

Equality impact assessment

E559254244

Date assessment completed 03 Nov 2023

Title of equality impact assessment Questions Procedure

Service Governance and Corporate Services

Team Corporate and Governance Support

Focus / aim of equality impact assessment

Impact on the public

Names and roles of officers completing the assessment

Adam Rees - Senior Governance Support Officer

Contact telephone number of lead officer 446057

Policy / service / function details

This is a review policy/service/function

What is the purpose of the policy / service / function?

The revisions to the procedure aim to improve how questions submitted to council meetings are handled and considered at meetings.

It also attempts to better manage the workload of officers dealing with questions

Who are the key stakeholders?

The public

Councillors

Officers

Are there any other documents / strategies linked to this policy / service / function?

The council's constitution

Who is affected by the policy / service / function?

The public

Councillors

Officers

Who has been involved in the development of the policy / service / function?

Corporate and Governance Services

Cabinet Members

Which staff carry out the policy / service / function?

Quantitative and qualitative data

Quantitative

Quantitative Research is used to quantify the problem by way of generating numerical data or data that can be transformed into usable statistics. It is used to quantify attitudes, opinions, behaviours, and other defined variables – and generalise results from a larger sample population.

What quantitative (numerical) data do you already have about those who use or will use the policy / service / function?

None

What gaps are there in the quantitative data?

N/A as policy is minor and has limited impact

What other quantitative data do you need?

None

Qualitative

Qualitative research is a process of naturalistic inquiry that seeks an in-depth understanding of social phenomena within their natural setting. It focuses on the "why" rather than the "what" of social phenomena and relies on the direct experiences of human beings as meaning-making agents in their everyday lives.

What qualitative data do you already have about those who use or will use the policy / service / function?

Information on questions procedures from other local authorities

What gaps are there in the qualitative data?

None

What other qualitative data do you need?

None

Consultation

Number of formal or informal consultation that have taken place or that you are planning to hold to inform your Equality impact assessment 0

Protected characteristic groups from the Equality Act 2010

Assessment of Impact – Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list below how the policy or function will or does work for each of the following equalities groups.

Protected characteristic groups from the Equality Act 2010 - All of the above

What do you know?

N/A as proposal has no impact on any protected characteristic

What do people tell you?

N/A

What does this mean?

None

What can you do?

N/A

Assessment of overall impacts and any further recommendations

N/A

Action plan

Number of action plans 0

Project Manager

Project Manager Adam Rees

Date 03 Nov 2023

Assistant Director Simon Hill

Date 03/11/2023