

## Screening/Scoping Pro Forma

<b>Section</b>	Communication Services	<b>Officer responsible for the screening/scoping</b>	Carolyn Patterson/Laurie Will/Catherine Abraham		
<b>Name of Policy to be assessed</b>	Consultation	<b>Date of Assessment</b>	16/06/08	Is this a proposed new or existing policy/procedure/practice?	Existing practice
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To provide a corporate consultation service to the Council and to give advice and build expertise among staff carrying out other consultations. This enables the Council to receive and listen to feedback from residents, businesses and partners to inform our decision-making and service provision and planning and to engage and involve them in our strategies and operations.				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	As in 1				
<b>3. Who is intended to benefit from this policy and in what way?</b>	As in 1 – Council services should better reflect Council needs as a result of this service.				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	As in 3				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Not using the results of research to inform policy and service delivery. Inaccurate or poorly conducted research. Not communicating the results of the research fully. Not reaching all sections of the community.				
<b>6. Who are the main stakeholders in relation to the policy?</b>	Staff, Senior Managers, Councillors and ultimately residents.	<b>7. Who implements the policy, and who is responsible for the policy?</b>	Communication Services to carry out and communicate corporate research. All relevant service managers and councillors in terms of responding to research findings.		

<p><b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b></p>	<p>Y</p>	<p>N</p>	<p><b>Please explain</b>  N We use professional market research agencies who are registered with the Market Research Society and adhere to the Market Research Code of Conduct. They are commissioned to carry out statistically valid research and make every effort to ensure samples are representative of the borough's population. Do we know that those for whom English is not their first language are not, in effect, excluded from this consultation because of their level of understanding of English? Similarly, are we sure that gypsies/travellers are included?</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>Results of the research show that ethnic groups are included at a level that is representative of the borough. However, because of the small population in Guildford of ethnic groups, these numbers are low. Survey results can be broken down into ethnic groups to discover trends in attitudes and satisfaction with services – so we can tell if one particular ethnic group feels for example disadvantaged and the Council can respond accordingly.</p>		
<p><b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b></p>	<p>Y</p>	<p>N</p>	<p><b>Please explain (see 8)</b>  N</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>Samples are normally around a 50/50 split male/female so represent both genders. Survey results can be broken down into gender to discover trends in attitudes and satisfaction with services – so we can tell if one particular gender feels for example disadvantaged and the Council can respond accordingly.</p>		
<p><b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b></p>	<p>Y</p>	<p>N</p>	<p><b>N (see 8)</b>  .</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>We do not specifically target disabled people unless there was a survey particularly focussed on services for them. However we do ask a question on whether people are disabled or have long-standing illness or infirmity - for example in the BVPI Survey and Residents' Survey. Because of the large sample size we will get a number of disabled people represented. In the 2006 BVPI Survey for example 16%</p>		

	did have long standing illness, disability or infirmity. We could break down the survey into the opinions held by disabled users specifically to highlight any particular trends or worries and the Council can look at responding accordingly. Is provision made for those who are blind or partially sighted to participate?		
<b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b>	<b>Y</b>	<b>N</b>	N See 8
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	It would not be appropriate to ask questions on sexual orientation but as the sample size does not discriminate on these grounds it is fair to assume that a sample of people of varying orientations is included.		
<b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b>	<b>Y</b>	<b>N</b>	N See 8
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	We do not discriminate on the grounds of age and all ages (over 18) are included as appropriate in corporate surveys. Survey results can be broken down into age bands to discover trends in attitudes and satisfaction with services – so we can tell if one particular age range feels for example disadvantaged and the Council can respond accordingly. We do carry out a youth survey which is focussed on a particular age range to find out their views as they are otherwise 'hard to reach'.		
<b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b>	<b>Y</b>	<b>N</b>	N See 8
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	We have received no negative feedback on this issue.		
<b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b>	<b>Y</b>	<b>N</b>	N See 8
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	We have received no negative feedback from people with dependant/caring responsibilities.		

15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	N	N See 8
What existing evidence (either presumed or otherwise) do you have for this?	We have received no negative feedback from people with an offending past.		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N	See 8
What existing evidence (either presumed or otherwise) do you have for this?	We have received no negative feedback from transgender or transsexual individuals.		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	<p><b>Please explain</b></p> <p>N</p>
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	<p><b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b></p>
<p><b>Business improvement</b></p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	Y	N	<p><b>Please explain</b></p> <p>No current areas of unmet need identified.</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>N</p>	<p><b>Please explain</b></p> <p>N</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>N</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>None identified</p>		
<p><b>23. Should the policy proceed to full equality impact assessment&gt;</b></p>				<p><del>Yes</del></p>	<p><b>No</b></p>
<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p>	<p>≠</p>	<p>N</p>			

**Signed**  
**(completing officer)**

**Date 16 June 2008**

**Signed**  
**(Head of Section)**

**Date June 2008**

**Countersigned**  
**(HR Representative)**

**Date October 2008**