

Equality Impact Assessment Report Template

Name of policy, procedure or function: Charnwood Borough Council Constitution		
Service Area: Risk Management Directorate	Team Members: Michael Hopkins and Sarah Cromie	Date: 8th December 2006

Findings

The aim of the Borough Council's Constitution is to provide a framework for fair and transparent governance. It sets out rules that Members and Officers are required to follow but it is also an information resource on how the Council operates. It aims to provide a consistency of approach to decision making and to enable people to understand how decisions are made.

The main equality consideration for the Constitution:

1. Access to the Constitution and ease of reading and understanding the information.
2. Strengthening our commitment to fairness and equality of opportunity throughout the various sections of the document. Currently the commitment is for legal compliance however this could be made more robust.

The actions outlined below aim to address these issues.

Further Actions

Problem/barrier identified	Actions to overcome problem/barrier	Resources required	Responsibility	Target date
Raising awareness of Constitution	<ul style="list-style-type: none"> • Working with Democratic Services on outreach work they would be doing • Revise summary as a Fact Sheet. Link to democratic services publications. Providing to parish councils and others including residents groups 	None	Michael Hopkins	April 2007 March 2007
Amendments to main document	<ul style="list-style-type: none"> • Look at pulling weblinks in the doc to take through to other guidance etc. • Make specific ref to equality requirements within the 	None	Michael Hopkins	February 2007 December

	<p>officer code of conduct in the induction</p> <ul style="list-style-type: none"> • Have a look at the two decision making sections – possibility of adding something along the lines of fairness and equity etc • Use review to edit out gender specific titles • Consider making more robust statement that isn't just the legal minimum on the new members code and officers code 		<p>Michael Hopkins/Karen Sullivan – decision will be made by Council</p>	<p>2006 January 2007</p> <p>January 2007 May 2007 – dependent on when new Code issued</p>
Raising Awareness with Members	Obtain advice from Standards Board regarding link between fairness, discrimination and equality and diversity to inform conduct of investigations and, if necessary, incorporate into training for Standards Committee members	None	Michael Hopkins	September 2007
Diversity of the Standards Committee	Consider how process of recruitment of Independent and Parish Members to the Standards Committee can be more accessible	None	Michael Hopkins/Karen Sullivan – decision will be made by appointing panel	September 2007