

South Northamptonshire Council Equality Impact Assessment (Screening)



Cashiers

Name(s) of person(s) completing screening assessment

Kate Drinkwater, Business Support Manager
Belinda Green, Benefits Manager

Division(s)

Finance Division

November 2007

Equality Impact Assessment – Screening

What is the policy, procedure or function? Cashiering Function at Springfield and Brackley offices
What equality group is this screening for? (Mark all that apply) <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual Orientation
Is responsibility for the policy/procedure/ function shared with anyone else, internally or externally? No
Who has authority to make changes to the policy procedure or function? Kate Drinkwater (Business Support Manager), Martin Henry (Head of Finance)

	Activity	Comments
1.	Identify aims of the policy, procedure or function	The purpose of the function is to provide a cashiering service to our customers. It has strong links with the Council's corporate aims including social inclusion.
2.	Decide if the policy, procedure or function is equality relevant for the group(s) you are considering (If you are certain that it is not equality relevant, state why and end the process here)	<ul style="list-style-type: none"> The function has consequences for both customers and officers. It is equality relevant for age, disability, gender, race, religion. It is not considered to be equality relevant for sexual orientation. Evidence collected by SNC shows that only 5% of the population of SNC falls into this category and this is not a factor to be considered in making payments. Yes
3.	Collect and analyse data (If you have insufficient data to help you identify the impacts of the policy then you will need to gather that data in order to proceed to the next step)	<ul style="list-style-type: none"> We have demographic data showing the make-up of population, including age, number of black, ethnic minority groups, and percentage of people with long term illness. We have complaints data that will need to be analysed. Results of workstation assessments at Brackley office are available. There is insufficient data to measure the impact on race, gender and religion. Positive impacts include the use of hearing loops for those with hearing impairments, use of plain English for those with learning difficulties, forms/leaflets available in large print, use of language line, alternative methods of payment
4.	Identify any adverse impacts	<ul style="list-style-type: none"> Adverse impact on people with a disability (wheelchair users) because of the height of counters Need to consider access to offices

Summary of Findings									
Group	Equality relevant?			Can be used to help meet positive duties?			Evidence of adverse impact? (n/a if not equality relevant)		
	Yes	No	Unsure	Yes	No	Unsure	Yes	No	Unsure
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What actions do you intend to take to address the issues arising from this screening exercise?

- Collect extra data regarding age, gender, race and religion via surveys
- Consider a full impact assessment

Is a full equality impact assessment recommended? Yes

This screening assessment was approved by: Head of Finance

Date of approval by person with authority: 9.11.07

Name, telephone number and email address of lead person for this screening:
 Kate Drinkwater, kate.drinkwater@southnorthants.gov.uk

