Equality Screening Template

Part 1: Policy Scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities.

Information about the policy

Name of the policy: <u>Dress Code Policy</u>

Is this an existing, revised or a new policy? Revised

What is it trying to achieve? (intended aims/outcomes)
To provide guidance for staff in relation to appropriate dress attire whilst working at CCEA.

CCEA recognises that, like most organisations, all employees act as representatives of the organisation and should therefore be dressed accordingly, whether they are attending the office or working from home. The way in which employees of CCEA, dress and present themselves plays an important part in the image that CCEA portrays to customers, stakeholders and the general public.

Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.
NO

Who initiated or wrote the policy? Human Resources

Who owns and who implements the policy? Human Resources

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they:

☐ Financial

☐ Legislative

☐ Other, please specify

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

☒ Staff

☐ Service users

☐ Other public sector organisations

☐ Voluntary/community/trade unions

☐ Other, please specify

Other policies with a bearing on this policy

What are they?

Who owns them?

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Please specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious Belief	None
Political Opinion	None
Racial Group	None
Age	None
Marital Status	None
Sexual Orientation	None
Men and Women generally	None
Disability	None
Dependants	None

Needs, experiences and priorities

Taking into account the information referred to previously, are there different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Please specify details as appropriate for each of the Section 75 categories.

Section 75 category	Yes/No/ Not sure	If yes, please provide details of needs/experiences/priorities
Religious Belief	No	
Political Opinion	No	
Racial Group	No	
Age	No	
Marital Status	No	
Sexual Orientation	No	
Men and Women generally	No	
Disability	No	
Dependants	No	

Part 2: Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/major/none)?		
Section 75 category	**Details of policy impact**	**Level of impact? Minor/major/none**
Religious belief	None	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependents	None	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Section 75 category	Is <u>Yes</u>, provide details	If <u>No</u>, provide reasons
Religious belief	No	No
Political opinion	No	No
Racial group	No	No
Age	No	No
Marital status	No	No
Sexual orientation	No	No
Men and women generally	No	No
Disability	No	No
Dependents	No	No

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group (minor/major/none)?

Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If <u>Yes</u>, provide details	If <u>No</u>, provide reasons
Religious belief	No	Policy applies to all CCEA staff, irrespective of S75 characteristics.
Political opinion	No	As above
Racial group	No	As above

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?
(For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

None

Part 3: Screening decision

Decision	Please tick ✓ as appropriate
The policy has been 'screened in' for equality impact assessment.	
The policy has been 'screened out' for equality impact assessment.	X
If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.	
If the decision is not to conduct an equality impact assessment, please provide details of the reasons.	

Mitigation

If the decision is not to conduct an equality impact assessment you may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

	Yes	No
Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality or opportunity and/or good relations?		X

If yes, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.

Timetabling and prioritising

If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to CCEA's functions	N/A

The total rating score will be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist CCEA in timetabling.

Part 4: Monitoring

Where a policy has been amended or an alternative policy introduced, effective monitoring will help you identify any future adverse impact arising from the policy, which may lead to carrying out an equality impact assessment, as well as helping with future planning and policy development.

Part 5: Approval and authorisation

Screened by: Michelle Wilson

Position: HR Assistant

Date: 21/10/2020

Approved by: R Bryans

Position: Sen HR Advisor

Date: 21/10/2020