

Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Corporate Core	
Service	Deputy Chief Executive	
Proposed policy	Bury Council Constitution Review	
Date	24 November 2020 / 25 November 2020	
Officer responsible for the 'policy' and for completing the equality analysis	Name	Marie Rosenthal
	Post Title	Strategic Advisor
	Contact Number	0161 253 6252
	Signature	
	Date	29 October 2020

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	To review the Bury Constitution to make sure it is up to date, lawful and capable of delivering its stated objectives.
Who are the main stakeholders?	Bury Councillors. Future candidates at Bury Council local elections. Current and future electorate. Community and voluntary organisations operating in the Borough.

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics.
If you answer yes to any question, please also explain why and how that group of people will be affected.

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	Yes	No	Will ensure equal understanding and access to the Council and ability to

			<p>participate in Council governance to all protected characteristics.</p> <p>Will provide a positive difference to all protected characteristics not just race through transparency of the rules and how to get involved</p>
Disability	Yes	No	See above
Gender	Yes	No	See above
Gender reassignment	Yes	No	See above
Age	Yes	No	See above
Sexual orientation	Yes	No	See above
Religion or belief	Yes	No	See above
Caring responsibilities	Yes	No	See above
Pregnancy or maternity	Yes	No	See above
Marriage or civil partnership	Yes	No	See above

3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Yes	<p>Will ensure equality of access and understanding of Council governance across all areas of the Borough.</p> <p>A member development strategy which equips and enables ward members to operate as community connectors and best represent the</p>

		views of diverse communities
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (e.g. by removing or minimising disadvantages or meeting needs)	Yes	More robust scrutiny functions and capacity which will drive one of the council's inclusion objectives (more robust performance and scrutiny of equality functions) -
Need to foster good relations between people who share a protected characteristic and those who do not (e.g. by tackling prejudice or promoting understanding)	Yes	Will ensure equality of access and understanding of Council governance across all areas of the Borough. A member development strategy which equips and enables ward members to operate as community connectors and best represent the views of diverse communities

If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4

If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and do not answer questions 4-6

3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a service plan, please list what equality information you currently have available (including a list of all EAs carried out on existing policies/procedures/strategies),

OR for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	Internet link if published	Date last updated
Member led review		On going
All member survey August 2020		September 2020

4b. Are there any information gaps, and if so how do you plan to tackle them?

[None identified at this stage.](#)

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

What will the likely overall effect of your policy/service plan be on equality?	Increased equality of understanding and access to participate across the Borough. Citizens will have more equitable chance to speak to / make their views known to their councillor. Voice of each elector will be more equally represented by their respective local councillor.
If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?	Not applicable.
Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.	Will ensure communications about the new Constitution is widely available across all channels.
What steps do you intend to take now in respect of the implementation of your policy/service plan?	Public communication campaign involving social media and other channels to promote public participation

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

Democratic services will review numbers of public questions and nature of decisions and opportunity to assess trends/issues across different community groups

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO YOUR DEPARTMENTAL EQUALITY REPRESENTATIVE FOR RECORDING.