

Appendix D – Equalities Impact Assessment Screening

Initial equality impact assessment screening form	
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.	
Directorate	LGR
Service area	Locality workstream
Proposal being screened	Consultation with city, town and parish councils and parish meetings on a draft parish charter.
Officer carrying out screening	Claire Wilson (Harrogate BC) - project manager
What are you proposing to do?	Survey all city, town and parish councils and parish meetings on the draft parish charter document.
Why are you proposing this? What are the desired outcomes?	Consultation, including a survey for all city, town and parish councils and parish meetings, is noted as a supporting activity in order to successfully complete the key deliverable: Parish Charter document co-produced with representatives from parishes and formally adopted by the new unitary Council , as identified in the work package. The survey responses will inform the development of a final version.
Does the proposal involve a significant commitment or removal of resources? Please give details.	<p>A detailed comms plan is included with the papers for decision (Appendix B). The plan is considered proportionate and appropriate for the piece of work, with the survey channelled directly to parishes.</p> <p>City, town and parish councils and parish meetings are aware of the upcoming consultation through prior engagement (including x2 webinars and project group work with parish reps organised through the Yorkshire Local Councils Associations).</p> <p>Face to face drop-ins are being planned at council offices across the district (in the period during the consultation), which will provide a forum for discussion should there be any queries or requests for additional opportunities to feed views in to the process. Information about the drop-in sessions will be included with the consultation comms.</p> <p>The survey should include the following standard text “If you would like this information in another language or format such as Braille, large print or audio, please contact the Communications Unit on</p>

01609 53 2013 or email communications@northyorks.gov.uk".

- Resources associated with the consultation have been planned and agreed through:
- the locality workstream comms lead (working together with NYCC communications officers)
 - LGRPMO

Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC’s additional agreed characteristics

As part of this assessment, please consider the following questions:

- To what extent is this service used by particular groups of people with protected characteristics?
- Does the proposal relate to functions that previous consultation has identified as important?
- Do different groups have different needs or experiences in the area the proposal relates to?

If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked ‘Don’t know/no info available’, then a full EIA should be carried out where this is proportionate. You are advised to speak to your [Equality rep](#) for advice if you are in any doubt.

Protected characteristic	Potential for adverse impact		Don’t know/No info available
	Yes	No	
Age		X	
Disability		X	
Sex		X	
Race		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage or civil partnership		X	
NYCC additional characteristics			
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)		X	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people’s access to public transport)? Please give details.	No		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No		
Decision (Please tick one option)	EIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full EIA:
Reason for decision	No potential adverse impacts identified in screening. Work package sponsor confirmed a full EIA not necessary.		

Signed (Assistant Director or equivalent)	Neil Irving, Assistant Director - Policy, Partnerships and Communities
Date	01/12/2022