

Equality Impact Assessment (EIA) Form

1. Service Area/Directorate

Name of Head of Service for activity being assessed: Claire Porter

Directorate: Legal and Democratic Services

Name of lead person for this activity: Sean O'Connor ..

Individual(s) completing this assessment: Sean O'Connor

Date assessment completed:

2. What is being assessed

Activity being assessed (eg. policy, procedure, budget, service redesign, strategy etc.)

Arrangements for Dealing with Complaints about the Code of Conduct for Members

What is the aim, purpose, or intended outcome of this activity?

To consider impacts of policy and changes in relation to publicity and transparency for meetings

Who will be affected by the development and implementation of this activity?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Service users | <input type="checkbox"/> Visitors to the county |
| <input type="checkbox"/> Communities | <input type="checkbox"/> Carers |
| <input type="checkbox"/> Children | <input type="checkbox"/> Patients |
| <input checked="" type="checkbox"/> All staff | <input type="checkbox"/> All part-time staff |
| <input type="checkbox"/> Staff at a particular location | <input checked="" type="checkbox"/> Other: Members |

Is this:

- ☒ Review of an existing activity/policy
- ☐ New activity/policy
- ☐ Planning to withdraw or reduce a service, activity or presence?

3. Background information and findings

What information and evidence have you reviewed to help inform this assessment? (name your sources, eg. demographic information, usage data, Census data, feedback, complaints, audits, research)

Demographic information as apparent from councillor complaints and declarations of interests. Code of Conduct reports and metrics collected by Herefordshire as part of the Arrangements.

Summary of engagement or consultation undertaken (eg. who you've engaged with, and how, or why do you believe this is not required)

Local Government Association, full Council 2022 for adoptions, Audit & Governance committee in respect to new policy and Chair of Audit & Governance in relation to changes to process in respect to procedure

Summary of relevant findings (it is possible that you will have gaps in your evidence. You must decide whether you need to fill in the gaps now, and if it is feasible to do so. It might be that collecting robust information forms part of your action plan below)

This relates to the operation of the EIA only. There are no actions other than for those operating the arrangements to be responsive and reasonable when made aware of a person is placed at substantial disadvantage due to the operation of the procedure.

4. The Public Sector Equality Duty

Will this activity have a positive, neutral or negative impact on our duty to:

Equality Duty	Positive	Neutral	Negative
Eliminate unlawful discrimination, harassment, victimisation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advance equality of opportunity between different groups?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foster good relations between different groups?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain your rationale here, and include any ways in which you could strengthen the capacity of this activity to promote equality (remember to add anything relevant into your action planning below)

These arrangements are to supplement the Council's Code of Conduct. They provide a clear and transparent mechanism where allegations of breaches can be investigated. They enable a complainant where allegations of discrimination, harassment and victimisation by a member of a council within Herefordshire can be investigated. However, as there are no national sanctions, even though a member could be found in breach, there are no effective sanctions that can be imposed by the Council other than to declare that the member is in breach. In relation to the operation of the policy, those officers tasked with its operation are aware of the Council's duty and can consider adjustments as necessary.

5. The impact of this activity

Consider the potential impact of this activity on each of the equality groups outlined below and explain your rationale. Please note it is possible for the potential impact to be both positive and negative within the same equality group. Remember to consider the impact on staff and service users (current and potential) and partner organisations. It may be useful to include data within these sections if you know the diversity make-up of the people likely to be affected.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Rationale
Age (include safeguarding, consent and child welfare)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Although the demographic of councillors is generally older, the process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Disability (consider attitudinal, physical, financial and social barriers, neuro-diversity, learning disability, physical and sensory impairment)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Gender Reassignment (include gender identity, and consider privacy of data and harassment)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Marriage & Civil Partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Rationale
Pregnancy & Maternity (consider working arrangements, part-time working, infant caring responsibilities)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Race (including Travelling Communities and people of other nationalities)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Religion & Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Sex (consider issues of safety and sexual violence, part-time work)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Others: carers, care leavers, homeless, social/ economic deprivation (consider shift-patterns, caring responsibilities)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday usage (internet access, email etc).
Health Inequalities (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from unequal distribution of social, environmental & economic conditions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This process does not include anything which is ordinarily wider than as part of the individuals ordinary duties as a councillor or as part of everyday useage (internet access, email etc).

Where a negative impact on any of the equality groups is realised after the implementation of the activity, the activity lead will seek to minimise the impact and carry out a full review of this EIA.

6. Action planning

What actions will you take as a result of this impact assessment? (you will need to include actions to mitigate any potential negative impacts)

Potential negative impact	What action will be taken	Who will lead	Timeframe
Difficulties in using the process.	Reasonable adjustments and allowances may be made on a case by case basis if a person has difficulty in using the process. The adjustment will need to be reasonable in all the circumstances balancing the needs of member, complainant and the public.	Head of Legal Services	As required.

7. Monitoring and review

How will you monitor these actions?

Feedback from users of the process.

When will you review this EIA?

Annually or earlier on change of process.

8. Equality Statement

- All public bodies have a statutory duty under the Equality Act 2010 to give due regard to how they can improve society and promote equality in every aspect of their day-to-day business. This means that they must consider, and keep reviewing, how they are promoting equality in decision-making, policies, services, procurement, staff recruitment and management.
- Herefordshire Council will challenge discrimination, promote equality, respect human rights, and design and implement services, policies and measures that meet the diverse needs of our population, ensuring that none are placed at a disadvantage over others.

Signature of person completing EIA

Sean O'Connor

Date signed

15 June 2025

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