

EQUALITY IMPACT ASSESSMENT

SCREENING DOCUMENT

Name of Proposal

Review of Meetings Proposals

Lead Department/Service

Legal and Democratic

What is the aim of the proposal?

To extend the use of remote meetings to all committees and full Council

Is this a new or a review of an existing policy, procedure, function or report?

This reviews the current arrangements for holding remote meetings

Screening Process

1. Has the proposal already been assessed for its impact on age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? **If yes, go to 1 a. If no, go to 1 b.**

1 a. Unless there have been significant changes, no further action is required. **Please add your name, position and date below at 3.**

1 b. Does the proposal involve or have consequences for the people the council serves or employs? **If yes, go to 2. If no, go to 1 c.**

1 c. Please state why not

Yes

The proposal is not relevant and no further action is required. Sign and date below at 3.

2. Is the proposal relevant to one or more of the protected characteristics? **If yes, go to 2 a. If no, go to 2 b.**

2 a. Proceed to Step 1 of the Full Equality Impact Assessment on page 2.

2 b. Please state why not

The proposal not relevant and no further action is required. Add your name, position and date below at 3.

3. Name:

Position:

Date:

FULL EQUALITY IMPACT ASSESSMENT

Step 1

Are there any statutory legal requirements affecting this proposal? If so please describe.

COVID 19 Guidance

Step 2

What data/research is available to assess the likely impact of the proposal?

Scottish Government Guidance on "shielding" for the over 70s. Legal requirements to work from home where possible. Legal limitations on essential travel.

Step 3

Is there any reason to believe the proposal could affect people differently due to their protected characteristic ie age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? Please **place a cross** in each box that applies, and give details alongside.

Age	<input type="checkbox"/>	Yes. Holding hybrid meetings of the Council physical with some members being present could impact on the health of elected members who are over 70 and the Council has a duty to protect the health and safety of elected members and staff
Disability	<input type="checkbox"/>	Yes. Advice will be take from IT before the introduction on any new platform for remote meetings which will include disability factors
Gender	<input type="checkbox"/>	_____
Gender Re-assignment	<input type="checkbox"/>	_____
Pregnancy/maternity	<input type="checkbox"/>	_____
Marriage and civil Partnership	<input type="checkbox"/>	_____
Race	<input type="checkbox"/>	_____
Religion and belief	<input type="checkbox"/>	_____
Sexual orientation	<input type="checkbox"/>	_____

Step 4

Is there evidence to suggest that any part of the proposal could unlawfully discriminate against people? If so, how?

Adjustments will be made to accommodate specific requirements to enable inclusive participation.

Step 5

Can the proposal be seen to favour one section of the community

Yes No No

or deny opportunities to another?

Yes No No

If yes, please give details.

Step 6

Does the proposal advance or restrict equality?

Yes No No

If yes, give details

Step 7

Are there any other actions which could have been taken to enhance equality of opportunity?

If so please state

No

Step 8

Based on the work you have done, rate the level of relevance being allocated to this proposal.

High Medium Low X Unknown

Step 9

If during **Steps 3 - 6** there has been an adverse impact identified, consider whether this can be justified.

Yes No

If yes please give details.

Not applicable

If no, consider alternative ways of delivering the proposal to minimise negative impact or eliminate unlawful discrimination. Give details of the changes to be made to the proposal.

Continue to hold all meetings remotely

Step 10

Do you need to carry out a further impact assessment?

Yes No X

If yes, what actions do you need to take?

Step 11

Make arrangements to monitor and review the impact assessment.

Step 12

Publish impact assessment.

Where will the Equality Impact Assessment be published?

On the Council's website along with the relevant committee report

Please state your name, position and date, and forward this pro forma either to your designated Equality Impact Assessment Co-ordinator, or if it refers to a committee report, it should be forwarded with the report to committee services.

Name:

Donald Macaskill

Position:

Manager- Democratic and Members Services

Date:28 Jan 2021

For additional information and advice please contact:

the Equalities Officer - Tel: 01307 476058 or E-mail: Equalities@angus.gov.uk