

Equality Impact Assessment Record

Date of EIA August 2009

Directorate Corporate Services

Initial Screening Record	
Activity to be assessed	Civic Engagements
What is the activity?	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change
Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	The purpose of the activity is for the Mayor to attend events as the first citizen of Bracknell Forest and the Deputy Mayor, when representing the Mayor, acts in a similar capacity. This is the public face of the civic office where the Mayor has the opportunity to meet with Borough residents and support activities within the authority.
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Democratic Services
Did Step 1: Initial Screening indicate that a full EIA was necessary?	<input checked="" type="checkbox"/> Yes – full EIA completed and recorded below. <input type="checkbox"/> No – full EIA not completed therefore record ends here.
Full EIA Record	
Who are the members of the EIA team?	Kirsty Hunt
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)	No evidence has been found but the civic office aspires to deliver best practice.

With regard to the equalities themes, which groups might be impacted by the activity? Might any of these groups be impacted adversely ?	Groups Impacted	Groups impacted adversely
What evidence is there to suggest an impact/adverse impact?	<input checked="" type="checkbox"/> Race and ethnicity <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion or belief	<input checked="" type="checkbox"/> Race and ethnicity <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion or belief
On what grounds can impact or adverse impact be justified?	Not aware of adverse impact taking place but this will be kept under review.	
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?	No.	
What changes will you make to the activity reduce or remove any differential/adverse impact?	<p>Not aware of adverse impact taking place but a scheme of allocating marks to applications for attendance would help clarify the selection process.</p> <p>The application for attendance by the Mayor at an event could stipulate that consideration needs to be given to the equalities themes for the Mayor to attend an event for example appropriate access, hearing loop etc.</p>	
Into which action plan/s will these actions be incorporated?	The Democratic Services' Business Plan.	
Who is responsible for the action plan?	Head of Democratic & Registration Services	
Have any examples of good practise been identified as	No	

part of the EIA?	
Has the EIA been published on the Council website?	Yes
Who is the relevant Chief Officer and have they signed off the EIA?	Director of Corporate Services
Which PMR will this EIA be reported in?	Corporate Services – Quarter 2 2009-10