

Screening/Scoping Pro Forma

Section	Committee Services	Officer responsible for the screening/scoping	John Armstrong		
Service	Committee Administration	Date of Assessment	6/10/08	Is this a proposed new or existing service?	existing
1. Briefly describe the aims, objectives and purpose of the service?	<p>Aim: To provide high quality committee and other corporate administrative services to the Council.</p> <p>Principal Objectives:</p> <p>(a) To ensure that the decision making process of the Council works effectively and in the interests of the Council as a corporate whole.</p> <p>(b) To ensure that the Committee process is managed in accordance with the law, standing orders, financial regulations and corporate procedures and protocols as set out in the council's constitution.</p> <p>(c) To ensure that reports to Committees, Sub-Committees and working groups are clear and concise, follow the standard format and reflect a corporate view.</p> <p>(d) To ensure that meetings are conducted in a business-like manner, are properly informed and that decisions are properly recorded.</p>				
2. Are there any associated or specific objectives of the service? Please explain.	<p>(i) To dispatch 80% of agendas for Member-level meetings at least 7 days prior to the meeting.</p> <p>(ii) To circulate 80% of draft minutes of Member-level meetings to relevant officers within 3 working days of the meeting</p> <p>(iii) To dispatch 80% of agendas for Officer meetings at least 3 working days prior to the meeting</p>				

	<ul style="list-style-type: none"><li data-bbox="926 272 2058 342">(iv) To send 80% of draft minutes for Officer meetings to the Chairman within 3 working days of the meeting<li data-bbox="926 375 2058 444">(v) To dispatch 80% of agendas for outside body meetings at least 7 days prior to the meeting<li data-bbox="926 477 2058 547">(vi) To post 80% of agendas on the website and Loop on the day the agenda is published.
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3. Who is intended to benefit from this service and in what way?	Councillors / Officers / local residents		
4. What outcomes are wanted from this service?	<ul style="list-style-type: none"> •1 Fair and equal access to the democratic process for all •2 Fair and equal access to decisions as soon as practicable 		
5. What factors/forces could contribute/detract from the outcomes?	ICT Systems Staffing/Resource levels Legislation/Government Policy		
6. Who are the main stakeholders in relation to the service?	Councillors / Officers / local residents / press	7. Who is responsible for the service?	Head of Legal & Democratic Services
8. Are there concerns that the service <u>could</u> have a differential impact on racial groups?	Y		Although meetings are open to everybody on an equal basis, non English speakers could experience difficulty accessing/understanding committee papers either at a meeting or on website
What existing evidence (either presumed or otherwise) do you have for this?	None to date but procedures available below to register concerns: <ul style="list-style-type: none"> •1 Corporate complaints procedure •2 Feedback from councillors 		
9. Are there concerns that the service <u>could</u> have a differential impact due to gender?		N	Meetings are open to everybody on an equal basis
What existing evidence (either presumed or otherwise) do you have for this?	None to date but procedures available below to register concerns: <ul style="list-style-type: none"> •3 Corporate complaints procedure •4 Feedback from councillors 		
10. Are there concerns that the service <u>could</u> have a differential impact due to disability?	Y		Blind/partially sighted people unable to read written material
What existing evidence (either presumed or otherwise) do you have for this?	None to date but procedures available below to register concerns: <ul style="list-style-type: none"> •5 Corporate complaints procedure 		

	•6 Feedback from councillors
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11. Are there concerns that the service <u>could</u> have a differential impact due to sexual orientation?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?	None to date but procedures available below to register concerns: <ul style="list-style-type: none"> •7 Corporate complaints procedure •8 Feedback from councillors 	
12. Are there concerns that the service <u>could</u> have a differential impact due to their age?	N	As Q9,
What existing evidence (either presumed or otherwise) do you have for this?	None to date but procedures available below to register concerns: <ul style="list-style-type: none"> •9 Corporate complaints procedure •10 Feedback from councillors 	
13. Are there concerns that the service <u>could</u> have a differential impact due to their religious belief?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?	None to date but procedures available below to register concerns: <ul style="list-style-type: none"> •11 Corporate complaints procedure •12 Feedback from councillors 	
14. Are there concerns that the service <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?	None to date but procedures available below to register concerns: <ul style="list-style-type: none"> •13 Corporate complaints procedure •14 Feedback from councillors 	
15. Are there concerns that the service <u>could</u> have a differential impact due to them have an offending past?	N	As Q9

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None to date but procedures available below to register concerns:</p> <ul style="list-style-type: none"> •15 Corporate complaints procedure •16 Feedback from councillors 	
<p>16. Are there concerns that the service <u>could</u> have a differential impact due to them being Transgender or transsexual?</p>	<p>N</p>	<p>As Q9</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None to date but procedures available below to register concerns:</p> <ul style="list-style-type: none"> •17 Corporate complaints procedure •18 Feedback from councillors 	
<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this service?</p>	<p>N</p>	<p>Please explain</p> <ul style="list-style-type: none"> •1 Access to Information (e.g. agendas/minutes) – Can be provided electronically via the website/Loop or manually in person. Documents can, if required, be enlarged. •2 Access to meetings – Meetings held in the evening at a time convenient to most people. In terms of physical access, the Council has: <ul style="list-style-type: none"> (i) installed a stair-lift to the Council Chamber and Committee Room 1. Committee Room 2 is at ground level. (ii) installed audio/visual equipment (including microphones and an induction loop system) in the Council Chamber and Committee Room 1 to assist the hard of hearing (iii) designated on-site disabled parking spaces.
<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>N</p>	<p>Please explain for each heading (questions 8-16) on a separate piece of paper.</p> <p>Not applicable</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>Y</p>	<p>Please explain</p> <p>There is no facility to translate documents into other languages</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>Y</p>	<p>N Not applicable</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>N</p>	
<p>23. Should the policy proceed to a full equality impact assessment?</p>	<p>N</p>	
<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p>	<p>Y</p>	<p>Equalities / diversity training as part of the Members' Induction/ Training programme</p>

Signed
(completing officer)

Date October 2008

Signed
(Head of Service) **Date**

Countersigned
(HR Representative)

Date November 2008