

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

Proposal to change terms and conditions of JNC officers by:
Removing car lease entitlement as of 31 August 2013
Change of mileage rate to HMRC rates as of 1 September 2013
Removal of telephone allowance as of 31 August

Brief description of the policy

As above. The proposal also includes compensatory lump sum payments for those JNC officers affected, upon the removal of these entitlements and the signing of compromise agreements.

Does this policy relate to any other policies?

No

What is the aim or purpose of the policy?

Purpose of the proposal is ultimately to save the authority £43000 per year from 2014-15 onwards

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

11 officers, in particular the 6 officers who currently claim lease car entitlement and 7 officers who currently claim telephone allowance.

Who is responsible for delivery of the policy?

The proposal would be implemented by the Corporate Director – Resources, if approved.

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

[\(Guidance\)](#)

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)

<i>Characteristic</i>	Yes	No	Unknown	Explanation of impact
<i>Age</i>		x		
<i>Disability</i>		x		
<i>Gender reassignment</i>		x		
<i>Pregnancy and maternity</i>		x		
<i>Race</i>		x		

Religion/belief		x		
Sex		x		
Sexual orientation		x		
Civil Partnerships and Marriage		x		

No

[\(Guidance\)](#)

Please expand on your answer:

The proposal, if approved, will only impact on those 11 officers who have within their terms and conditions a lease car entitlement and telephone allowance.

The most significant impact will be on the 6 officers who currently claim lease car entitlement (3 female, 3 male) and the 7 officers who currently claim telephone allowance (4 male, 3 female) – none of which have declared disabilities.

Recognised trade unions as well as the potentially affected employees have been consulted on this cost-saving proposal, and have reached agreement as regards what they deem a fair level of compensation.

The proposal will not impact differentially on any officers affected who share one or more of the protected characteristics.

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:

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.

There are no opportunities for the proposal to help BCBC meet its public sector equality duties. The proposal would see an amendment to terms and conditions for a small number of JNC officers. Part of the proposal is for these officers to be financially compensated for this change, which these officers have deemed acceptable.

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

[\(Guidance\)](#)

If 'yes', please expand:

Conclusions

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

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.

See sections 2 and 4

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

[\(Guidance\)](#)

N/A

8. Who will carry out the full EIA?

N/A

EIA screening completed by: Rhiannon Crocombe

Date: 20.06.13

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