

Screening/Scoping Pro Forma

Section	Democratic Services Civic Support	Officer responsible for the screening/scoping	Kate Walton			
Name of Practice to be assessed	Civic Support for Mayor and Deputy Mayor	Date of Assessment	07/10/08	Is this a proposed new or existing practice?	Existing	
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To provide comprehensive secretarial, administrative and day to day support for the Mayor and the Deputy Mayor and coordinate annual Civic and Mayoral events					
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	To provide a high standard of support to enable the Mayor and Deputy Mayor to carry out their duties as expected by the general public					
3. Who is intended to benefit from this policy and in what way?	The Mayor, the Deputy Mayor and Guildford Borough Council					
4. What outcomes are wanted from this policy/procedures/practice?	Good organisation of the Mayoral diary and any events associated with the Council or the Mayoral theme					
5. What factors/forces could contribute/detract from the outcomes?	Staff levels / ICT systems / reduction in financial support of the service, e.g. loss of Mayoral car and chauffeur					
6. Who are the main stakeholders in relation to the policy?	The Mayor, Deputy Mayor and Guildford Borough Council			7. Who implements the policy, and who is responsible for the policy?	The Civic Secretary Head of Legal & Democratic Services	
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?		N	Please explain: The Mayor is appointed by the Council based on length of service only			
What existing evidence (either presumed or otherwise) do you have for this?	It is an agreed convention of the Council that the Mayor is appointed based on length of service. There is, currently, a low representation of ethnic minority councillors which makes it significantly unlikely that a person from an ethnic minority will become Mayor.					

<p>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</p>	<p>N</p>	<p>See response to Q8</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Records of both male and female Mayor's who have served</p>	
<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y</p>	<p>Location of Mayor's parlour Necessity for modified car, dependant on specific disability Access to Civic buildings e.g. The Guildhall Access to buildings/sites that the Mayor is due to visit and te availability of appropriate facilities at those sites Increased support required in order to fulfil mayoral responsibilities – e.g. attending external engagements</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Mayor's parlour is situated on the first floor of Old Millmead House and accessibility could be a potential problem depending on the type of disability e.g. if wheelchair access was required. This would be addressed if the need was identified as would any additional admin/IT software support. Although this is manageable within the Council's offices, it may be more problematic, notwithstanding the access requirements imposed b the DDA, in the case of the many locations that the Mayor is required to visit. Managing this successfully would require careful pre-planning.</p> <p><i>The following comment may or may not be relevant subject to the use that is made of the Mayor's Parlour in respect of receiving visitors, delegations etc. The accessibility of the Mayor's Parlour is more of a day to day issue for those who may be called upon to visit the Mayor's Parlour.</i></p>	
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>N</p>	<p>As Q8 & 9</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>		

12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	N	As Q8 & 9
What existing evidence (either presumed or otherwise) do you have for this?		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	N	Personal and religious beliefs are respected, but the Mayor is expected to represent all sections of the community and not deliberately avoid invitations if they do not fit with his/her own personal belief/opinion.
What existing evidence (either presumed or otherwise) do you have for this?	Guidance contained within in house 'Guide to the Mayoralty' which is given to the incoming Mayor and Deputy Mayor. The Mayor is able to select his/her own Chaplain and the venue for their Civic Service. Council convention would need to be addressed regarding opening the council meeting with a prayer. To have prayers led, periodically, to representatives of other faiths would demonstrate to the community the inclusiveness of the Council.	
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	N	
What existing evidence (either presumed or otherwise) do you have for this?	The level of Mayoral engagements is divided between the Mayor and the Deputy Mayor depending on their existing personal commitments.	
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	N	Only elected Members are eligible for appointment to the Mayoralty and therefore this would have been identified prior to their appointment as Mayor.
What existing evidence (either presumed or otherwise) do you have for this?		

<p>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</p>		<p>N</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>			
<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p>		<p>N</p>	<p>Please explain</p>
<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>			<p>Please explain for each heading (questions 8-16) on a separate piece of paper.</p> <p>N/A</p>
<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>		<p>N</p>	<p>Please explain</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>		<p>N</p>	<p>Please explain</p>

<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>		<p>N</p>	<p>Please explain</p>
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>		<p>Y</p>	<p>The activities of the Mayor and Deputy Mayor could be used to help the Council to deliver its statutory duties to promote equality of opportunity between different ethnic groups, between disabled and non-disabled people and men and women.</p>

23. Should the policy proceed to a full equality impact assessment?	N	Possibly!	Yes	No
		24. If No, are there any changes required to the policy to improve it around the equality agenda? Consideration should be given as to what extra support would be needed if the Mayor had a disability of some nature. For example if the Mayor was a wheelchair user would the current Mayor's parlour need to be relocated?		

Signed
(completing officer) Date October 2008

Signed
(Head of Section) Date

Countersigned
(Corporate Diversity/Diversity/Policy Team) Date October 2008