

# Equality Impact Assessment Form



<b>Directorate: Legal and Democratic Services</b>		<b>Service: Member Services</b>	
<b>Completed by: Sue Griffiths</b>		<b>Date: 4 October 2017</b>	
<b>Subject Title: Public Involvement in Meetings</b>			
<b>1. DESCRIPTION</b>			
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 ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):		No	
Details of the matter under consideration:		To review the current arrangements for public involvement in meetings	
<p><i>If you answered <b>Yes</b> to any of the above <b>go straight to Section 3</b></i>  <i>If you answered <b>No</b> to all the above <b>please complete Section 2</b></i></p>			
<b>2. RELEVANCE</b>			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):			
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 <b>Section 3</b></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 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	

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
<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 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.
<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)?	None.
<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.).	None
What actions do you plan to take to address any other issues above?	None
<b>7. MONITORING AND REVIEWING</b>	
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.