

# Equality Impact Assessment Form



<b>Directorate: Legal and Democratic Services</b>	<b>Service: Member Services</b>
<b>Completed by: Jacky Denning</b>	<b>Date: 4 October 2017</b>
<b>Subject Title: Policy Options 2018-21 (OP16 – Reduced Civic Services)</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No <i>*delete as appropriate</i>
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:	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:	To reduce the role of the Mayor and remove officer support in relation to the Mayor's Charity Events and Committee.
<i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i> <i>If you answered <b>No</b> to all the above please complete Section 2</i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
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)?	Potentially charities in the Borough. Organisations outside the borough
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?	N/A
<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?	Individuals and organisations in the Borough and wider area.
What will the impact of the work being carried out be on usage/the stakeholders?	There will be no Mayoral presence at functions being held outside the borough. There may also be a reduction in the amount of funding given to charities.
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?	There were mixed views from respondents in relation to the proposal to reduce the role of the Mayor. The majority of individuals who responded agreed with the proposal, however more than half of the organisations who responded disagreed with the proposal. The proposal has therefore been amended to reflect these views.
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?	The consultation was available to all users/stakeholders to respond.
If any further data/consultation is needed and is to be gathered, please specify:	None
<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.).	N/A
What actions do you plan to take to address any other issues above?	No action.
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	The Council on 18 October 2017 will consider the assessment during consideration of this report.

# Equality Impact Assessment Form



<b>Directorate: Legal and Democratic Services</b>	<b>Service: Member Services</b>
<b>Completed by: Jacky Denning</b>	<b>Date: 4 October 2017</b>
<b>Subject Title: Policy Options 2018-21 (OP15 – Cease Provision of Civic Car and Chauffeur)</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No <i>*delete as appropriate</i>
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:	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:	To cease provision of the Civic Car and Chauffeur to the Mayor
<i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i> <i>If you answered <b>No</b> to all the above please complete Section 2</i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
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)?	The Mayor and Deputy Mayor.
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?	N/A
<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?	The Mayor and Deputy Mayor.
What will the impact of the work being carried out be on usage/the stakeholders?	The users will be required to take a taxi or self-drive to events, however these will be limited to events being held in the borough.
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 majority of the respondents agreed with the proposal to end the provision of the civic car and Chauffeur/ Attendant.
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?	The consultation was available to all users/stakeholders to respond.
If any further data/consultation is needed and is to be gathered, please specify:	None
<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.).	N/A
What actions do you plan to take to address any other issues above?	No action.
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	The Council on 18 October 2017 will consider the assessment during consideration of this report.