

## 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.

<b>Name of Policy/Procedure/Project/Piece of Equipment proposed</b> <b>Flexible Working Policy</b>	
<b>Directorate/Department/Team</b> <b>Human Resources</b>	
<b>Date of screening:</b> <b>5<sup>th</sup> February 2014</b>	<b>Who are the main beneficiaries/users?</b> <b>All NWFRS employees.</b>
<b>Aims, objectives and outcomes</b> <i>What will the proposal achieve? Attach any relevant links/documentation</i>  The purpose of this policy is to advise all NWFRS employees of the procedures applicable should they wish to submit a flexible working request.	

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.

## 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**.

<b>Level of Risk</b>	
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>
<b>Good Practice/ Mitigating Factors</b>	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.

<b>Protected Characteristics</b>	Level of Risk high, medium, low	Please briefly explain your assessment	Good Practice and/or Mitigating Factors
<b>Age</b> (younger, older or particular age group)	Low	In view of the fact that all members of the Service are subject to the same policies and procedures under the policy, it is considered that the policy is not directly or indirectly discriminatory. The policy is intended to ensure fair treatment for young or older people who may experience the need/wish to apply for flexible working in order to cope with young dependants or older relatives or improve their work-life balance generally.	
<b>Disability</b> (physical, sensory, mental health, long term illness, hidden)	Low	As the policy applies to all staff within the Service, disabled employees are not being placed at disadvantage. The policy is intended to ensure fair treatment for disabled people or carers of disabled people who may need to apply for flexible working. The Request form asks whether the request is being made in relation with the Equality Act 2010 e.g. as a reasonable adjustment for a disability.	The Service is a chartered signatory of Mindful Employer and has also achieved the Disability 'two-ticks' symbol.

<b>Gender Re-assignment</b> (someone in transition from one gender to another)	Low	The policy would not impact on this protected characteristic.	
<b>Marriage/Civil Partnership</b> (married as well as same-sex couples)	Low	The policy would not impact on this characteristic.	
<b>Pregnancy and Maternity</b> (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 supports mothers who are breastfeeding.	The Service has a separate maternity policy in place which incorporates best practice.
<b>Race</b> (Ethnic origin, nationality, colour, including gypsies and travellers)	Low	The policy would not impact on this protected characteristic.	
<b>Religion/Belief</b> (Christian, Muslim, Hindu, Jewish, Buddhist)	Low	The policy would not impact on this protected characteristic.	
<b>Sex</b> (Female, Male)	Low	The policy applies to both male and females within the Service therefore there is no impact on this protected characteristic. This policy is intended to ensure fair treatment for men and women who may need to apply for flexible working - nationally, more women than men require flexible working arrangements but it is not assumed that requests from men cannot be considered.	

<b>Sexual Orientation</b> (Gay, Lesbian, or Bisexual)	Low	The policy would not impact on this protected characteristic.	
<b>Language</b> (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 / procedures.	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.

<p><b>Signature of person carrying out screening:</b></p> <p>Signature: Rachel Corner Name: Rachel Corner Date: 05.02.2014</p>	<p><b>Signature of person who authorised :</b></p> <p>Signature: Llinos Gutierrez-Jones Name: Llinos Gutierrez-Jones Date: 05.02.2014</p>
--	---