



EQUALITY IMPACT ASSESSMENT

Equality Impact Assessment

APPENDIX 1 STAGE 1 - INITIAL SCREENING DETAILS ASSESSING POLICIES AND ACTIVITIES - GUIDANCE FOR STAFF

Notes:

1. As a result of this exercise, you will have checked that your policy or activity does not have adverse impact on equality groups and you will have identified relevant action that you need to take, and the likely costs/resources associated with any improvement. The equality groups covered are at present: Race, Gender, Disability, Sexuality and Religion in employment by 2003 and Age by 2006.

Note. This is not simply a paper exercise - it is designed to make sure that your policy or activity is delivered fairly and effectively to all sections of our local community.

2. Please note that the Council is required to publish the results of these assessments, and updates, therefore **your completed Appendices may be public documents.**

3. Appendix 1 questionnaire (**to be completed for each relevant Strategy, Policy or Service Development**) is for use regardless of whether your policy or activity is aimed at external customers or internal staff.

Please tick/delete as appropriate: Is this EIA for a,

New Service Development

Name of Strategy, Policy or Service Development: Shared Democratic and Elections Service

AIMS, OBJECTIVES & PURPOSE OF THE POLICY OR ACTIVITY:

To create a shared Democratic and Elections team for Cherwell District Council and South Northamptonshire Council

PLEASE LIST THE MAIN STAKEHOLDERS/BENEFICIARIES IN TERMS OF THE RECIPIENTS OF THE ACTIVITY OR THE TARGET GROUP AT WHOM THE POLICY IS AIMED:

**Cherwell District Council and South Northamptonshire Council Members
Cherwell District Council and South Northamptonshire Council Officers
Cherwell District Council and South Northamptonshire Officers from Administration and Democratic**

IF THE ACTIVITY IS PROVIDED BY ANOTHER DEPARTMENT, ORGANISATION, PARTNERSHIP OR AGENCY ON BEHALF OF THE AUTHORITY, PLEASE GIVE THE NAMES OF THESE ORGANISATIONS/AGENCIES:

**LEAD OFFICER: James Doble TEL: 01295 221587
SERVICE AREA: CDC Legal and Democratic Services, SNC Administration
DIRECTORATE: CDC Chief Executives, SNC Community Engagement and Corporate Services**

**ASSESSMENT DATE: 19 August 2011
ASSESSMENT REVIEW DATE: 19 August 2012**

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STAGE 1 – INITIAL SCREENING ASSESSMENT

Q	Screening Questions	Y/N
1.	Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	N
2	Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	N
3	Is there any evidence that information about the policy or activity is not accessible to any equality groups?	N
4	Have the Councils received any complaints about the policy or activity under review, in respect of equality issues?	N
5	Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	N
6	Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	N
7	This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	N
8	Will there be a negative impact on any equality groups? If so please provide brief details below.	N
	Equality Impact: Evidence:	
	Disability	
	Gender Reassignment	
	Pregnancy & Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Age	
	Marriage & Civil Partnership	
9	Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community? If so please explain.	N
10	There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	Y
11	Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	N

Declaration

I am satisfied that an initial screening has been carried out on this policy or activity and an In Depth (Full) Equality Impact Assessment is not required. I understand that the EIA is required by the Council and take responsibility for the completion and quality of this assessment.

Completed by: **James Doble**
Countersigned by Director: **David Price**

Date: **19 August 2011**
Date: **19 August 2011**

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Please detail below your evidence which has determined whether you have answered either Yes or No to the initial screening questions.

Screening Questions	Screening Narrative
Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	Democratic and Elections are services that operate within a statutory framework. As such through their work they assist in meeting duties under 2010 Equality Act
Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	The business case ring fences new posts to staff in the existing service areas. All assimilation and recruitment will take place in accordance with agreed practices ob both organisations which have themselves been subject to EIA's
Is there any evidence that information about the policy or activity is not accessible to any equality groups?	The business case will be subject to consultation with affected staff and trade unions.
Has the Councils received any complaints about the policy or activity under review, in respect of equality issues?	None
Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	No, other than a Value for Money Review of the service at CDC which is referred to in the business case.
Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	No the business case has no redundancy implications and in fact creates opportunities for existing staff.
This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	The Business case will ultimately affect all officers, but it is intended that there will be no service disruptions. In particular Customer Services and ICT at CDC have been consulted.
Will there be a negative impact on any equality groups?	None
Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community? If so please explain.	None, staff will continue to be employed, recruited from and based at both Bodicote and Springfields.
There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	This is not required due to the internally focussed nature of the business case.
Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	Opportunities to promote equality of opportunity and positive attitudes will be promoted in the new shared team