

# Equality Impact Assessment (EQIA) Screening Form – V2 Template – November 2024

A successful EQIA screening will look at 5 key areas:

**1. Identify the Policy, Project, Service Reform or Budget Option to be assessed.**

A clear definition of what is being screened and its aims.

**2. Gathering Evidence and Stakeholder Engagement**

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

**3. Assessment and Differential Impacts**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

**4. Outcomes, Action and Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

**5. Monitoring, Evaluation and Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

## Section 1: Identify the Policy, Project, Service Reform or Budget Option

<b>Name of the Policy, Project, Service Reform or Budget Option to be screened</b>	Adverse Weather Code of Practice
<b>Reason for change in Policy or Policy Development</b>	Review of existing code of practice using new Equality Impact Assessment (EIA) template
<b>List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option</b>	
<b>Name of officer completing assessment (signed and date)</b>	Ross Potter (HR & Learning Advisor) – R.Potter December 2024
<b>Assessment verified by (signed and date)</b>	Marie Harley – HR Business Partner – March 2025

**If applicable, please provide further details about the name and description of policy being analysed**

*Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required*

This Code of Practice (COP) sets out Fenland District Council's approach to dealing with instances of adverse weather and associated travel difficulties.

The Council recognises that that employees may face difficulties attending their place of work and returning home during periods of severe adverse weather or when there are significant disruptions to public transport.

While the Council is committed to protecting the health and safety of all its employees, it must ensure that disruption caused to its services remains minimal.

## Section 2: Gathering Evidence and Stakeholder Engagement

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

**Reminder** – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Name any research, data, consultation or studies referred to for this assessment	State if this reference refers to one or more of the protected characteristics	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.

**If applicable, please provide further information about stakeholder engagement or detail used for customer analysis**

*Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible*

All stakeholders across the Council were involved in the creation and updating of this policy including the HR, OD & Payroll Team, Management, Trade Union and Staff Partnership (MTSP), the Corporate Management Team (CMT) and Employment Committee.

### Section 3: Assessment and Differential Impacts

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Option has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

- a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group
- for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
- a definition of disability under the Equality Act 2010 is available on the [gov.uk website](http://gov.uk)
- there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Sex or Gender	Women		X		
	Men		X		
	Transgender		X		
Race	White		X		
	Mixed or Multiple Ethnic Groups		X		
	Asian		X		
	African		X		
	Caribbean or Black		X		
	Other Ethnic Group		X		
Disability	Physical disability			Depending on the Physical disability it could make it hard for them to navigate	

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
				causing issues for them to get to work	
	Sensory Impairment (e.g. sight, hearing)			Adverse weather could make it hard for them to navigate causing issues for them to get to work	
	Mental health		X		
	Learning disability		X		
LGBT	Lesbians		X		
	Gay Men		X		
	Bisexual		X		
Age	Older people (60+)		X		
	Younger people (18-25)		X		
	Children (0-16)		X		
Marriage and Civil Partnership	Women		X		
	Men		X		
	Lesbians		X		
Pregnancy and Maternity	Women		X		
Religion and belief	See below		X		

Summary of Protected Characteristics most impacted	Those with a disability might find it harder to get into work compared to others which would result in the having to take annual leave, flexi or unpaid leave. There is the option of the employee to work from home only if this is possible due to the nature of the role. Managers do have discretion and can take each case, to ensure the Code of Practice is applied fairly to all employees.
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Summary of Socio-Economic impacts	There are no Socio-Economic impacts.
Summary of Human Rights impacts	There are no Human Rights impacts.
Summary Explanation of the scoring against the protected characteristics	Those with a disability could be negatively impacted by the code of practice. Outlined above are the steps that will be taken to ensure this is not the case.

## Section 4: Outcomes, Actions and Public Reporting

Screening Outcome	Yes, No or not at this stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	Completed

<p><b>If applicable, please state the overall outcome of the assessment, impacts and customer analysis</b></p>     
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## Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Arrangements for Monitoring	We will work with managers to ensure the Code of Practice is fit for purpose
Timing of the current review	December 2024
Next scheduled review	December 2025, or when the Code of Practice is updated whichever is sooner

**If applicable, please provide details of the arrangements for future monitoring:**

*Note when analysis will be reviewed; include any equality indicators and performance against those indicators*

We will review the Code of Practice in line with our review timeline of all Policies and Codes of Practice

**If applicable, please provide details of any supporting data/ research linked to monitoring arrangements (both FDC & Partners):**

Conversations will be had with managers and employees to ensure they code of practice is fit for purpose in the event of adverse weather.

## Legislation

### **Equality Act (2010) – the Equality Act 2010 (Specific Duties)**

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.