

# Surrey County Council Equality Impact Assessment – Initial Screening Form



Please read pages 9-14 of the EIA toolkit for guidance before completing this form

<b>Service:</b> Communications	<b>Policy:</b> Distribution	<b>Name of officer:</b> Jenni Fleming Carol Griffin	
1. Is this a major policy: i.e. high profile / will effect many people / will have a severe effect on some people?	Yes		(No)
	High risk. Complete a full EIA		Go to section 2
2. Is the policy likely to have an impact on a specific group of people? (People from the E&D strands)	Yes		(No)
	High risk. Complete a full EIA		Go to section 3
3. For policies that have a low risk of impact on the E&D strands and where possible improvements have been identified complete section 5 below <b>and</b> sections 3 and 4 of the full EIA.			
4. For policies that have a low risk of impact on the E&D strands and require no action to be taken complete section 5 below.			
5. If this policy is low risk please give or attach evidence to indicate how you have reached this conclusion:			

Equality and Diversity strands that the policy is to be assessed against:	Age		Belief / Faith		Disability		Gender		Race		Sexual Orientation		HR Issues Only	
Could the policy have a negative or positive impact? (Yes/No)	+	-	+	-	+	-	+	-	+	-	+	-	+	-
	✓		✓		✓				✓					

**Head of Service Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Surrey County Council Full Equality Impact Assessment

## 1. Summary of impact identified by equality and diversity strand:

<b>Age</b> Positive or Negative Impact:	Positive	We have access to 50+ network but nothing for youth
<b>Belief / Faith</b> Positive or Negative Impact:	Positive	
<b>Disability</b> Positive or Negative Impact:	Positive	Could have better contact lists for people with disabilities
<b>Gender</b> Positive or Negative Impact:	Positive	Could have better contact lists for people with disabilities
<b>Race</b> Positive or Negative Impact:	Positive	Could have better contact lists for people of different cultures and races
<b>Sexual Orientation</b> Positive or Negative Impact:	Positive	Could have better contact lists for differing sexual orientation
<b>HR issues only:</b> Positive or Negative Impact:	Please read the EIA HR policy guidance for details of what you should consider (Page 12 of the EIA Guidance) N/A	

Please continue and attach a separate sheet if necessary

### 3. Recommendations to improve this policy:

One central database - managed, cleansed and monitored for data protection, E & D etc.	
Failing that Centralised Comms Database	
Additional contact lists needed	<ul style="list-style-type: none"><li>- different faiths &amp; races – support ages</li><li>- disability groups (eg SAVI)</li><li>- differing sexual orientation</li></ul>

Please continue and attach a separate sheet if necessary

#### 4. Actions required to implement the EIA recommendations:

Action Plan:	Responsibility:	Date to be completed:
Carol to supply costs for database management Carol to speak to Mark Borland re: centralised database and investigate setting up a list for youth	Carol Griffin	27 November 2007
Investigate feasibility of software options	Publicity Co-ordinator	December 2008
Develop additional lists in E & D categories mentioned in Section 3	Publicity Co-ordinator	December 2008

Please continue and attach a separate sheet if necessary

#### 5. If no actions to be taken with respect to the recommendations please give reasons below:

Action plan review date: \_\_\_\_\_ Name of person responsible for review: \_\_\_\_\_

EIA Assessor(s) \_\_\_\_\_ Jenni Fleming \_\_\_\_\_ Carol Griffin \_\_\_\_\_

Name Head of Service: Louise Footner Signed: \_\_\_\_\_

Date Completed: January 2008

- Signed hard copy and electronic version to be kept in your team for audit purposes**
- Send an electronic copy to the SCC 'Web Operations Team'**

Date sent to Web Operations Team: 24 June 2008