

Equality Impact Assessment Form



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| Directorate: Legal and Democratic Services | Service: Member Services |
| Completed by: Sue Griffiths | Date: 4 October 2017 |
| Subject Title: Public Involvement in Meetings | |
| 1. DESCRIPTION | |
| Is a policy or strategy being produced or revised: | Yes |
| Is a service being designed, redesigned or cutback: | Yes |
| 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: | Yes |
| 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 (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations): | No |
| Details of the matter under consideration: | To review the current arrangements for public involvement in meetings |
| <p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p> | |
| 2. RELEVANCE | |
| Does the work being carried out impact on service users, staff or Councillors (stakeholders): | |
| If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i> | |
| If you answered No 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> | |
| 3. EVIDENCE COLLECTION | |
| Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)? | Members of the Public |
| 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)? | No |

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| Which of the protected characteristics are most relevant to the work being carried out? | |
| Age | Yes |
| Gender | Yes |
| Disability | Yes |
| Race and Culture | Yes |
| Sexual Orientation | Yes |
| Religion or Belief | Yes |
| Gender Reassignment | Yes |
| Marriage and Civil Partnership | Yes |
| Pregnancy and Maternity | Yes |
| 4. DATA ANALYSIS | |
| 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 of the public |
| What will the impact of the work being carried out be on usage/the stakeholders? | Possible revisions to the current arrangements to encourage increased public participation |
| 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? | The revision to current arrangements have been made following feedback and consultation with the Public Involvement at Meetings Working Group. |
| 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? | n/a |
| If any further data/consultation is needed and is to be gathered, please specify: | The Corporate & Environmental Overview & Scrutiny Committee will review the arrangements annually. |
| 5. IMPACT OF DECISIONS | |
| In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)? | None. |
| 6. CONSIDERING THE IMPACT | |
| 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.). | None |
| What actions do you plan to take to address any other issues above? | None |
| 7. MONITORING AND REVIEWING | |
| When will this assessment be reviewed and who will review it? | 12 months from the Decision of Council by the Corporate & Environmental Overview & Scrutiny Committee. |