



# OFFICIAL Employment Equality Impact Assessment Screening Form

**PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM**

1. Summary Information	
Name of policy / project/ service reform?	Extension of Web casting to Committee meetings
Project duration	The initial webcasting of Council meetings commenced in April 2014. The extension to committee meetings commenced in September 2018.
What is the aim or purpose of the policy, strategy or service reform?	<p>As part of the Council's Strategic Plan a commitment was given to openness and transparency by making webcasts of Committee meetings available online. This is an extension of the existing arrangements where Council meetings are webcast 'live' through the Council's website. This element was introduced in 2014 with no impact as few Council Officers have an active role in these meetings.</p> <p>The extension to include Committee meetings in Committee Rooms 8 and 3 means that almost all Committees are webcast 'live'. These webcasts remain on the Council website for up to 1 years, but this will potentially be subject to review and extension.</p> <p>The technical set up allows users to share a link to a specific point in the webcast, either via email, LinkedIn, Twitter or Facebook. However this only takes the user to the specific point in the whole webcast. It does not extract that section of the webcast.</p> <p>In addition there is an optional function that allows viewers to download a copy of the webcast. Again that would be the whole webcast. That option is currently switched off.</p>
Which employees may be affected?	<p>Committee Services – staff</p> <p>Officers from each of the Services who are required to present to Committee. In most Committees it is Leadership level or Senior Officers. Any meetings that are held in private are not included in the scope of this or meetings not held in the above stated rooms. This would include the Licensing &amp; Regulatory Committee</p>
Who is responsible developing this policy, strategy or service reform?	<p>This was included in the Council's Strategic Plan 2017-2022 under the Well Governed City That Listens and Responds theme, Priority No 105.</p> <p>Head of Communications &amp; Strategic Partnerships</p>
2. Does this proposed change have a potential impact on employees?	

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	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?		X	Whilst there is no change working practice, the level of exposure is different. Whilst meetings have always been open to the public, there is a potentially wider audience with online viewing.  Viewing figures vary depending on the committee and the subject matter, ranging from a few to a few hundred live viewers, with similar numbers of subsequent viewers.
b) Involve a change of departmental or service structure?	X		
c) Involve a reduction or increase in workforce?	X		
d) Change employees' terms and conditions	X		
e) Change employees' working hours?	X		
f) Change employees' work location?	X		
g) Change aspect of employees' physical work environment?	X		
h) Introduces new or amends existing working practices for employees?		X	The change and potential impact which would apply to Committee Service staff would be the operation of IT equipment, for which training has been provided, this is no further advance than operating a PC.  For those presenting information the change is in relation to the filmed element. The information being presented by employees has not changed and remains commensurate with their role and grade within the organisation as it was before the filming element was introduced

<b>3. Equality Act 2010 Screening Questions</b>				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?  Please provide summary explanation(s) in the appropriate	Employees of different ages			- Neutral
	Employees with a disability			Neutral - As a Disability Confident employer we work with employees to agree reasonable adjustments. The filming on committee meetings has not changed this therefore any required



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column(s).				reasonable adjustments will remain as they were before committees were filmed. Should there be any additional requirements due to filming this would be looked at on a case by case basis.
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral - in line with our Supporting Trans Employees in the Workplace any agreements in place with employees would remain as they were before committees were filmed. Should there be any additional requirements due to filming this would be looked at on a case by case basis.
	Employees who are pregnant or subject to maternity arrangements			Neutral – When an employee advises they are pregnant a risk assessment is completed on all aspects of their role, consideration would be given to committee activity as part of this and agreed with the employee.
	Employees belonging to race, cultural and ethnic groups			Neutral – The filming has not changed any considerations which may already be in place for employees. Any issue would be reviewed on a case by case basis.
	Employees who have a religion or belief, or who do not			Neutral – The filming has not changed any considerations which may already be in place for employees. Any issue would be reviewed on a case by case basis.
	Female and Male employees			Neutral
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral – The filming has not changed any considerations which may already be in place for employees. Any issue would be reviewed on a case by case basis.
	Employees with caring responsibilities			Neutral
	Full Time Employees			Neutral

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Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact
<p>b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	Part Time Employees		Neutral
	Employees of different ages	No Impact	As detailed in section three anything in place to support employees prior to introduction of filming will continue. Where employees advise of additional issues these will be looked at on a case by case basis.
	Employees with a disability		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment		
	Employees who are pregnant or subject to maternity arrangements		
	Employees belonging to race, cultural and ethnic groups		
	Employees who have a religion or belief, or who do not		
	Female and Male employees	No Impact	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No Impact	As detailed in section three anything in place to support employees prior to introduction of filming will continue. Where employees advise of additional issues these will be looked at on a case by case basis.
	Employees with caring responsibilities	No Impact	
Full Time Employees	No Impact		
Part Time Employees	No Impact		
Question	Three needs of Equality Act 2010	Summary explanation	
<p>c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.</p>	Eliminate unlawful discrimination, harassment and victimisation.	<p>From an employment perspective this change would not assist to meet any of the three needs of the Equality Act, this is not why the change has been introduced.</p>	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't		
	Foster good relations between people who share a protected characteristic and those who		

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	don't.	
<b>4. Conclusion</b>		
	<b>Yes</b>	<b>No</b>
	<b>Explanation</b>	
<p>a) Should you proceed to a full EEqIA for this policy or decision?</p> <p>Please provide a brief statement explaining why you have made this decision.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>There is no requirement to proceed to a full EeqIA as, the change and potential impact on staff is minimal, (. There could be scope for Risk Assessment periodically which would identify any safeguards required. Again, this is likely to be minimal as the only element of change is in relation to filming of a meeting that is already accessible to the public, including publication of dates, locations and papers. This remains the case, with the meetings held in public. As detailed in section 3 any specific concerns would be looked at on a case by case basis.</p>		
<ul style="list-style-type: none"> <li>• <b>If you are proceeding to a full EEqIA please refer to the template EEqIA.</b></li> <li>• <b>If you are not proceeding to a full EEqIA please answer the questions below:</b></li> </ul>		
<p>b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.</p>	<p>Yes – Whilst the role undertaken by employees at committee will not change, employees will be advised of the introduction of the filming and routes to raise individual concerns in order that they be addressed as detailed in section 3.</p>	
<p>c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening?</p> <p>If yes, please provide a brief statement opposite.</p>	<p>No</p>	
<p>d) Have you added Equality into the implementation plan for this policy, strategy or service reform?</p>	<p>Yes – A review will be carried out 6 months after implementation.</p>	
<b>5. Screening Sign off</b>		
<p>I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:</p> <p><b>Signature of HR Manager:</b> </p> <p>Completed by: Norrie Lyttle, Committee Services Manager</p>		

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)