

ES/041/11

# Policy and Scrutiny Scoping Document

<b>Committee</b>	Executive Scrutiny Committee	
<b>Topic</b>	Equality Impact Assessments	Ref: ES-SCR-004
<b>Objective</b>	For the Committee to understand the process and requirements for undertaking Equality Impact Assessments.	
<b>Reasons for undertaking review</b>	Since 2009 the Committee has been undertaking a review into the Council's Transformation Programme. The requirement to undertake Equality Impact Assessments has been raised during a number of evidence sessions, and the Committee has expressed a desire to undertake a review into this topic.	
<b>Method</b> <ul style="list-style-type: none"> <li>• Initial briefing to define scope</li> <li>• Task &amp; Finish Group</li> <li>• Commission</li> <li>• Full Committee</li> </ul>	Full Committee	
<b>Membership</b> <i>Only complete if Task and Finish Group or Commission</i>	N/A	
<b>Issues to be addressed</b>	<ol style="list-style-type: none"> <li>1. To understand the process for undertaking Equality Impact Assessments</li> <li>2. To understand when an Equality Impact Assessment is required</li> <li>3. The current staff training and awareness arrangements for undertaking Equality Impact Assessments</li> <li>4. Is the requirement to undertake the Equality Impact Assessment process embedded across the organisation</li> <li>5. The consequences for the Council if Equality Impact Assessments are not undertaken in a timely fashion</li> <li>6. Is there a requirement to make Equality Impact Assessments available to the public?</li> <li>7. What were the outcomes of the Equality Framework Review? Are</li> </ol>	

	<p>there any action plans in place to address any issues that may have been raised?</p> <p>8. What has changed as a result of completing Equality Impact Assessments?</p> <p>9. How does the Council ensure Equality and Diversity issues are monitored effectively e.g. steering groups?</p>
<b>Sources of Evidence and witnesses</b>	<p>Yvonne Howard, Head of Equality and Diversity</p> <p>Portfolio holder for Equality and Diversity</p>
<b>Work Programme</b>	<p>Scoping document presented for consideration at 23 June 2011 meeting</p> <p>Initial evidence session to be arranged for 18 October 2011 meeting</p>
<b>Indicators of Success</b>	
<b>Meeting the CfPS Objectives</b> <ul style="list-style-type: none"> <li>• <i>Critical Friend Challenge to Executive</i></li> <li>• <i>Reflect Public voice and concerns</i></li> <li>• <i>Own the scrutiny process</i></li> <li>• <i>Impact on service delivery</i></li> </ul>	<p>The Committee will be fulfilling its role as a Champion in the Council's Scrutiny Process.</p> <p>Action taken by the Committee to monitor performance in this area will reflect upon both current delivery and future improvements.</p> <p>The Committee will carry out its role as a critical friend to the Executive.</p>
<b>Diversity and Equality</b> <i>Diversity and Equality issues are to be considered and addressed.</i>	
<b>Date agreed by Committee</b>	23 June 2011
<b>Governance Officer</b>	Hannah Cleary