

# EQUALITY IMPACT ASSESSMENT

## THE STAGE ONE ASSESSMENT FORM - the initial screening process

<b>SERVICE, POLICY OR FUNCTION BEING ASSESSED: COUNCIL AND COMMITTEE MEETINGS</b>
<b>DESCRIPTION OF SERVICE, POLICY OR FUNCTION: (e.g. main purpose, users or beneficiaries etc)</b>  ARRANGE, HOLD (AND GIVE NOTICE OF) FORMAL, PUBLIC MEETINGS OF THE LOCAL AUTHORITY AND ITS COMMITTEES FOR THE CONVENIENCE OF MEMBERS OF THE COUNCIL AND MEMBERS OF THE PUBLIC WISHING TO ATTEND
<b>Please indicate if it is an existing area of service or a new area/project: Existing</b>

<b>Target Equality Group</b> <i>(see guidance note 2 for details)</i>	<b>Does it have a Positive Impact</b> If yes, please explain how <i>(see guidance note 6 for details)</i>	<b>Does it have a Neutral Impact</b> If yes, please explain how <i>(see guidance note 9 for details)</i>	<b>Does it have a Negative Impact</b> If yes please explain how, indicate if it is legal and whether or not it is intended. <i>(see guidance note 7 for details)</i>	<b>If it has a negative impact, is the level of this impact high or low?</b>  <i>(see guidance note 10 for details)</i>
<b>Age</b>	NO	YES – E.g. meeting start times allow people with young children who need to be accompanied to school, to attend.	NO	


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<b>Belief or faith</b>	NO	NO	YES – Meetings are accessible regardless of belief or faith but meetings scheduled for Friday may impact upon the ability, for example, of members of the Muslim faith to attend for an entire meeting?	LOW – owing to the demographics of the area and the fact that only Standards Committee meets on a Friday
<b>Disability</b>	NO	NO	YES – For those people with a disability, e.g. wheelchair users, blind or partially sighted, dyslexic, deaf or hearing-impaired – <ol style="list-style-type: none"> <li>1. Layout of meetings (e.g. space for wheelchairs)</li> <li>2. Venues - e.g. accessibility to meeting rooms, provision of disabled parking and accessible toilets.</li> </ol>	LOW – These are very significant areas – there is a legal obligation to make meetings fully accessible to the public, including those with disabilities and accessibility for staff and members also needs to be considered.

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			3. Agenda and reports are accessible on the website and as paper copies. Size 12 type 4. Signs in meeting venues (e.g. giving directions to rooms) 5. PowerPoint presentations on screens (e.g. Development Committee) may be difficult for partially sighted people and written slides may be difficult to read 6. People may require a hearing loop.	However, meetings held in the Council Chamber are already accessible
<b>Sexual Orientation</b>	NO	YES	NO	
<b>Gender</b>	NO	YES	NO	

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<b>Race</b>	NO	NO	YES – 1. Agenda and reports are currently available in English	Low owing to the demographics of the area

**PLEASE ANSWER THE FOLLOWING QUESTIONS IF ANY AREAS HAVE BEEN IDENTIFIED WITH LOW LEVEL NEGATIVE IMPACT**

**IS THE IMPACT LIKELY TO CHANGE OVER TIME?**

Yes		No	
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**IF YES, HOW WILL THE IMPACT CHANGE?**


## WHAT CAN YOU DO TO MINIMISE OR REMOVE ANY *UNINTENDED* NEGATIVE IMPACT?

1 and 2	Liaise with relevant disability organisation with a view to their attending an Authority and/or committee meeting to assess where accessibility improvements can be made to ensure the venue complies with the Disability Discrimination Act.
3.	Include information on the agenda and on the relevant website page advising people to contact Committee Services should they require the agenda or any of the reports in large print, or any other format.
4.	Ensure that signage at venues is clear and easy to read and includes the Council logo.
5.	Make printed copies of presentation slides available with large printed text on request.
6.	Ensure wherever possible that all rooms used for meetings are appropriately equipped.
7.	Committee Services to provide the document in an alternative language upon request .

## HOW COULD YOU MONITOR THIS WORK?

It would be intended that a review of the processes currently in place be conducted in consultation with a relevant disability organisation.
Accessibility in relation to agenda papers and meetings layout to be monitored by Committee taking into account feedback from Councillors, staff and members the public who have attended meetings to identify whether the arrangements are adequate and any further action needs to be taken

**IF YOU HAVE IDENTIFIED ANY AREAS WHERE THE LEVEL OF NEGATIVE IMPACT IS HIGH PLEASE REFER TO YOUR HEAD OF SERVICE PRIOR TO COMPLETING A STAGE TWO ASSESSMENT FORM**

Signed: .....Service Manager undertaking the Assessment.

Date: .....