

Equality Risk Assessment – Screening Form (A)

For the purposes of this document, the word 'proposal' can refer to any procedures, strategies, reviews, projects, plans and includes new, reviewed or is significantly amended.

Name of Policy/Procedure/Project/Piece of Equipment proposed	
Public Interest Disclosure (Whistleblowing) and Bribery	
Directorate/Department/Team	
Human Resources	
Date of screening:	Who are the main beneficiaries/users?
13 th October 2014	All NWFRS employees.
Aims, objectives and outcomes	
<i>What will the proposal achieve? Attach any relevant links/documentation</i>	
To outline what constitutes a Public Interest Disclosure (Whistleblowing) and Bribery and to provide a policy and subsequent procedures.	

An Equality Risk Assessment helps us promote equality of opportunity and services, as well as prevent unlawful discrimination. It is a tool that will help when you are: making key decisions, developing a project, writing or updating a policy / procedure, or starting an initiative. The assessment will also serve to act as an audit of the decisions you are proposing.

Assessing for impact/risk is a legal requirement. As a publicly funded organisation, we must consider how the decisions we make will impact on people and their protected characteristics namely; age, disability, gender-reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation.

(If you haven't been on the training, or it has been awhile since you completed an ERA, please read the Guidance first).

Screening for Impact

Please consider each of the Protected Characteristics below and note if your proposal has an impact risk of **low**, **medium** or **high**.

Level of Risk	
Low	Minimal or extremely minor impact on a protected characteristic. Adverse impact unlikely.
Medium	<p>A minor to medium risk exists that an impact on a protected characteristic could happen. Measures are in place to ensure no adverse impact will occur.</p> <p>If there are mitigating reasons, such as legal obligations (e.g.; driving license age), job requirements (e.g.; eye test for recruits), or project criteria (e.g.; young drivers), these must be included in relevant section. Please note that cost alone cannot be used as a mitigating reason.</p>
High	<p>Major negative impact on the protected characteristic group for the community, staff, or business process. It would lead to non-compliance with legislation and could therefore put the organisation at risk. If this level is identified, the completion of a Full Assessment Form (B) is required.</p> <p>If the impact actually promotes equality of opportunity and services for a group that is under represented (such as access days for females, or a fire safety campaign aimed at mental health service users) this could be a positive impact which is allowed by law.</p>
Good Practice/ Mitigating Factors	If the procedure, project, plan, etc will provide improvements – for example the wording becomes more inclusive, ensure this is put in the Good Practice section. Also, if there are mitigators (as discussed in the Guidance), make sure to include them here.

Protected Characteristics	Level of Risk high, medium, low	Please briefly explain your assessment	Good Practice and/or Mitigating Factors
<p>Age (younger, older or particular age group)</p>	<p>Low</p>	<p>No monitoring data is available on the take-up of this process by age.</p> <p>Access to the information on and communication about the Whistleblowing procedure is equal, irrespective of age. As a result this procedure has a neutral impact on employees depending on age group.</p> <p>Age-related impairments such as degeneration in sight and hearing will affect older employees disproportionately. However, the accessible formats available to all employees will mediate any potential negative impact this may have on older workers.</p>	
<p>Disability (physical, sensory, mental health, long term illness, hidden)</p>	<p>Low</p>	<p>As the policy applies to all staff within the Service, disabled employees are not being placed at disadvantage. No monitoring data is available on the take-up of this process by disabled and non-disabled employees.</p> <p>Access to information regarding the policy is available via the Service's intranet. The Service</p>	<p>The Service is a chartered signatory of Mindful Employer and has also achieved the Disability 'two-ticks' symbol.</p>

		would accommodate requests for communications in accessible formats e.g. in Braille and larger print.	
Gender Re-assignment (someone in transition from one gender to another)	Low	The policy would not impact on this protected characteristic.	
Marriage/Civil Partnership (married as well as same-sex couples)	Low	The policy would not impact on this characteristic.	
Pregnancy and Maternity (Pregnancy, maternity leave, breast-feeding)	Low	The policy would not impact on this protected characteristic.	The Service has a separate maternity policy in place which incorporates best practice.
Race (Ethnic origin, nationality, colour, including gypsies and travellers)	Low	No monitoring data is available by Race group on the take-up of the Whistleblowing process by race. However, the policy would not impact on this protected characteristic as access to information on the policy is not impacted by race as the information is widely available to all.	
Religion/Belief (Christian, Muslim, Hindu, Jewish, Buddhist)	Low	The policy would not impact on this protected characteristic. No monitoring data is available on the take-up of this process by stakeholders by religion/faith. Access to the available information on the Whistleblowing process is equal irrespective of religious	

		belief and as a result the impact of this policy does not differ depending on group.	
Sex (Female, Male)	Low	Although no monitoring data is available on the take-up of this policy, the policy applies equally to both genders and access to information about the policy is available to all Service employees irrespective of gender.	
Sexual Orientation (Gay, Lesbian, or Bisexual)	Low	The policy would not impact on this protected characteristic. No monitoring data is available on the take-up of this process by employees by orientation. The information available on the Whistleblowing process is equally accessible irrespective of orientation and as a result the impact of this policy does not differ depending on group.	
Language (Welsh language, minority ethnic languages, braille, BSL)	Low	The policy would not impact on this protected characteristic. Adjustments would be made as required to documentation / policy if required.	Best practice example of undertaking capability and disciplinary meetings in Welsh if requested.

If high risk is identified for any protected characteristic, a Full Assessment (Form B) will be required. If the risk is medium, but there are no Mitigating Factors, a Full Assessment may still be needed, so speak with the Diversity Officer.

Please ensure that this form is signed by the person who requested you to complete it (yourself, your line manager, project leader, etc) and a copy, along with any supportive papers, is emailed to the Diversity Unit inbox. If completing for use in a Compilation Pack, a printed and signed copy will be required by the Policy Officer.

By Law, all ERAs must be published, so this will be uploaded onto the *Completed Equality Risk Assessment* section of the intranet, and may also be made available on our website.

Remember to check out the Guidance if you are unsure. Should you still have any questions, or want further information, then contact your Diversity/Equality Manager.

Signature of person carrying out screening:

Signature: Rachel Corner Name: Rachel Corner
Date: 13.10.14

Signature of person who authorised :

Signature: Llinos Gutierrez-Jones Name: Llinos Gutierrez-Jones
Date: 13.10.14