Equality Impact Assessment Completion Form

1.   **What is the name of the service, policy, procedure or project to be assessed?**

   Modern.gov/paperless project

2.   **Briefly describe the aim of the service, policy, procedure or project. What needs or duties is it designed to meet?**

   Modern.gov is an electronic committee administration system used by the Council's committee staff to produce all committee agenda, reports and minutes with a direct link to the Council's website. The system provides email alerts to Members, officers etc as soon as committee documents are published with direct electronic links to such documents. The paperless project seeks to reduce the number of paper copies of documents produced and distributed/posted to Members through use of electronic access to documents.

3.   **List your customers/stakeholders**

   Elected Members   }
   Independent Members of Committees   } for the further roll-out of this project
   Officers   }
   Public

4.   **How do you know who they are?**

   Outcome of Local Elections
   Council appointments

5.   **Do any of your customers/ stakeholders come from the following Equality Groups?**

Equality Group	Yes	No	Further Evidence Needed
Race / Minority Ethnic Groups			√
Disability	√		
Gender (Male/ Female)	√		
Gender Re-assignment (Trans-sexual)			√
Marital Status	√		
Sexual Orientation			√
Religion/ Belief			√

Age	√		
Income group	√		
Rural/Urban mix	√		
None of these			

6. **What activities have you undertaken to establish the information to answer questions 4 and 5?**

Drawn from certain personal information supplied and observation

Who have you consulted and what methods have you used?

None

7. **Is there evidence that any groups are being treated unfairly, directly or indirectly?**

Equality Group	Yes	No	Further Evidence Needed
Race / Minority Ethnic Groups			√
Disability	√		
Gender (Male/ Female)		√	
Gender Re-assignment (Trans-sexual)		√	
Marital Status		√	
Sexual Orientation		√	
Religion/ Belief		√	
Age	√		
Income group		√	
Rural/Urban mix		√	
None of these			

8. **Please detail the information you have gathered to support the answers to question 7.**

Equality Group	Evidence gathered
Race / Minority Ethnic Groups	
Disability	Individual access needs when using a computer may not always be met depending on that need. However, individual needs would have to be assessed and extra equipment and/ or software be provided. Disabled people with mobility impairments might find it more onerous to come to the Council House to collect papers.
Gender (Male/ Female)	
Gender Re-assignment (Trans-sexual)	
Marital Status	
Sexual Orientation	
Religion/ Belief	
Age	For some people in older age groups, there may be a lack of confidence which reduces the benefits of accessing ICT equipment, however, this could be improved over time with training.and support from Council officers.
Income group	Extra travelling costs will be incurred by Members if they have to come to the Council House specifically to collect their post
Rural/Urban mix	It will be more time-consuming and costly for a Member who lives in an outlying rural area to come to collect their post than those who live closer to the Council House
None of these	

9. **Is there any justification for any unfairness identified in question 7 - for example, disproportionate cost? Describe the supporting evidence.**

The information available in relation to the needs of members is very limited and it is evident that some members have made a specific request for paper copies of Council material. It is not evident why members have made specific requests although the Council is committed and recognises the need to provide documents in a variety of formats.

10. **If you have identified any area of unfairness that cannot be justified, how will you eliminate or minimize this?**

The use of computers and electronic access to Committee/Council documents must be encouraged to enable the Council to make efficiency savings and to comply with the e government agenda. It is however acknowledged that there is a need to provide documents in a variety of formats and that this will need to be financed where necessary.

11. **The results of your research and any justifications must be easily available to the public. When, where and how will you publish this information?**

The Equality Impact Assessment will be published alongside all other such Assessments on the Council's intranet.

12. **In support of the Inclusive Equalities Scheme, you are required to regularly monitor all policies and services for fairness. What plans do you have to monitor this particular service, policy, procedure or project?**

This project will be kept under constant review and if necessary a further report will be submitted to the Cabinet. All members are invited to submit comments in relation to the programme for rolling out the paperless environment to Karen Firth

13. **Your findings now need to be managed through your Departmental 3 Year Rolling Equality Action Plan. Please complete the final section of this form.**

Action Required	By Whom	By When	Signed when completed	Priority	How has this Promoted Equality?
Continue to provide Members with papers copies of committee documents for those on which they serve rather than withdrawing this provision	Karen Firth	October 2009			
Allow Members to opt out of electronic communication for other Council documents	Karen Firth	October 2009			

Allow Members option of retaining twice weekly postal delivery rather than total withdrawal of service	Karen Firth	January 2010			

Equality Impact Assessment undertaken by (Signed)

Full name (in capitals please) KAREN FIRTH

Position in the council …………Committee Group Leader

Date …July 2009

When you have completed this form, please retain a copy and give a copy to your Equalities Champion, so that they can report to the Head of Service and the Equality Officer in Legal, Equalities and Democratic Services.