

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service AND Person Responsible:	Special Needs Leave			
2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	Time off for dependants aims to assist members of staff to balance the demands of domestic and work responsibilities at times of urgent and unforeseen circumstances through the provision of paid or unpaid leave. The aim of the policy is to provide a compassionate response to immediate needs, which are unforeseen, unplanned and disruptive.			
	YES		NO	
3. Is this a key strategic document or a major project / programme (please tick) <i>E.g. The development of the Southern Sector</i>			X	
	HIGH	MEDIUM	LOW	DON'T KNOW
4.a What impact will this Policy / Service have on the public or staff, giving particular regard to potential impacts in relation to gender, age, race or ethnicity, religion or belief, sexual orientation or disability?			X	
4.b Please explain your answer:	The policy has been marked as having a low impact. One clear action from this assessment though is that the data is inaccurate and does not record why employees are being turned down for special needs leave. To gather this data a training exercise needs to be undertaken with SMART Inputters and an amendment to the policy is needed to collect all relevant data around Special Needs Leave. This policy should be revisited in a year once this data is gathered.			

If you have answered YES to question 3...

...and you have identified HIGH or MEDIUM impact in 4a, you should move on to a FULL Equality Impact Assessment.

...and you have identified LOW impact or DON'T KNOW in 4a, you should move on to an INITIAL Equality Impact Assessment.

If you have answered NO to question 3...

...and you have identified HIGH impact in 4a, you should move on to an INITIAL or FULL Equality Impact Assessment.

...and you have identified MEDIUM impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

...and you have identified LOW impact in 4a, you **do not** need to complete an Equality Impact Assessment.

...and you have identified DON'T KNOW impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

	INITIAL	FULL	NONE
5. Based this screening please indicate if this should proceed to an Initial or Full EIA?			X