

### Screening/Scoping Pro Forma

<b>Section</b>	<b>LEGAL SERVICES</b>	<b>Officer responsible for the screening/scoping</b>	<b>Elaine Davison Richard Lingard</b>
<b>Name of Service to be assessed</b>	<b>Legal Services</b>	<b>Date of Assessment</b>	<b>Is this a proposed new or existing policy/procedure/practice?</b> <b>Existing</b>
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To provide the Council with a proactive and responsive advisory and executive service which enables the Council to act lawfully in the exercise of its functions and the pursuit of its objectives.		
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	Provision of a walk-in or 'on-tap' advice service it aims to objectively justify the advantages of an in-house services provision.		
<b>3. Who is intended to benefit from this policy and in what way?</b>	Elected members and officers of the Council		
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	Recognition of the value and accessibility of the in-house service through the provision of timely, economical and accurate legal advice, value for money.		
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Positive feedback when the task is finished; lack of legal challenge, effective management of resources, failure of IT and loss of trained staff.		
<b>6. Who are the main stakeholders in relation to the policy?</b>	Elected members and Officers of the Council	<b>7. Who implements the policy, and who is responsible for the policy?</b>	Head of Legal and Democratic Services, the Principal Solicitor and the Principal Conveyancing Solicitor.
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	<input type="checkbox"/> <b>Y</b>	<input checked="" type="checkbox"/> <b>N</b>	<b>Please explain</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	The service is an internal support service and is available to all elected members and officers irrespective of race. Ensuring our customers' diverse needs are met by maximising access to our services is a key objective of our service.		
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>	<input type="checkbox"/> <b>Y</b>	<input checked="" type="checkbox"/> <b>N</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	See 8 above		

<b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potentially customers with a physical or language disability might be disadvantaged e.g. sight impairment or non-English speaking. On request we can make available information in different type face/size/Braille etc.
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Performance dated Key Local Indicator KL127 Data number of legal complaints made was set up but as no complaints have been made the decision has been taken to no longer collect this data.		
<b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 8 above.
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	None		
<b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 8 and 10 above
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	None		
<b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 8 and 10 above
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	None		
<b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	See 8 and 10 above		
<b>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	See 8 and 10 above		

otherwise) do you have for this?					
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?			<table border="1"> <tr> <td>Y</td> <td>N</td> </tr> </table>	Y	N
Y	N				
What existing evidence (either presumed or otherwise) do you have for this?			See 8 and 10 above		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	<b>Please explain</b>		
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	<b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b> The service has no direct adverse impact on equalities issues. It has a positive indirect impact by providing appropriate legal advice on Equalities legislation in particular with regard to the drafting use and monitoring of standard contract terms and conditions. The Service also has a proactive role in advising on equality issues in a corporate governance and member conduct context investigation of complaints.		
<b>Business improvement</b> 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	<b>Please explain</b> The most recent performance data collected BV16a shows that 1.2% of all Council employees have a disability and BV17a shows that 2.4% of all Council employees are from an ethnic minority.		
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N	<b>Please explain</b>		
21. If yes, should the full EIA be conducted jointly with another service	Y	N	<b>Please explain</b>		

area/contractor/partner/agency?								
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?		No missed opportunity.						
		<table border="1"> <tr> <td data-bbox="768 532 1793 581"></td> <td data-bbox="1793 532 1913 581"><b>Yes</b></td> <td data-bbox="1913 532 2055 581"><b>No</b></td> </tr> <tr> <td colspan="3" data-bbox="768 581 2055 990"> <p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p> <ul style="list-style-type: none"> <li>•1 Ensure that all contracts contain clauses requiring its contractors and subcontractors to comply with relevant diversity legislation.</li> <li>•2 Ensure all legal advice is compliant with Council's statutory duties under Equalities legislation.</li> <li>•3 Make it clear in all communications that the information can be made available in alternative formats e.g. braille, larger print, audio tape etc in order to provide a more inclusive service.</li> </ul> </td> </tr> </table>		<b>Yes</b>	<b>No</b>	<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p> <ul style="list-style-type: none"> <li>•1 Ensure that all contracts contain clauses requiring its contractors and subcontractors to comply with relevant diversity legislation.</li> <li>•2 Ensure all legal advice is compliant with Council's statutory duties under Equalities legislation.</li> <li>•3 Make it clear in all communications that the information can be made available in alternative formats e.g. braille, larger print, audio tape etc in order to provide a more inclusive service.</li> </ul>		
	<b>Yes</b>	<b>No</b>						
<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p> <ul style="list-style-type: none"> <li>•1 Ensure that all contracts contain clauses requiring its contractors and subcontractors to comply with relevant diversity legislation.</li> <li>•2 Ensure all legal advice is compliant with Council's statutory duties under Equalities legislation.</li> <li>•3 Make it clear in all communications that the information can be made available in alternative formats e.g. braille, larger print, audio tape etc in order to provide a more inclusive service.</li> </ul>								

**Signed**  
(completing officer)

**Date** October 2008

**Signed**  
(Head of Section) .....

**Date**

**Countersigned**  
(HR representative)

**Date** October 2008