

INITIAL SCREENING – STAGE 1 (See Guidance information)

As a public authority we need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Full Equality Assessment is required.

| | |
|---|-------------|
| Name of policy, strategy or function: Innovation | Ref: |
|---|-------------|

| | |
|---|------------------------------------|
| Responsible Officer: Julie Cox | Role: Project Lead |
| Directorate: Corporate Resources | Assessment Date: 15/03/2013 |

| | | | | |
|-------------------|---|--|--|--------------------------------------|
| Is this a: | Policy | Strategy | Function | Service |
| Is this: | New or Proposed <input checked="" type="checkbox"/> | Already exists <input checked="" type="checkbox"/> | and is being reviewed <input type="checkbox"/> | Is Changing <input type="checkbox"/> |

| |
|--|
| <p>1. What are the main aims, objectives of the policy, strategy, function or service and the intended outcomes and who is likely to benefit from it</p> <p>Aims: To create an environment within the organisation that promotes creative thinking the sharing of knowledge and ideas at all levels of employees</p> <p>Objectives: To harness the views and ideas of all staff to seek innovative efficiencies that improve service delivery in a faster, cheaper, easier way whilst ensuring meeting organisation and citizen needs.</p> <p>Outcomes: Improvement to service delivery through the gathering of knowledge and ideas from employees at all levels and creating inclusive decision making.</p> <p>Benefits: Savings to BCC in terms of time, cost and efficiency</p> |
|--|

2. Explain how the main aims of the policy, strategy, function or service will demonstrate due regard to the aims of the General Duty?

1. Eliminate discrimination, harassment and victimisation?
2. Advance equality of opportunity?
3. Foster good relations?
4. Promote positive attitudes towards disabled people?
5. Encourage participation of disabled people?
6. Consider more favourable treatment of disabled people?

1. N/A.
2. Seeks to view ideas of all employees regardless of their position and therefore an opportunity for all staff to engage in shaping services. This will provide a mechanism to harnesses the views and talents of our diverse workforce
3. The innovation framework will support employees and service users when seeking to redesign processes and procedures and is therefore inclusive. The strategy seeks to value the views of all employees regardless of status and characteristics. Reasonable adjustments made for employees with disabilities
4. Reasonable adjustments will be made where necessary to enable employees with disabilities to fully participate.
5. The strategy is inclusive of all employees. Ideas and knowledge provided by disabled people will support decision making for service, policy and procedure design to support disabled citizens.
6. The strategy is inclusive of all employees. Consideration will be given to any steps that can be taken to ensure that under represented groups of employees are able to engage in this process.

3. What does your current data tell you about who your policy, strategy, function or service may affect:

| | | | |
|-----------------|-----|----|---|
| Service users | Yes | No | ✓ |
| Employees | Yes | No | ✓ |
| Wider community | Yes | No | ✓ |

Please provide an explanation for your 'Yes' or 'No' answer

Service users are currently involved in service design through support groups, community forums and surveys, etc and this will not change. The Peoples panel also provides an outward facing communications forum for citizens input into service design.

The majority of decisions are made by senior managers who aren't necessarily representative of community we serve. This policy is an attempt to enable a broader spectrum of the workforce to be involved in decision making and therefore adds further diversity.

The framework will give employees an idea of additional methods that can be used when working innovatively and they will continue to be involved in the delivery of products and services.

There is no mechanism currently in place for systematically recording the characteristics of employees driving innovation but we know this is generally undertaken by senior managers who are predominantly white and able bodied.

4. Are there any aspects of the policy, strategy, function or service, including how it is delivered, or accessed, that could contribute to inequality? (including direct or indirect discrimination to service users or employees)

Yes

No ✓

Please provide an explanation for your 'Yes' or 'No' answer

The strategy will be delivered through current frameworks, e.g. People Solutions and using communication through the Your Weekly News and established networks such as BEST leaders, Advancing Women, LGBT, etc. There will therefore be no new or different areas for delivery or access.

However, this is dependant on managers being actively engaged in supporting creative thinking and innovation and following through ideas where appropriate.

5. Will the policy, strategy, function or service, have an adverse (negative) impact upon the lives of people, including employees and service users?

Yes

No ✓

Please provide an explanation for your 'Yes' or 'No' answer

The strategy will encourage creative thinking and knowledge / ideas sharing and will therefore not have an adverse impact.

However, equality assessments will need to be carried out for the individual project or change to assess any potential impact from that project perspective.

6. Is an Equality Assessment required?

If your answer to question 2 has identified potential adverse impact and you have answered 'yes' to any of the following questions 3, 4, or 5, then you should carry out a Full Equality Assessment.

Does the Policy, Strategy, Function or Service require a Full Equality Assessment? **Yes** **No** ✓

If a Full Equality Assessment is required, before proceeding you should discuss the scope of the assessment with service managers in your service area as well as the Directorate Contact Officer.

If a Full Equality Assessment is **Not** required, please sign the declaration and complete the Summary statement below, then forward a copy of the Initial Screening to your Directorate Contact Officer

If a Full Equality Assessment **Is** required, you will need to sign the declaration and complete the Summary statement below, detailing why the Policy, Strategy, Function or Service is moving to a Full Equality Assessment. Then continue with your Assessment

DECLARATION

A Full Equality Assessment not required, the Initial Screening has demonstrated that the Policy, Strategy, Function or Service is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Chairperson:



MELANIE WOOD, HR BUSINESS PARTNER.

Summary statement:

Sign-off Date: 11/4/13.

Quality check: The screening document has been checked using the agreed audit arrangements in the Directorate:

| | | |
|--|------------------|-----------------------------|
| Name: (Officer/Group carrying out the Quality Check) | Date undertaken: | Screening review statement: |
| Directorate: | | |
| Contact number: | | |

Equality Assessment Task Group Members

Name Role on Task Group

(e.g. service user, manager or service specialist) Contact Number

1. Chairperson

2.

3.

4.

5.

6.

7.

8.

9

10.

