



Stage 1 – Equality Impact Assessment Screening

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Any new policy, strategy, function, service, practice, or proposal will need to be screened to decide whether it's relevant to equality and if this is the case, it is necessary to build an assessment (Stage 2) into the **initial drafting** or **development** of the piece of work.

The relevant strands of equality are:

Age, Disability, Gender identity/Gender reassignment, Race, Religion or belief, Sex, Sexual orientation, Women who are pregnant or have recently had a baby.

Also, for issues affecting staff, consider employees who are married or in a civil partnership.

The next section sets out the points you may need to consider in determining whether to carry out an EIA (stage 2). For advice/support in making this determination, please contact the Information & Improvement Team (Equality lead).

For more information how to complete this form please refer to the Guidance which can be found at [HERE](#)

Title of policy or proposal	Disciplinary Procedure for Statutory Officers
Name of EIA lead	Amy Bryan – Governance Manager
Briefly describe the aims of the policy, strategy, service, decision or proposal, its aims, the likely outcomes, and the rationale for it	<p>A revised procedure in relation to the disciplinary procedure for the Council's Statutory Officers, including revisions to the Employment and Appeals Committee structure.</p> <p>The disciplinary procedure for statutory officers must be implemented in line with the Council's responsibilities as an employer and with established principles of fair and reasonable treatment. This includes ensuring that Statutory Officers who are subject to the procedure are treated fairly, kept informed at each stage of the process, and provided with reasonable opportunities to respond to concerns raised.</p>

	Initial Assessment Considerations	Yes	No	Comments
1.	Does this policy/proposal affect people: <ul style="list-style-type: none"> • Customers • Residents • Staff 	✓		Affects a very small number of staff

	Initial Assessment Considerations	Yes	No	Comments
2.	Does it have the potential to adversely impact on any of the protected characteristics?		✓	
3.	Can the council influence the impact? E.g., is it a statutory requirement, national guidance etc.	✓		The Council sets the procedure, but it might comply with legislation, and the proposal follows the Model Procedure.
4.	Are existing equality monitoring processes already in place? If so, please note under comments	✓		The procedure must reflect the authority's obligations as an employer and existing monitoring for staff procedures remain the same.

If the answer to questions 1 to 3 above is 'yes', then an **Equality Impact Assessment** (Stage 2) may be necessary.

A copy of the form should be sent via email to the Information and Improvement (Equality Lead) amar.bashir@ne-derbyshire.gov.uk and a copy should be retained with your policy/proposal documentation.

Equality Officer Recommendation	Tick as appropriate	Date
EIA Stage 2 required	✓	20/04/2026
EIA Stage 2 NOT required		

Copy to be returned to the EIA lead with Equality Officer recommendation.

Information and Improvement Team to keep a central electronic record of all decisions made under Stage 1.