



# Employment Equality Impact Assessment Screening Form

**PLEASE READ HR EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM**

1. Summary Information	
Date screening completed	December 2014
Name of policy / project/ service reform?	Facilitative Mediation (Pilot).
Project duration	31 December 2014 (Pilot end date).
What is the aim or purpose of the policy, strategy or service reform?	To support the council's Bullying & Harassment policy and strengthen alternative dispute interventions in typically resolving low level workplace conflict. Mediation is where a neutral person – the mediator – works with people who have a relationship breakdown to help them identify a solution and a way forward.
Which employees may be affected?	All council employees.
Who is responsible developing this policy, strategy or service reform?	Corporate HR.

2. Does this proposed change have a potential impact on employees?			
	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?		✓	
b) Involve a change of departmental or service structure?	✓		
c) Involve a reduction or increase in workforce?	✓		
d) Change employees' terms and conditions	✓		
e) Change employees' working hours?	✓		
f) Change employees' work location?	✓		
g) Change aspect of employees' physical work environment?	✓		
h) Introduces new or amends existing working practices for employees?	✓		

3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?  Please provide summary explanation(s) in the appropriate column(s).	Employees of different ages			Neutral
	Employees with a disability			Neutral
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral
	Employees who are pregnant or subject to			Neutral



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	maternity arrangements		
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	Employees belonging to race, cultural and ethnic groups			Neutral
	Employees who have a religion or belief, or who do not			Neutral
	Female and Male employees			Neutral
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership			Neutral
	Employees with caring responsibilities			Neutral
	Full Time Employees			Neutral
	Part Time Employees			Neutral

Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact
b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?  If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.	Employees of different ages	n/a	n/a
	Employees with a disability	In line with the Equality Act, reasonable adjustments would be made in the facilitation of mediation where a participant has a disability.	n/a
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	n/a	n/a
	Employees who are pregnant or subject to	n/a	n/a



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	maternity arrangements		
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	Employees belonging to race, cultural and ethnic groups	All mediators are ACAS trained in practice standards which includes a guarantee of independence, impartiality and their commitment to confidentiality.	n/a
	Employees who have a religion or belief, or who do not	All mediators are ACAS trained in practice standards which includes a guarantee of independence, impartiality and their commitment to confidentiality.	n/a
	Female and Male employees	There is a proportionate split of male and female trained mediators to our workforce profile, able to facilitate mediation meetings.	n/a
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	All mediators are ACAS trained in practice standards which includes a guarantee of independence, impartiality and their commitment to confidentiality.	n/a
	Employees with caring responsibilities	n/a	n/a
	Full Time Employees	n/a	n/a
	Part Time Employees	Mediation meetings would be arranged on working days taking into consideration any participants' working patterns. Unless there was a strong reason for arranging a meeting on a day or place that did not	n/a



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		fall within one of these. The employees participating in mediation would need to agree to the terms of the mediation.
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Question	Three needs of Equality Act 2010	Summary explanation
c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.	Eliminate unlawful discrimination, harassment and victimisation.	<p>Mediation is not a universal remedy for conflict at work. However, it can be used as an early intervention tool in low level conflict situations or be used to help repair relationships after a formal procedure.</p> <p>Mediation would not be appropriate where management believe there is a case to investigate following a formal complaint of bullying or harassment or an allegation of discrimination. Formal procedures would be implemented in this case.</p> <p>In line with the Equality Act 2010 management and the mediator will consider reasonable adjustments in the interest of facilitating a meeting where, for example, a participant has a disability or makes a request for a specific type of mediator.</p>
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	Mediation will strengthen the options in managing perceived bullying and harassment and conflict at work. It will provide consistency by ensuring that all employees have an opportunity to consider mediation where they experience conflict at work.
	Foster good relations between people who share a protected characteristic and those who don't.	See above.



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4. Conclusion			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision?  Please provide a brief statement explaining why you have made this decision.		✓	Mediation should be conducted fairly and consistently across the whole workforce when required.
<ul style="list-style-type: none"> <li>• If you are proceeding to a full EEqIA please refer to the template EEqIA.</li> <li>• If you are not proceeding to a full EEqIA please answer the questions below:</li> </ul>			
b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or project plan? If yes, please provide a brief statement about this opposite.			There should be no potential for discrimination as Mediation should be conducted fairly and consistently across the whole workforce when required.
c) Have you identified anything which is likely to change during the implementation stages of the project or policy development which would result in your reviewing this screening?  If yes, please provide a brief statement opposite.		No.	
d) Have you added Equality into the implementation plan for this policy, strategy or decision?		Yes.	
e) If implementation is longer than 3 months what is the scheduled review date for your screening?		n/a	
5. Screening Sign off			
I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:  <b>Signature of HR Manager: Catharine Kirwan, Deputy Head of HR</b>			