

BRISTOL CITY COUNCIL
Equality Impact Assessment – Part One - Screening

Part one of an EqlA – the screening – should be carried out at the planning and development stage of a policy, project, service, contract or strategy. This form should be used in conjunction with the guidance and as the first part of a full EqlA.

Name of policy, project, service, contract or strategy being assessed	Code of Conduct for Employees
Directorate and Service	Council wide
Names and roles of officers completing the assessment	Bryn Williams – HR Adviser
Main contact telephone number	
Date	23/03/18

1. Identify the aims of the policy, project, service, contract or strategy and how it is implemented

	Key Questions	Notes / Answers	Any actions needed? By whom?
1.1	Is this a new policy, project, service, contract or strategy or a review of an existing one?	Review of existing policy.	
1.2	What is the main purpose of the policy, project, service, contract or strategy?	To define standards of conduct and behaviours expected of all employees	
1.3	What are the main activities of the policy, project, service, contract or strategy?		
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	All employees and the organisation	
1.5	Which staff carry out the policy, project, service, contract or strategy?	All employees are bound by its provisions	
1.6	Are there areas of the policy or function that could be governed by an officer's judgement? eg. home visits "where appropriate". If so, is there guidance on how to	Before any action were to be taken against an employee for breach of the code a proper fact finding/investigation process would have to be undertaken	

	exercise this to prevent any possible bias/prejudice creeping in?	and conclusions drawn, as it would for all disciplinary processes.	
1.7	Is the Council working in Partnership with other organisations to implement this policy or function? Should this be taken into consideration? eg. Agree equalities monitoring categories Should the partnership arrangements have an EqIA?	N/A	
1.8	Taking the six strands of equalities, do you have any initial thoughts that any of the six equalities strands have particular needs relevant to the policy or function? Or is there anything in the policy, project, service, contract or strategy that you can think of at this stage that could discriminate or disadvantage any groups of people? ie. Gender Disability Age Race Sexual Orientation	Applies equally to all employees. The recording of meetings where it is of assistance to disabled employees is referenced. Other than this there is no reason to believe particular groups may be discriminated against or disadvantaged.	

	Transgender Religion/Belief Do any other specific groups have particular needs relevant to the policy, project, service, contract or strategy?		
1.9	Did you use any data to inform your initial thoughts above? What data do you already have?	N/A	
1.10	Are there gaps in the data that require you to do further work? What are these gaps?	N/A	

If the result of the screening process is that there is the potential for a significant impact on any equality group or if any equality group has significantly different needs, then a full equality impact assessment must be carried out. If you are unsure please seek advice from a directorate or corporate equalities officer.

Signed
Service Manager
Date

Signed
Directorate Equalities Adviser/Officer or Equalities Contact
Date