

### Screening/Scoping Pro Forma

<b>Section</b>	Planning Services		<b>Officer responsible for the screening/scoping</b>	Sarah-Jane Willmott		
<b>Name of Policy to be assessed</b>	Delivery of electronic services		<b>Date of Assessment</b>	14/10/08	<b>Is this a proposed new or existing policy/procedure/practice?</b>	Existing
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To provide access to the planning service remotely.					
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	As 1. above					
<b>3. Who is intended to benefit from this policy and in what way?</b>	Everybody (inclusive).					
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	Increase use of electronic service.					
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	<p>Contributes – Quality of information, speed of the system and a willingness to use the system.</p> <p>Detracts – System being offline or slow and unclear information.</p>					
<b>6. Who are the main stakeholders in relation to the policy?</b>	Everybody.		<b>7. Who implements the policy, and who is responsible for the policy?</b>	<p>Systems Administrator</p> <p>Head of Planning Service</p>		
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	<b>Y</b>	<b>N</b>	Please explain Services provision is inclusive.			
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	The web pages have to conform to accessibility standards. May be more difficult for those for whom English is not their first language					

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	As 8. above.
What existing evidence (either presumed or otherwise) do you have for this?	As 8. above.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	Although the web pages have to conform to accessibility standards people with a disability may need modified equipment to access our system electronically. (Note. Planning Service information is available in other media). The design of the web pages should be uncomplicated to enable a blind person to use a computer reader.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	There are numerous ways planning information can be accessed including assistance at our reception or over the telephone.
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			

14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	<input checked="" type="radio"/> N	<p><b>Please explain</b></p> <p>We have to conform to the accessibility standards.</p>
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	<input type="radio"/> N	<p><b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b></p> <p>Not applicable.</p>

<p><b>Business improvement</b></p> <p><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b></p>	<p>Y</p>	<p><b>N</b></p>	<p><b>Please explain</b></p> <p>Planning service is about an inclusive society and information is available through many media.</p>
<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>	<p>Y</p>	<p><b>N</b></p>	<p><b>Please explain</b></p>
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	<p>Y</p>	<p><b>N</b></p>	<p><b>Please explain</b></p>
<p><b>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</b></p>			<p>No Through ICT making the website yet more accessible to disabled people, those who cannot read English, those who are dyslexic or cannot read would improve accessibility to the electronic system.</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N		Yes	No
24. If No, are there any changes required to the policy to improve it around the equality agenda?					

Signed  
(completing officer)

Date 23/10/08

Signed  
(Head of Section )

Date 23/10/08

Countersigned  
(HR representative)

Date November 2008