

# Equality Impact Assessment Form



<b>Directorate: Legal and Democratic Services</b>	<b>Member Services:</b>
<b>Completed by: Democratic Services Manager</b>	<b>Date: 9 April 2024</b>
<b>Subject Title: Dispensations</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No*
Is a service being designed, redesigned or cutback:	No*
Is a commissioning plan or contract specification being developed:	No*
Is a budget being set or funding allocated:	No*
Is a programme or project being planned:	No*
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	No*
Details of the matter under consideration:	Dispensations for Borough Members
<p><i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i></p> <p><i>If you answered <b>No</b> to all the above please complete Section 2</i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to Section 3</i>	
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Members as part of their responsibilities under the Members' Code of Conduct
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	N/A
Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>

Age	No*
Gender	No*
Disability	No*
Race and Culture	No*
Sexual Orientation	No*
Religion or Belief	No*
Gender Reassignment	No*
Marriage and Civil Partnership	No*
Pregnancy and Maternity	No*
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Members, as part of their decision-making responsibilities and requirements under the Members Code of Conduct.
What will the impact of the work being carried out be on usage/the stakeholders?	No disadvantage perceived.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	N/A
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	
If any further data/consultation is needed and is to be gathered, please specify:	
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	N/A
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Dispensations allow Members to participate more fully in debate and decision making..
What actions do you plan to take to address any other issues above?	No actions planned.
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	Dispensations are granted and monitored by the Monitoring Officer (Head of Legal & Democratic Services)