

Screening/Scoping Pro Forma

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| Section | Communication Services | Officer responsible for the screening/scoping | Laurie Will/Carolyn Patterson | | |
| Name of Policy to be assessed | Internal Communications | Date of Assessment | 11/6/08 | Is this a proposed new or existing policy/procedure/practice? | Existing procedure |
| 1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice? | To help promote good internal communications across the authority. | | | | |
| 2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain. | <ul style="list-style-type: none"> • To produce an effective staff newsletter six times a year • To provide and upload relevant news stories for the Council's intranet – The Loop • To provide relevant all staff emails when required • To assist with other process such as the creation of the Team Talk system and Core Briefs. • Communications Champions • All internal communication is available to all staff either on-line or in printed form (or presented verbally by managers). | | | | |
| 3. Who is intended to benefit from this policy and in what way? | Staff and the Council as it should result in better motivated more involved staff. | | | | |
| 4. What outcomes are wanted from this policy/procedures/practice? | As in 3. | | | | |
| 5. What factors/forces could contribute/detract from the outcomes? | Poor quality of content (ie irrelevant, missing important issues), use of complex language which is hard to understand, lack of topicality. | | | | |
| 6. Who are the main stakeholders in relation to the policy? | Staff and the Council | 7. Who implements the policy, and who is responsible for the policy? | Jim Miles is the responsible director but much of the development work and the work on production of, for example, By The Wey the staff newsletter is done by Communication Services. | | |

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| 8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups? | Y | N | Please explain |
| What existing evidence (either presumed or otherwise) do you have for this? | Communications methods are available to all regardless of race. We are not aware of a need to provide any of the communications media in alternative languages but this facility would be made available on request. We have received no negative feedback. | | |
| 9. Are there concerns that the policy <u>could</u> have a differential impact due to gender? | Y | N | N |
| What existing evidence (either presumed or otherwise) do you have for this? | Communications methods are available to all regardless of gender. We try to use gender sensitive language. We have received no negative feedback. | | |
| 10. Are there concerns that the policy <u>could</u> have a differential impact due to disability? | Y | N | N |
| What existing evidence (either presumed or otherwise) do you have for this? | Communications methods are available to all regardless of ability. We have received no requests for communications systems in alternative formats but this facility would be made available on request. We have received no negative feedback. | | |
| 11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation? | Y | N | N |
| What existing evidence (either presumed or otherwise) do you have for this? | Communications methods are available to all regardless of sexual orientation. We have received no negative feedback. | | |
| 12. Are there concerns that the policy <u>could</u> have a differential impact due to their age? | Y | N | N |
| What existing evidence (either presumed or otherwise) do you have for this? | Communications methods are available to all regardless of age. We have received no negative feedback. | | |
| 13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief? | Y | N | N |

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| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>Communications methods are available to all regardless of religion. We have received no negative feedback.</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</p> | <p>N</p> |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>Communications methods are available to all regardless of their status in terms of caring responsibilities. We have received no negative feedback.</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</p> | <p>N</p> |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>Communications methods are available to all regardless of their status in terms of offending history. We have received no negative feedback.</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</p> | <p>N</p> |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>Communications methods are available to all regardless of their status as in terms of Transgender or Transexual. We have received no negative feedback.</p> | | |
| <p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p> | <p>Y</p> | <p>N</p> | <p>Please explain N</p> |
| <p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p> | <p>Y</p> | <p>N</p> | <p>Please explain for each heading (questions 8-16) on a separate piece of paper. Not applicable</p> |

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| <p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p> | <p>Y</p> | <p>N</p> | <p>Please explain</p> |
| <p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p> | <p>Y</p> | <p>N</p> | <p>Please explain</p> |
| <p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p> | <p>Y</p> | <p>N</p> | <p>Please explain</p> |
| <p>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?</p> | | | <p>Using internal com's to promote equality, raise awareness of E&D activity etc.</p> |

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| 23. Should the policy proceed to full equality impact assessment | Y | N | Possibly | | |
| 24. If No, are there any changes required to the policy to improve it around the equality agenda? | Y | | Make clear that documents can be made available in alternative formats or and/or alternative languages | Yes | No |
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Signed
(completing officer)

Date 11 June 2008

Signed
(Head of Section)

Date June 2008

Countersigned
(HR representative)

Date October 2008