project, procedure, function or decision (hereafter all understood by the term policy). You must also complete this form when reviewing or revising existing policies. It will also help to prioritise existing policies that may need to undergo a full EIA.

Unless they are 'screened out' following this initial prioritisation process, policies **will** be required to undergo full EIA in priority order. Refer to the above guidance notes on when an equality screening should happen, and some initial principles to bear in mind when getting started.

No new or revised policy should be approved unless an equality screening and – if required – a full EIA has taken place.

The following sections must be completed for all new policies:

Name of policy being screened

Council Report regarding Appointment Process and change of establishment

Brief description of the Policy

The report seeks approval to make appointments to three corporate director roles of Children's Services, Wellbeing and Communities, to consult on reallocating responsibilities between roles and the existing Assistant Chief Executive (ACE) and to amend the ACE pay scale.

Does this policy relate to any other policies?

No

What is the aim or purpose of the policy?

The report outlines the proposed recruitment process to the 3 Corporate Director posts outlined above, consider a reallocation of responsibilities and review the pay scale of the Assistant Chief Executive.

Who is affected by this policy (e.g. staff, residents, disabled people, women only?)

Staff

Who is responsible for delivery of the policy?

Chief Executive and elected members

The following sections must be completed for all policies being reviewed or revised:

Is this a review of an existing policy?

No

If this is a review or amendment of an existing policy, has anything changed since it was last reviewed?

N/A

Has an EIA previously been carried out on this policy?

N/A

If an EIA exists, what new data has been collected on equality groups since its completion?

N/A

Screening questions

1. Is this policy an important or ‘large scale’ function, and/or is it likely the policy will impact upon a large number of staff, residents and/or contractors?

No

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways? (See guidance for list of ‘protected characteristics’ to consider)

Characteristic	Yes	No	Unknown	Explanation of impact
Age		X		The 3 Corporate Director positions outlined above will be advertised nationally and will be recruited to via a rigorous recruitment and selection process which will be managed by an external recruitment specialist. All existing senior managers, regardless of any protected characteristics they may share, within the council will be able to apply for these positions. Due consideration will be given to any specific needs disclosed by candidates and, In line with council’s approach, the recruitment and selection process will be accessible by/to all candidates
Disability		X		“
Gender reassignment		X		“
Pregnancy and maternity		X		“

Race		X		“
Religion/belief		X		“
Sex		X		“
Sexual orientation		X		“
Civil Partnerships and Marriage		X		“

No

Please expand on your answer:

Please see detail above.

3. What is the risk that any aspect of the policy could in fact lead to discrimination or adverse affects against any group of people? (See guidance for list of protected characteristics?)

No risk

What action has been taken to mitigate this risk?

[Guidance](#)

N/A

Please expand on your answer:

N/A

4. Could any aspect of the policy help BCBC to meet the main public sector duties? Bear in mind that the duty covers 9 [protected characteristics](#). [Guidance](#)

Duty	YES	NO	Unknown
Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act			X
Advance equality of opportunity between persons who a relevant protected characteristic and persons who do not share it			X
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it			X

Please set out fully your reasoning for the answers given to question 4 including an awareness of how your decisions are justified.

This is an external appointment process for specific senior managerial roles within the Council. In terms of the Public Sector Duties outlined in section 4 above, the council is mindful that it must respond to the various challenges faced by the Council and its communities such as welfare reform, integrating social care and health, improving standards in education and preparing for the likely impact on services following the anticipated Comprehensive Spending Review. Any resulting increase in salary of the Assistant Chief Executive is considered equitable.

5. Could any aspect of the policy help BCBC to further its commitments set out in the council's Welsh Language Scheme?

No

6. Are you aware of any evidence that different groups have different needs, experiences, issues and/or priorities in relation to this policy?

No

If 'yes', please expand:

Conclusions

7. What level of EIA priority would you give to this policy? [\(Guidance\)](#)

HIGH	-	full EIA within 6 months, or before approval of policy
MEDIUM	-	full EIA within one year of screening
LOW	-	full EIA within three years of screening
SCREEN OUT	-	no further EIA required at this time

Please explain fully the reasons for this judgement including an awareness of how your decisions are justified.

Options for alternative senior management arrangements have been considered and developed. This is an external appointment process for specific senior managerial roles within the Council. In terms of the Public Sector Duties outlined in section 4 above, the council is mindful that it must respond to the various challenges faced by the Council and its communities such as welfare reform, integrating social care and health, improving standards in education and preparing for the likely impact on services following the anticipated Comprehensive Spending Review. Any resulting increase in salary of the Assistant Chief Executive is considered equitable.

7. Will the timescale for EIA be affected by any other influence e.g. Committee deadline, external deadline, part of a wider review process?

N/A

8. Who will carry out the full EIA?

N/A

EIA screening completed by: Paul Williams

Date: 24 June 2013

When complete, this initial screening form and, if appropriate, the full EIA form must be sent to [Rhiannon Crocombe](#) or [Paul Williams](#)