

Equality Impact Assessment
Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title: REMOTE MEETINGS
New/Existing/Updating/Amending: AMENDING REMOTE ATTENDANCE STANDING ORDER

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Gary Jones	Job Title: Head of Democratic Services
Service Team: Democratic Services	Service Area: Governance and Legal
Assessment Date: 12/05/2020	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

To hold decision making meetings remotely, using IT systems which allow Members to participate in meetings, without physically attending at the same place, and to facilitate remote public access to meetings, as far as possible; due to social distancing restrictions imposed by the government for public safety in response to the COVID-19 pandemic.

The purpose of holding remote meetings is to:

- to minimise risks to the Council’s continuing conduct of important business;
- to ensure Council members and officers can act in accordance with official health guidance; and
- to minimise the risk to the public and press.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

The Welsh Government has issued new legislation allowing local authorities to hold decision making meetings remotely in order to continue to discharge important COVID-19 related and other urgent business during the national lockdown imposed in response to the COVID-19 pandemic.

3 Assess Impact on the Protected Characteristics

3.1 Age

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**Equality Impact Assessment
Corporate Assessment Template**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years		x	
18 - 65 years		x	
Over 65 years	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Older people *may* be less familiar with the new technologies required to support remote meetings, although we have no direct evidence to confirm this.

Older people are also likely to be at greater risk of COVID virus related health problems, according to medical evidence which classes over 70's as 'vulnerable'.

What action(s) can you take to address the differential impact?

We will seek to provide all necessary training and support for elected Members to enable them to participate effectively in remote meetings.

We will also endeavour to provide advice and assistance for members of the public about how to access remote meetings.

Making arrangements for remote meetings may help older people to safely participate in / access decision making meetings.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment		x	
Learning Disability		x	
Long-Standing Illness or Health Condition	x		
Mental Health		x	
Substance Misuse		x	
Other		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

People with a hearing impairment may find it more difficult to participate in (or access) remote meetings IF they are audio only.

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**Equality Impact Assessment
Corporate Assessment Template**

People with a physical disability may find it easier to participate in (or access) remote meetings than if they had to physically attend a meeting.
People with a long-standing illness or health condition may find it easier to participate in (or access) remote meetings than if they had to physically attend a meeting.

What action(s) can you take to address the differential impact?

We are seeking IT solutions with audio and video functionality which includes the use of caption functionality to provide subtitling for the viewer attending the remote meeting.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		x	
Civil Partnership		x	

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		x	
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Remote attendance may make it easier for those on maternity to participate in (and access) decision making meetings.
What action(s) can you take to address the differential impact?
N/A

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		X	

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**Equality Impact Assessment
Corporate Assessment Template**

Mixed / Multiple Ethnic Groups		X	
Asian / Asian British		X	
Black / African / Caribbean / Black British		X	
Other Ethnic Groups		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N/A
What action(s) can you take to address the differential impact?
N/A

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		X	
Christian		X	
Hindu		X	
Humanist		X	
Jewish		X	
Muslim		X	
Sikh		X	
Other		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N/A
What action(s) can you take to address the differential impact?
N/A

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

	Yes	No	N/A
Men		X	
Women		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N/A
What action(s) can you take to address the differential impact?
N/A

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		X	
Gay Men		X	
Gay Women/Lesbians		X	
Heterosexual/Straight		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N/A
What action(s) can you take to address the differential impact?
N/A

3.10 Socio-economic Duty

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the Socio-economic Duty?

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**Equality Impact Assessment
Corporate Assessment Template**

	Yes	No	N/A
		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N/A
What action(s) can you take to address the differential impact?
N/A

3.11 Welsh Language

Will this Policy/ Strategy/Project/Procedure/Service/Function have a **differential impact (positive/negative)** on the Welsh Language?

	Yes	No	N/A
	X		

Please give details/ consequences of the differential impact, and provide supporting evidence, if any.
There is currently no secure IT system which offers a simultaneous translation functionality, as required under Welsh Language Standards if any person wishes to use Welsh at a meeting.
What action(s) can you take to address the differential impact?
We are in discussion with the IT Department, Information Governance, other Authorities and software providers to identify suitable functionality or processes to enhance the use of the Welsh Language at formal meetings. An initial alternative to use a “conference call” facility to supplement the existing ICT provision is being developed. It is hoped that this interim solution will provide those attending the meeting with the opportunity to hear a simultaneous Welsh translation.
Plans to improve the translation of Welsh Language at formal meetings are being developed and may include: Welsh/English captioning, the development of existing software or processes and the use of alternative secure software.

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Equality Impact Assessment Corporate Assessment Template

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4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

<p>The remote attendance arrangements are being introduced on an urgent and temporary basis to enable COVID related business matters and other urgent business to be discharged by the Council. This has not allowed sufficient time to engage or consult with equalities groups.</p>

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	<ul style="list-style-type: none">- We will seek to provide all necessary training and support for elected Members to enable them to participate effectively in remote meetings.- We will also endeavour to provide advice and assistance for members of the public about how to access remote meetings.
Disability	We are seeking IT solutions with audio and video functionality.
Gender Reassignment	-
Marriage & Civil Partnership	-
Pregnancy & Maternity	-
Race	-
Religion/Belief	-
Sex	-
Sexual Orientation	-
Socio-economic Duty	-
Welsh Language	We are in discussion with IT providers about simultaneous translation functionality and the development of an improvement plan to enhance the initial provision. The Chair of the Bilingual Cardiff Member Group and the OM Bilingual Cardiff will be actively consulted during the development of these plans
Generic Over-Archiving [applicable to all the above groups]	

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Equality Impact Assessment Corporate Assessment Template

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Kumi Ariyadasa	Date: 12/05/2020
Designation:	Governance Lawyer
Approved By:	Gary Jones
Designation:	Head of Democratic Services
Service Area:	Democratic Services

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 2536 / 3262 or email equalityteam@cardiff.gov.uk