

INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed:

(Please remember that even informal policies & procedures need to be equality analysed.)

Is it new or revised ■

(If revised, please attach a copy of the original Equality Analysis.)

Senior Manager Responsible: Andrew Buchanan

Department: HR

EQUALITY ANALYSIS SCREENING TEAM (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend).)

Name	Department	Role
Andrew Buchanan	HR	Policy lead
Charley Frampton	HR	Team colleague
Pete Hannell	Operations/Unison	Critical friend

Date of screening 11/7/16

Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

The policy sets out employees' responsibilities in regards to requesting to work for another employer (in addition to their LAS employment) or conduct their own business; it also sets out managers' responsibilities in regards to such requests.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

It is to the benefit of the LAS that they are aware of secondary employment undertaken by their staff to ensure that such matters as health and safety and conflict of interest are avoided. It is to the benefit of staff that they are not put under undue risk by working an unhealthy working pattern or excessive hours.

Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a "protected characteristic" group, whether service users, staff or other stakeholders

"Protected Characteristic Group"	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a "protected characteristic" group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	Neutral	
Pregnancy and Maternity	Neutral	
Race	Negative	It is recognised that BME staff are predominantly in lower graded jobs in the Trust and as such the likelihood is that they may be more likely than some other staff to seek secondary employment. As such there is the potential that the Policy, if applications for secondary employment are turned down, to have a proportionally greater negative impact on BME staff. The policy is however seen as a

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

		proportionate means of achieving a legitimate aim i.e. helping to ensure the health and safety of the individual as well as adherence to the Working Time Regulations.
Religion or Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?

No.

Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

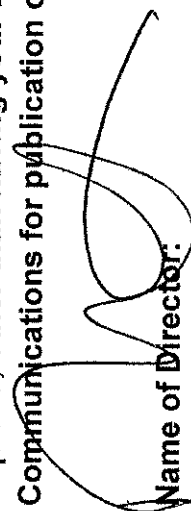
Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

No Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any "protected characteristic" group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.

If you have only identified a neutral or positive impact on any "protected characteristic" group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: 

Mark Hirst

Signature: MARK HIRST

Signature:

Date:

14/07/16

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion