

Screening/Scoping Pro Forma

Section	Human Resources	Officer responsible for the screening/scoping	Judith Coslett, Head of HR		
Name of Policy to be assessed	Potential decision to change the system for determining on-call and stand-by payments	Date of Assessment	16/3/10	Is this a proposed new or existing policy/procedure/practice?	Potential decision – to be considered
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	<p>A potential decision to change the system used to determine stand-by and on-call payments:</p> <ul style="list-style-type: none"> • Ensure fairness, equality and consistency through a standard system across the whole Council • Make appropriate financial recompense for out-of-hours working • Achieve savings by reducing the overall spend on stand-by and call-out 				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	Ability to provide a service to customers outside normal working hours				
3. Who is intended to benefit from this policy and in what way?	<p>Employees – they should have fair and consistent payment no matter which service they work in and appropriate recompense for out-of-hours working</p> <p>The Council – resources should be used sparingly</p>				
4. What outcomes are wanted from this policy/procedures/practice?	<p>A standard system for consistent use across the whole Council</p> <p>A system which fairly compensates staff for out-of-hours working</p> <p>Savings on annual spend</p>				

5. What factors/forces could contribute/detract from the outcomes?	A lack of support from the union Setting payment levels too low so that staff are not willing to work out-of-hours and external contractors are needed, at greater expense A inflexible system that does not allow for recognition of greater impact on personal life and greater responsibility in the work		
6. Who are the main stakeholders in relation to the policy?	Staff (fair and equal pay) and Management Team (appropriate use of resources)	7. Who implements the policy, and who is responsible for the policy?	The decision will be taken by Management Team and implemented by HR
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Yes – some ethnic races could be adversely affected.
What existing evidence (either presumed or otherwise) do you have for this?	<p>If the decision were to replace contracts with out-of-hours working written into the contract rather than as an optional rota, staff from an ethnic background may feel unable to comply with the out-of-hours element of the role and therefore be excluded from remaining in or applying for the role. For example they may feel more unsafe than the majority white staff (potential targets) going out at night and confronting the public about anti-social behaviour.</p> <p>If payment levels were reduced we would have to look at whether proportionately more staff from an ethnic minority would be affected, as they tend to be in the lower earning group and it is low earners who are motivated to volunteer for on-call rotas to increase their earnings.</p> <p>If some out-of-hours services were withdrawn as a cost saving measure, customers from an ethnic background may be more likely to suffer, for example from noise nuisance at night without anyone to assist them, as they are more likely to live in areas of the borough where anti-social behaviour occurs.</p>		
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Yes – women could be adversely affected.
What existing evidence (either presumed or	If the decision were to replace contracts with out-of-hours working written into the		

<p>otherwise) do you have for this?</p>	<p>contract rather than as an optional rota, female staff may be less able to comply with the requirements for out-of-hours working and therefore be excluded from remaining in or applying for the role. For example female staff are more usually the primary care givers for children. They may not be able to accommodate being on-call at night. They may also feel more at risk going out at night, particular if the role involves confronting the public about anti-social behaviour.</p>	
<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y</p>	<p>N There could be an adverse impact on disabled people.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>If the decision were to replace contracts with out-of-hours working written into the contract rather than as an optional rota, disabled people could be excluded from remaining in or applying for the role if they were unable to carry out the out-of-hours work. Depending on the nature of their disability they might not be able to comply.</p>	
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>Y</p>	<p>N No potential adverse impact has been identified.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>		
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>	<p>Y</p>	<p>N Yes – there is the potential for adverse impact due to age.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>If the decision were to replace contracts with out-of-hours working written into the contract rather than as an optional rota, people of certain ages might be unable to remain in or apply for the role because of the requirement for out-of-hours working. For example, an older person who had trouble sleeping might not be able to cope with frequent call-outs in the night.</p>	
<p>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</p>	<p>Y</p>	<p>N Yes – there is the potential for adverse impact due to religious belief.</p>

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>If the decision were to replace contracts with out-of-hours working written into the contract rather than as an optional rota, people of certain religious beliefs might be unable to remain in or apply for the role because of the requirement for out-of-hours working. For example a Jew would not be able to work after 6pm on Fridays and a Christian on Sundays, and on specific holy days at Christmas and Easter which are likely to be bank holidays and require out-of-hours cover.</p>	
<p>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</p>	<p>Y</p>	<p>N Yes – there could be an adverse impact on people with caring responsibilities.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>If the decision were to replace contracts with out-of-hours working written into the contract rather than as an optional rota, people with caring responsibilities might be unable to remain in or apply for the role because of the requirement for out-of-hours working. They might be unable to leave children or elderly or disabled dependents alone whilst they responded to a call-out.</p> <p>If some out-of-hours services were withdrawn as a cost saving measure, customers with caring responsibilities may be more likely to suffer, for example if there was no gritting of roads overnight in bad weather carers may be unable to get their children to school or elderly or disabled dependants to the doctor or hospital appointments.</p>	
<p>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</p>	<p>Y</p>	<p>N No potential adverse impact has been identified for this group.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>		
<p>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being transgender or transsexual?</p>	<p>Y</p>	<p>N No potential adverse impact has been identified for this group.</p>

What existing evidence (either presumed or otherwise) do you have for this?		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N Yes
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	≠	N No. The reason for considering this option is reduction of costs, which is not an acceptable justification for an adverse impact on an equality strand.
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	≠	N There are not currently any unmet needs and whether this occurs depends on the specific decisions that are taken about the options for this project.
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N Yes – older female BME with religious beliefs and caring responsibilities.
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?	≠	N The union has already been involved in conducting this EIA.

22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?	¥	N													
23. Should the policy proceed to a full equality impact assessment?	Y	N	0 – no possible relevance or adverse impact 1 – extremely low relevance and adverse impact 0-8 points low adverse impact, no need for full EIA 2 – relatively low relevance and adverse impact 9-17 points medium adverse impact, full EIA required 3 – medium relevance and adverse impact 18-24 points high adverse impact, full EIA required 4 - relatively high relevance and adverse impact					Age	Disability	Gender	Race	Sexuality	Religion	Total	Impact
			2	2	2	3	0	2	0	11					
24. If No, are there any changes required to the policy to improve it around the equality agenda?															

Signed
(completing officer)

Date 16 March 2010

Signed
(Head of Section)

Date 16 March 2010

Countersigned
(Corporate Diversity/Diversity/Policy Team)

Date March 2010