

**WIRRAL COUNCIL**

**APPENDIX 2**

**(NAME OF MEETING)**

**(DATE OF MEETING)**

*(Note: Please delete all prompts (in red italics) from the final report)*

<b>SUBJECT:</b>	<i>(TITLE OF REPORT)</i>
<b>WARD/S AFFECTED:</b>	<i>(LIST, BUT IF ALL PUT 'ALL')</i>
<b>REPORT OF:</b>	<i>(RELEVANT DIRECTOR)</i>
<i>Complete in respect of Cabinet Reports only. Delete this entire row if the report is not for Cabinet</i> <b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<i>(RELEVANT CABINET MEMBER)</i>
<b>KEY DECISION?</b> <i>(Defined in paragraph 13.3 of Article 13 'Decision Making' in the Council's Constitution.)</i>	<i>YES/NO (delete as applicable)</i>

**1.0 EXECUTIVE SUMMARY**

- 1.1 *(What is the purpose of this report?)  
(Will it promote the Council's Corporate Priorities?)  
(Will it save money?)  
(Is it a statutory duty?)  
(Identify relevant Council Strategy and/or Policy) (Include hyperlinks to relevant Council Strategies/Policies – you must include full link i.e. "http://www. ...")*
- 1.2 *(If a report (or an appendix) contains Exempt Information, set out the relevant paragraph/s of Schedule 12A of the Local Government Act 1972. State the reason/s why it is in the public interest to exclude the press and public.)*

**2.0 BACKGROUND AND KEY ISSUES**

2.1

*(Include hyperlinks to key documents i.e. Risk Assessment/Registers, etc as relevant – you must include full link i.e. "http://www. ...")*

**3.0 RELEVANT RISKS**

3.1

**4.0 OTHER OPTIONS CONSIDERED**

4.1

**5.0 CONSULTATION**

- 5.1 *(Describe consultation undertaken, or proposed and any implications for partner organisations.)*

**6.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS**

6.1 *(Detail all outstanding actions previously approved by this Committee that have not been implemented (including any partially implemented). Provide an explanation/reasons for why the actions have not been implemented (or why only partially)).*

**7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

7.1 *(Are there opportunities to involve voluntary, community and faith organisations? Is this report COMPACT compliant?)*

**8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

8.1

**9.0 LEGAL IMPLICATIONS**

9.1

**10.0 EQUALITIES IMPLICATIONS**

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Yes and impact review is attached.

(b) No because there is no relevance to equality.

(c) No because of another reason which is

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*\* Delete the two answers above which do not apply.  
(Include hyperlinks to relevant EIAs – you must include full link i.e. “http://www. ...”)*

**11.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS**

11.1 *(Carbon usage implications? Any other relevant environmental issues?)*

**12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

12.1 *(Is planning permission required?)*

**13.0 RECOMMENDATION/S**

13.1 *(NOTE: Any decision(s) made will not normally be implemented until after the expiry of five clear working days following the publication of the Minutes relating to this meeting; or until after conclusion of the Call-in process, if applicable.)*

## 14.0 REASON/S FOR RECOMMENDATION/S

14.1

**REPORT AUTHOR:**    **(Name)**  
                              **(Designation)**  
                              telephone: (0151)  
                              email: [xxxxx@wirral.gov.uk](mailto:xxxxx@wirral.gov.uk)

### APPENDICES

*(List and, if not attached, specify location – e.g. website and/or Group rooms.)  
(Include hyperlinks to Appendices – you must include full link i.e. “http://www. ...”)*

### BACKGROUND PAPERS/REFERENCE MATERIAL

*(Include background information referred to or relied upon when drafting this report, together with details of where the information can be found. There is no need to refer to publicly available material: e.g. Acts of Parliament or Government guidance.)*

*(Include hyperlinks to relevant Reference Material – you must include full link i.e. “http://www. ...”)*

### BRIEFING NOTES HISTORY

*(List all relevant Briefing Notes that have been prepared and made available to this Committee concerning the subject matter of this report)*

*(Include hyperlinks to Briefing Notes – you must include full link i.e. “http://www. ...”)*

Briefing Note	Date

### SUBJECT HISTORY (last 3 years)

Council Meeting	Date

*Report Author: Please see attached Equality Duty Briefing and Equality Impact Assessment Guidance overleaf. These both must be detached from the report before it is put on the server. The completed form must be sent to your Chief Officer for approval.*



## Equality Impact Toolkit (new version February 2012)

**Section 1: Your details**

Council officer:

Email address:

Head of Service:

Chief Officer:

Department:

Date:

**Section 2: What Council function / proposal is being assessed?**

**Section 2b: Is this EIA being submitted to Cabinet or Overview & Scrutiny Committee?**

Yes / No

If 'yes' please state which meeting and what date

.....

And please add hyperlink to your published EIA on the Council's website

.....

**Section 3: Will the Council function / proposal affect equality in .....?**  
(please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 4: Within the Equality Duty 2010, there are 3 legal requirements.**  
**Council Will the Council function / proposal support the way the**  
.....(please tick relevant boxes)

- Eliminates unlawful discrimination, harassment and victimisation
- Advances equality of opportunity
- Fosters good relations between groups of people

If you have ticked one or more of above, please go to section 5.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 5: Will the function / proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?**

**You may also want to consider socio-economic status of individuals.**

**Please list in the table below and include actions required to mitigate any negative impact.**

Protected characteristic	Positive or negative impact	Action required to mitigate any negative impact	Lead person	Timescale	Resource implications

**Section 5a:** Where and how will the above actions be monitored?

**Section 5b:** If you think there is no negative impact, what is your reasoning behind this?

**Section 6:** What research / data / information have you used in support of this process?

**Section 7:** Are you intending to carry out any consultation with regard to this Council function / policy?

Yes / No – (please delete as appropriate)

If 'yes' please continue to section 8.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 8: How will consultation take place?**

Before you complete your consultation, please email your 'incomplete' EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal requirements. The EIA will be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 5. Then email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for re-publishing.

**Section 9: Have you remembered to:**

- a) **Add a hyperlink to your published EIA on the Council website?** (section 2b)
- b) **Include any positive impacts as well as negative impacts?** (section 5)
- c) **Send this EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 5 once consultation has taken place and sent your completed EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer for re-publishing?**

*Before you finalise this report, please delete section 9*