

### Screening/Scoping Pro Forma

<b>Section</b>	Planning Services		<b>Officer responsible for the screening/scoping</b>	Sarah-Jane Willmott		
<b>Name of Policy to be assessed</b>	Training		<b>Date of Assessment</b>	14/10/08	<b>Is this a proposed new or existing policy/procedure/practice?</b>	Existing
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To encompass and capture the entire future training needs for each individual in the Planning Service.					
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	To update the previous training plan, allowing for accurate costing.					
<b>3. Who is intended to benefit from this policy and in what way?</b>	Staff and corporate benefit.					
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	Identified training needs which fulfil continuous professional development requirements.					
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	<p>Contributes – Adequate budget, appraisal process and knowledge of training available.</p> <p>Detracts – Lack of budget.</p>					
<b>6. Who are the main stakeholders in relation to the policy?</b>	Staff.		<b>7. Who implements the policy, and who is responsible for the policy?</b>	<p>Tim Dawes, Mary Ann Pryor and Carol-Ann Chaston</p> <p>Head of Planning Services</p>		
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	<b>Y</b>	<b>N</b>	<b>Please explain</b>			
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Training is identified at appraisal for each individual.					

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y <input checked="" type="radio"/> N	As 8. above.
What existing evidence (either presumed or otherwise) do you have for this?	As 8. above.	
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y <input checked="" type="radio"/> N	.
What existing evidence (either presumed or otherwise) do you have for this?	By ensuring the venue is DDA compliant and that the style of training enables disabled employees to participate fully.	
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y <input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y <input checked="" type="radio"/> N	.
What existing evidence (either presumed or otherwise) do you have for this?	Based on individual training requirements.	
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y <input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?		

14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	<input checked="" type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?	Try to ensure that training is carried out during the employees working hours.		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	<input checked="" type="radio"/> N	Not relevant.
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	<input checked="" type="radio"/> N	<b>Please explain</b> Inclusive policy.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	<input checked="" type="radio"/> N	<b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b> Not applicable.

<p><b>Business improvement</b></p> <p><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b></p>	<p>Y</p>	<p><input checked="" type="checkbox"/> N</p>	<p><b>Please explain</b></p> <p>Inclusive policy.</p>
<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>	<p>Y</p>	<p><input checked="" type="checkbox"/> N</p>	<p><b>Please explain</b></p>
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	<p>Y</p>	<p><input checked="" type="checkbox"/> N</p>	<p><b>Please explain</b></p>
<p><b>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?</b></p>			<p>No</p>

23. Should the policy proceed to a full equality impact assessment?	Y	<input checked="" type="checkbox"/> N		Yes	No
24. If No, are there any changes required to the policy to improve it around the equality agenda?					

Signed  
(completing officer) .....

Date 23/10/08

Signed  
(Head of Section)

Date 23/10/08

Countersigned  
(HR representative)

Date November 2008