Initial assessment

Service area	**CENTRAL SERVICES**
Date of assessment	**MARCH 2010**
Name of strategy/policy/function/service to be assessed	**POLITICAL MANAGEMENT STRUCTURE**
Is this a new or existing strategy/policy/function/service?	**EXISTING**
Name of manager responsible for strategy/policy/function/service	**C DELLER**
Names of people conducting the assessment	**A ROBERTS / C DELLER**
Step 1 – Description of strategy/policy/function/service	
Describe the aims; objectives and purpose of the strategy/policy/function/service (include how it fits in to wider aims or strategic objectives).	An effective political management structure supporting sound, open, transparent and accountable decision-making Effectively discharge their duties as elected Members of the Council in their community leadership, ambassadorial and representational roles.
Are there any (existing) equality objectives of the strategy/policy or function/service	Councillors will provide clear leadership in the community in partnership with citizens, business and other organisations. They will engage in accountable decision making with the active involvement of citizens and effectively represent all of their constituents. Councillors will effectively represent the interests of their ward and all individual constituents and be held to public account. They will respond to all constituents' enquiries and representations fairly and impartially and defend and promote Citizens' rights.
Who is intended to benefit from the strategy/policy/function/service and	All residents of the District.

in what way?	Representatives of other local authorities, local groups and organisations and national political parties and bodies. Officers.
What are the intended outcomes of this strategy/policy/function/service?	To set the strategic vision for the provision of Council services in Huntingdonshire. To agree the Council's budget and financial plan. To determine all policy and operational matters. To ensure the discharge the Council's duties and powers. To promote the interests of residents and the District as a whole.
Step 2 – Data	
What baseline **quantitative data (statistics)** do you have about the strategy/policy/function/service relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population), relevant to this policy?	The Place Survey shows that civic participation is at similar levels to those in other local authority areas in Cambridgeshire.
What **qualitative data (opinions etc)** do you have on different groups (e.g. comments from previous consumer satisfaction surveys/consultation, feedback exercises, or evidence from other authorities undertaking similar work), relevant to this	• Formal public meetings are held in the Civic Suite with hearing loop provision and DDA complaint accessibility; • Criteria are applied for any public meetings arranged away from the Civic Suite to ensure maximum accessibility of venues;

strategy/policy/function/service?	- Every Agenda indicates where information can be obtained in other community languages / Braille on request; - All Agendas for formal meetings of Council, Cabinet, Panels and Committees/Sub-Committees are published on the Council's website. The website has audio reader software to enable screen information to be read electronically to members of the public; - All Council reports are produced using the Corporate identity, which is based on guidance produced by the RNIB and the Disability Rights Commission; - All Members have Individual Member Web Pages which enable communications to be updated from home by Members and accessed at any time convenient to the customer; - All formal Committee reports consider their equalities implications through report checklists; - Equalities and Diversity is specifically identified within the portfolio of the Executive Councillor for Resources and Policy; - The demographics of Councillors is not wholly representative of the local community, for example there is an under representation amongst Members of the Council of individuals aged 40 years or below. The selection of candidates standing for election is a matter for political parties, and therefore linked to wider election management arrangements. Initiatives have taken place to attract individuals to stand for election to the Council. - A dedicated area on ways in which members of the public can participate in the democratic process is available on the Council's website; - Information on the Council's decision-making arrangements is available via the Council's website; - The Member Development Programme includes matters that cover a range of issues across the community; - Feedback forms are regularly used to receive feedback from

	• Member Development activities;
	• A comprehensive Member induction takes place shortly after election to support new Members;
	• There is provision for Members of the Council to claim childcare / dependents allowances to facilitate the discharge of their duties; and
	• Training is provided on Equalities and Diversity.

Step 3 – Policy impact	
Are there concerns that the strategy/policy/function/service could have a differential impact on **different racial groups**?	None identified.
What evidence do you have for your answer?	Equalities implications of policy decisions addressed through report checklists.
Are there concerns that the strategy/policy/function/service could have a differential impact on **gender, including transgender people**?	None identified.
What evidence do you have for your answer?	Equalities implications of policy decisions addressed through report checklists.
Are there concerns that the strategy/policy/function/service could have a differential impact on **disabled**	None identified.
What evidence do you have for your answer?	Equalities implications of policy decisions addressed through report checklists.

Are there concerns that the strategy/policy/function/service could have a differential impact on **lesbian, gay, or bisexual people** compared with heterosexual people? What evidence do you have for your answer?	None identified. Equalities implications of policy decisions addressed through report checklists.
Are there concerns that the strategy/policy/function/service could have a differential impact on **younger or older people**? What evidence do you have for your answer?	None identified. Equalities implications of policy decisions addressed through report checklists.
Are there concerns that the strategy/policy/function/service could have a differential impact on grounds of **religion or belief**? What evidence do you have for your answer?	None identified. Equalities implications of policy decisions addressed through report checklists.

Action	Target for completion	Responsible Officer
Raise public awareness of the opportunities local people have to become councillors.	Ongoing	Democratic Services Manager
Investigate ways of giving local people more say in local decision making.	Ongoing	Democratic Services Manager
Have regard to the multi-faith Calendar when setting the Council's Schedule of Meetings and Member Development Programme;	Ongoing	Democratic Services Manager
Offer equalities training to all Councillors	Annual	Democratic Services Manager