

Template for Impact Assessment Level 1: Initial screening assessment

Subject of assessment:	Paperless Meetings			
Coverage:	Service specific			
This is a decision relating to:	<input type="checkbox"/> Strategy	<input type="checkbox"/> Policy	<input checked="" type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input type="checkbox"/> Review
	<input checked="" type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input type="checkbox"/>	Revision of an existing approach:	<input checked="" type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>
Description:	<p>Insert short description, using the following as sub-headings:</p> <p>Key aims, objectives and activities: Following the successful trial of paperless meetings of the Executive, Individual Executive Member and pre Executive meetings, Executive is requested to provide the necessary commitment to achieve paperless meetings for all Council, Executive or any other Council meeting, Panel or Working Group by embracing the current technology available to councillors and officers. In common with other councils, Middlesbrough faces a number of significant challenges over the next few years particularly in respect of: (a) meeting our corporate responsibilities in addressing the climate emergency and the Council's commitment to be carbon neutral, and (b) finding sufficient resources to continue to provide services that meet the needs of our residents.</p> <p>Statutory drivers (set out exact reference): The Local Government (Electronic Communications) (England) Order 2015 permits delivery of an electronic summons to Councillors, subject to the consent of the Councillor.</p> <p>Differences from any previous approach: Councillors have always had the option to receive paper copies of agendas. Since the roll out of Modern Gov and the issue of new IT equipment to Members including laptops and tablets, Members are being encouraged to access their agenda papers via the Modern Gov App. They have been provided with the necessary training to use the App. Provision via modern.gov will be the default going forward.</p> <p>Key stakeholders and intended beneficiaries (internal and external as appropriate): The key stakeholders are MBC members and officers.</p> <p>Intended outcomes: This new way of working will reduce the costs of printing and delivering agenda papers to councillors.</p>			
Live date:	25 November 2021, (if approved by Council on 24 November).			
Lifespan:	From 25 November 2021, for the foreseeable future.			
Date of next review:	A review of how members are managing to access agendas electronically will be carried in May 2022			

Screening questions	Response			Evidence
	No	Yes	Uncertain	
<p>Human Rights</p> <p>Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?*</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There are no concerns that the proposals could impact adversely on human rights. 2 paper copies will be printed which will be available for the public to comply with Section 100A of the Access to Information Act 1985 which specifies that where a meeting of a principal council is required by section 100A to be open to the public during the proceedings or any part of them, there shall be made available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and, subject to subsection (8), of the reports for the meeting.</p> <p>Evidence used to assess the impact of the proposed decision includes feedback to date, analysis of the accessibility standards for the modern.gov solution, consideration of the other additional equipment provided to members and members ability to access virtual meetings.</p>
<p>Equality</p> <p>Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?*</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Public Sector Equality Duty (PSED) requires that when exercising its functions the Councils must have due regard to the need to:-</p> <ul style="list-style-type: none"> • Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; • Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and • Foster good relations between persons who share a relevant protected characteristic and persons who do not share it. <p>In having due regard to the need to advance equality of opportunity, the Council must consider, as part of a single equality duty:</p> <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic; • Taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it; and • Encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation is low. <p>Service users – There will be a positive impact on those with disabilities i.e. those with sight problems as the new solution will ensure that members have the equipment to be able to manipulate committee papers to change size, contrast etc. - the electronic version of agenda papers allow members and service users to determine size of text and aids some disabilities = also that Members can still print out for themselves if required or where there is a medical need. Any member who requested a reasonable adjustment on the basis of disability would have their needs considered on an individual basis.</p> <p>The website is accessible. The council website meets the WCAG 2.1 AA accessibility standard. This is the industry standard and if achieved means the website is accessible to all.</p> <p>Evidence used to assess the impact of the proposed decision includes feedback to date, analysis of the accessibility standards for the modern.gov solution, consideration of the other additional equipment provided to members and members ability to access virtual meetings.</p>

* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.

Screening questions	Response	Evidence			
<p>Community cohesion Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?*</p>	<table border="1"> <tr> <td style="background-color: #90EE90; text-align: center;"><input checked="" type="checkbox"/></td> <td style="background-color: #FFD700; text-align: center;"><input type="checkbox"/></td> <td style="background-color: #FFD700; text-align: center;"><input type="checkbox"/></td> </tr> </table>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Not applicable. There are no concerns that this proposal could have an impact on community cohesion.</p> <p>Evidence used to assess the impact of the proposed decision includes feedback to date, analysis of the accessibility standards for the modern.gov solution, consideration of the other additional equipment provided to members and members ability to access virtual meetings.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Next steps:</p> <ul style="list-style-type: none"> ➡ If the answer to all of the above screening questions is No then the process is completed. ➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed. 					

Assessment completed by:	Bernie Carr	Head of Service:	Sylvia Reynolds
Date:	25/10/2021	Date:	25/10/2021