

## 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

<b>Name of the policy:</b> Travel and Accommodation Policy
<b>Is this an existing, revised or a new policy?</b> Revised. Existing policy only required minimal change/updates to ensure staff and non-staff have clear guidance.
<b>What is it trying to achieve? (intended aims/outcomes)</b> The purpose of this policy is to ensure that CCEA staff and non-staff travelling on behalf of CCEA (eg examiners), have appropriate guidance when they are required to travel wholly, exclusively and necessarily in undertaking work for CCEA.
<b>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</b> The policy applies to all categories.
<b>Who initiated or wrote the policy?</b> Financial Services
<b>Who owns and who implements the policy?</b> Financial Services

### 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?** Staff Expenses Policy, Staff Claim Policy, Code of Ethics

**Who owns them?**

Financial Services

## 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.

***Government policies and guidelines on spending were used to inform this policy and are relevant to all categories.***

<b>Section 75 category</b>	<b>Details of evidence/information</b>
<b>Religious Belief</b>	No issues raised within CCEA to date.
<b>Political Opinion</b>	No issues raised within CCEA to date.
<b>Racial Group</b>	No issues raised within CCEA to date.
<b>Age</b>	No issues raised within CCEA to date.
<b>Marital Status</b>	No issues raised within CCEA to date.
<b>Sexual Orientation</b>	No issues raised within CCEA to date.
<b>Men and Women generally</b>	No issues raised within CCEA to date.
<b>Disability</b>	No issues raised within CCEA to date.
<b>Dependants</b>	No issues raised within CCEA to date.

## 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
<b>Religious Belief</b>	No	However, any specific requirements will be considered for all categories.
<b>Political Opinion</b>	No	
<b>Racial Group</b>	No	
<b>Age</b>	No	
<b>Marital Status</b>	No	
<b>Sexual Orientation</b>	No	
<b>Men and Women generally</b>	No	
<b>Disability</b>	No	
<b>Dependants</b>	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
<b>Religious belief</b>	None	None
<b>Political opinion</b>	None	None
<b>Racial group</b>	None	None
<b>Age</b>	Any specific requirements will be considered.	Minor
<b>Marital status</b>	None	None
<b>Sexual orientation</b>	None	None
<b>Men and women generally</b>	None	None
<b>Disability</b>	Any specific requirements will be considered.	Minor
<b>Dependents</b>	Any specific requirements will be considered.	Minor

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

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

<b>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)?</b>		
<b>Good relations category</b>	<b>Details of policy impact</b>	<b>Level of impact minor/major/none</b>
<b>Religious belief</b>	Policy applies to all.	None
<b>Political opinion</b>	Policy applies to all.	None
<b>Racial group</b>	Policy applies to all.	None

<b>4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Good relations category</b>	<b>If <u>Yes</u>, provide details</b>	<b>If <u>No</u>, provide reasons</b>
<b>Religious belief</b>		No. Policy applies to all.
<b>Political opinion</b>		No. Policy applies to all.
<b>Racial group</b>		No. Policy applies to all.

## **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? **Yes**  **No**   
*(For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).*

**If yes, please 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 select as appropriate
The policy has been 'screened in' for equality impact assessment.	<input type="checkbox"/>
The policy has been 'screened out' for equality impact assessment.	<input checked="" type="checkbox"/>
<b>If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.</b>	
<b>If the decision is not to conduct an equality impact assessment, please provide details of the reasons.</b>	
Although the conclusion was minor in respect of three of the Section 75 categories, CCEA will not be proceeding with an EQIA as consideration will be given to any specific individual requirements.	

### 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.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality or opportunity and/or good relations?	Yes	No
		<input type="checkbox"/>
<b>If yes, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.</b>		

## 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	
Social need	
Effect on people's daily lives	
Relevance to CCEA's functions	

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	Position and Department
John Daly	Business Manager, Financial Services
Maureen McKay	Senior HR Advisor, PSE
Emma Stinson	HR Advisor, PSE

<b>Approved by:</b>	John Daly
<b>Position:</b>	Business Manager, Financial Services
<b>Date:</b>	1 <sup>st</sup> September 2011