

Screening/Scoping Pro Forma

Section	Committee Services	Officer responsible for the screening/scoping	John Armstrong		
Service	Member Services	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?	To ensure proper support for Members of the Council at all levels in the performance of their duties as councillors.				
2. Are there any associated or specific objectives of the service? Please explain.	<ul style="list-style-type: none"> (i) To provide induction and other training courses on all aspects of being a councillor. (ii) To respond to 80% of written enquiries from Members within one working day. (iii) To periodically review the scheme of members' allowances. (iv) To provide advice and guidance on ethical standards. (v) To provide refreshments before meetings (vi) To provide stationery and copying facilities 				
3. Who is intended to benefit from this service and in what way?	Councillors				
4. What outcomes are wanted from this service?	To enable councillors to perform their duties in an efficient, effective and rewarding way.				
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		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	Non English speaking councillors 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	Gender split is 46% female, 54% male
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 councillors unable to read written material. What other facilities are, potentially, available to councillors who are or who become disabled to enable them to carry out their functions?
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 	
11. Are there concerns that the service <u>could</u> have a differential impact due to sexual orientation?	N	
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	The average age of Guildford's councillors is 52 compared to the national average of 58.

<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"> •9 Corporate complaints procedure •10 Feedback from councillors 	
<p>13. Are there concerns that the service <u>could</u> have a differential impact due to their religious belief?</p>	<p>Y</p>	<p>Members' refreshments before meetings (e.g choice of kosher food)</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"> •11 Corporate complaints procedure •12 Feedback from councillors 	
<p>14. Are there concerns that the service <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</p>	<p>Y</p>	<p>Whilst there are a number of councillors with such responsibilities, meetings are held in the evenings when it is likely that partners will be able to undertake responsibilities. Where that is not possible, the scheme of allowances provides for a dependants' carers' allowance.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None to date, very limited feedback from councillors The Council has previously considered proposals for start times for meetings and could review where necessary.</p>	
<p>15. Are there concerns that the service <u>could</u> have a differential impact due to them have an offending past?</p>	<p>N</p>	<p>Not applicable since anyone seeking election as a councillor is disqualified if they have been convicted of a criminal offence and sentenced to at least three months imprisonment (including any suspended sentence) within the previous five years.</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"> •13 Corporate complaints procedure •14 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>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>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) made available to individual councillors, on request, personal induction loops and large print agendas/minutes. (iv) 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</p>	<p>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>Although the selection of candidates is primarily a matter for party political groups, improved facilities for disabled councillors may encourage more disabled candidates to put themselves forward for election.</p> <p>Similarly candidates from minority ethnic groups.</p> <p>Extend equality monitoring to councillors to help identify differential impacts on councillors across all of the equality strands.</p> <p>Although it may not require a full EIA, engaging Members in this EIA may produce, either interest in and endorsement of the conclusions or some alternative views.</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>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 **October 2008**