

Appendix 2

PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title	
Title: Appointment of Councillors to serve on Outside Bodies	
Directorate: Assistant Chief Executive	Service area: Democratic Services
Lead person: Barbel Gale & Emma Hill	Contact number: 01709 807665 & 01709 823566
Is this a:	
<input type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
	<input checked="" type="checkbox"/> Other
If other, please specify	
There are a number of organisations which are independent from the Council but have an impact on its service areas. In order that the Council can maintain effective partnerships with a number of these organisations, representatives of the Council, usually elected Councillors, sit on the various committees and forums that are responsible for them.	

2. Please provide a brief description of what you are screening
The appointment of elected Councillors to external organisations and partnerships is intended to be a mutually beneficial act for both the authority and the organisations and partnerships concerned. When making appointments consideration is given as to whether the appointment should be a specific office holder, either by reference to the constitution of the organisation/partnership concerned or in light of any other circumstances, such as members of specific wards.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g., parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
<p>Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i></p>	✓	
<p>Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i></p>		✓
<p>Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i></p>	✓	
<p>Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i></p>		✓
<p>Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i></p>		✓
<p>Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i></p>		✓

If you have answered no to all the questions above, please explain the reason

The appointment of elected Councillors to external organisations and partnerships is intended to be a mutually beneficial act for both the authority and the organisations and partnerships concerned.

These appointments enable engagement with the wider community both at a local and borough wide level.

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**

The list of outside bodies has been developed over time to ensure it is representative of an appropriate number of local and regional organisations that represent and champion a diverse range of disciplines. Many of these are statutory appointments but a significant number have been derived through local choice.

The appointments made by Cabinet to local and regional bodies and organisations helps build relationships with organisations which are constituted to champion equality and diversity and represent the interests of all protected characteristics.

In appointing elected Members to these bodies, the Council, through Cabinet, maintains active links with these organisations and ensures mutual understanding around, and the promotion of, core and common beliefs and ethics.

- **Key findings**

The outside bodies to which elected members are appointed can be directly associated with the role the outside bodies take to support the expectations and rights of all protected characteristics.

Additional appointments foster links with environmental organisations.

- **Actions**

To support the implementation of this decision, officers within Democratic Services will endeavour to:

- Ensure appointments have been made to all outside bodies and where required assist the Leader and Cabinet with making those appointments, and in doing so, paying due regard to the Public Sector Equality Duty.
- Provide continued support to those Members appointed to serve on outside bodies (logistical support – Democratic Services, Policy support – Policy and Performance team, local awareness support – Neighbourhoods Team, thematic

<p>knowledge support - directorates), including the need to make reasonable adjustments where needed in terms of the support offered.</p> <ul style="list-style-type: none"> • Capture feedback from members in their role on outside bodies and regarding equalities related matters and impacts, through a mid-year assessment and informal discussions. <p>With implementation of the actions above, no EA (Form B) is required.</p>	
Date to scope and plan your Equality Analysis:	N/A
Date to complete your Equality Analysis:	N/A
Lead person for your Equality Analysis (Include name and job title):	Emma Hill, Head of Democratic Services

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Emma Hill	Head of Democratic Services	

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	
Report title and date	Appointment of Councillors to serve on Outside Bodies
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	