

APPENDIX 3

Screening Equality Impact Assessment – to identify potential differential impacts on protected groups of any new or changing activities and establish whether a full Equality Impact Assessment is needed.

Service	Committee Services		Officer responsible for the screening/scoping		John Armstrong	
Name of the activity to be assessed	Review of councillor appointments to external organisations		Date of Assessment	April 2017	Is this a proposed new or existing activity?	Existing
1. Briefly describe the aims, objectives and purpose of the activity?			<ul style="list-style-type: none"> • On the instruction of Council, to review the existing appointments process to understand if it is fit for purpose ie providing value to the public by performing a useful and productive function • To assess existing appointments in terms of relevance to current corporate priorities and service delivery and to refresh the list • To establish a process of evaluation of the appointment role and the councillors skills to create relevant and productive appointments that will benefit both the organisation and the council. 			
2. Are there any associated or specific objectives of the activity? Please explain.			<ul style="list-style-type: none"> • To reduce the administration of the process for the council by appointing directly after the Borough elections and for a four year term of office as standard. • To further reduce time spent by the full Council on this process by the delegation of authority to appoint to officer level when appointments are uncontested. • To prevent indemnity liability to appointees and to the council 			
3. Who is intended to benefit from this activity and in what way?			<ul style="list-style-type: none"> • All parties will benefit from a clear understanding of the needs of the organisation when appointing a councillor to work with them. • The council, and consequently the public, will benefit by working with an updated list of appointments that will be relevant to current priorities and service delivery. • There will be time and administrative cost savings to council by establishing four-year appointments and creating delegated officer authority to appoint when the nominations are uncontested. • Individual councillors and the council will be better protected by understanding any liabilities implicit in certain appointments, ie directorships and trustees. 			

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4. What outcomes are wanted from this activity?	To achieve better working relationships with local organisations by improving the process of appointment making. To achieve relevant and more productive appointments both for the Council and for the external organisations.		
5. What factors/forces could contribute/detract from the outcomes?	The Council's Equalities Statement, in particular <ul style="list-style-type: none"> ● ensure that our staff and councillors have appropriate knowledge and skills to deliver and influence the achievement of the principles in this policy statement ● ensure that those that we work with in partnership understand and share our values and approaches to ensuring equality and valuing diversity 		
6. Who are the main stakeholders in relation to the activity?	The list of external organisations both existing and proposed and the Council itself.	7. Who implements the activity, and who is responsible for the activity?	Full Council, the members of the review Working Group, supporting officers.
8. Are there concerns that the activity <u>could</u> have a differential impact on racial groups?		N	
What existing evidence, local or national, actual or presumed, do you have to support your response?	The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. As far as the Council is aware there are no external organisations to which the council appoints now or in the future for which racial group difference has a relevance or significance.		
9. Are there concerns that the activity <u>could</u> have a differential impact on grounds of gender?		N	

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What existing evidence, local or national, actual or presumed, do you have to support your response?	The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. As far as the Council is aware there are no external organisations to which the council appoints now or in the future for which gender reassignment has a relevance or significance.	
10. Are there concerns that the activity <u>could</u> have a differential impact on those who have a disability?	Y	2

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<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. There are external organisations to which the Council would wish to appoint for which disability is a key area of service in which the councillor will be involved. The review will seek to ensure that any requirements in terms of facilities utilised or activities undertaken by the external organisation will be properly assessed to accommodate any specific needs of the appointee in order that the role can be properly discharged. Appropriate enquiry can be made through the 'Person Profile' document to satisfy this requirement. Should the appointee have unsupervised access to vulnerable people it would be incumbent upon the external organisation to undertake appropriate safeguarding screening of the appointee.</p>		
<p>11. Are there concerns that the activity <u>could</u> have a differential impact on grounds of sexual orientation?</p>		<p>N</p>	
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. As far as the Council is aware there are no external organisations to which the council appoints now or in the future for which sexual orientation has a relevance or significance.</p>		
<p>12. Are there concerns that the activity <u>could</u> have a differential impact on grounds of age?</p>	<p>Y</p>	<p>2</p>	

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<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. There are external organisations to which the Council would wish to appoint for which age is a key area of service in which the councillor will be involved in terms of children's and adults social care, wellbeing and education. Since age has related implications for vulnerability, the review will seek to ensure that any requirements in terms of safeguarding will be properly assessed. Appropriate enquiry can be made through the 'Person Profile' document to satisfy this requirement. Should the appointee have unsupervised access to vulnerable people it would be incumbent upon the external organisation to undertake appropriate safeguarding screening of the appointee.</p>	
<p>13. Are there concerns that the activity <u>could</u> have a differential impact on grounds of religious belief?</p>	<p>N</p>	
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. As far as the Council is aware there are no external organisations to which the council appoints now or in the future for which a difference in religious belief would not be accommodated.</p>	
<p>14. Are there concerns that the activity <u>could</u> have a differential impact on those who have caring responsibilities?</p>	<p>Y</p>	<p>2</p>

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<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement.</p> <p>The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made.</p> <p>There are external organisations to which the Council would wish to appoint for which caring responsibility is a key area of service in which the councillor will be involved in terms of children's and adults social care, wellbeing and education. Since age and disability have related implications for vulnerability, the review will seek to ensure that any requirements in terms of safeguarding will be properly assessed. Appropriate enquiry can be made through the 'Person Profile' document to satisfy this requirement.</p> <p>Should the appointee have unsupervised access to vulnerable people it would be incumbent upon the external organisation to undertake appropriate safeguarding screening of the appointee.</p> <p>The Council would invite any councillor appointee with caring responsibilities to be supported by the existing claims expenses provision.</p>	
<p>15. Are there concerns that the activity could have a differential impact on grounds of marital status or civil partnership?</p>	<p>N</p>	
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement.</p> <p>The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made.</p> <p>As far as the Council is aware there are no external organisations to which the council appoints now or in the future for which marital status or civil partnership has a relevance or significance.</p>	
<p>16. Are there concerns that the activity <u>could</u> have a differential impact due to a woman's pregnancy or maternity?</p>	<p>N</p>	

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<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. As far as the Council is aware there are no external organisations to which the council appoints now or in the future for which pregnancy or maternity has a relevance or significance.</p>	
<p>17. Are there concerns that the activity <u>could</u> have a differential impact due to gender reassignment?</p>	<p>N</p>	
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The Council would expect any organisation to which it appoints to be in compliance with Equalities legislation and in agreement with the Council's own Equalities Statement. The new appointee selection process will be based entirely upon the skills and experience of the nominated councillor to fulfil the role. In addition, there will be a clear understanding of the requirements of the organisation before any appointment is made. As far as the Council is aware there are no external organisations to which the council appoints now or in the future for which gender has a relevance or significance.</p>	
<p>18. Could any differential impact identified in 8-17 amount to there being the potential for adverse impact in this activity?</p>	<p>N</p>	<p>Not if appropriate safeguarding provisions are in place.</p>
<p>19. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one or more of the protected groups or any other reason?</p>		

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<p>20. If the activity is of a strategic nature, could it help to reduce inequalities associated with socio-economic disadvantage?</p>	<p>Y</p>	<p>Certain appointments are with external organisations for which reduction of inequalities associated with socio-economic disadvantage would be a significant ambition.</p>
<p>21. Is there any concern that there are unmet needs in relation to any of the above protected groups?</p>	<p>N</p>	
<p>22. Does ‘differential impact’ or ‘unmet need’ cut across one or more of the protected groups (e.g. elder BME groups)?</p>	<p>N</p>	<p>It is a possibility there are certain groups for which there is simply not a representative organisation to which the Council could appoint. In this case, the Council would provide support where possible through business as usual. Appointments from the Council are not always accepted by organisations and for consequently the Council cannot appoint, but would continue to build strong supportive relationships in other ways.</p>
<p>23. If yes, should a full EIA, if necessary, be conducted jointly with another service area or contractor or partner or agency?</p>	<p>N</p>	
<p>24. Is there a missed opportunity to improve this activity to meet the general duties placed on public bodies to eliminate unlawful discrimination, to advance equality of opportunity and to promote good relations between people who share protected characteristics and those who do not?</p>	<p>N</p>	

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25. Should the policy proceed to a full equality impact assessment? Please use the scoring process in the right hand column to guide you.			0 – no possible relevance or adverse impact 1 – extremely low relevance and adverse impact 2 – relatively low relevance and adverse impact 3 – medium relevance and adverse impact 4 - relatively high relevance and adverse impact									0-11 points	low adverse impact, no need for full EIA
												12-20points	medium adverse impact, full EIA required
												21-27 points	high adverse impact, full EIA required
			Age	Disability	Car e	Gender	Marriage	Race	Trans	Sexuality	Religion	Total	Impact
			2	2	2							6	Low
26. If a full EIA is not required, are there any changes required to the proposal to improve it around the equality agenda?		N											
27. How will any actions identified in 20. to 26. above be taken forward?			The 'person profile' will be updated to cover the matters raised. The Council's Equalities Statement will be circulated to external organisations.										

Signed Carrie Anderson
(completing officer)

Date 31 May 2017

Signed John Armstrong
(Head of Service)

Date 31 May 2017

Countersigned Lucy Richards
(member of Equality Action Group)

Date 31 May 2017