



Appendix 2 Pro-forma for the Initial Equality Impact Assessment

Service	Finance	Section	Person responsible for the assessment		Head of Finance	
Name of the Function/Policy/Procedure to be assessed		Medium Term Financial Strategy	Date of Assessment	October 2007	Is this a new or existing policy?	Existing policy being updated
1. Briefly describe the aims, objectives and purpose of the function/policy/procedure			Three year forward look on likely budgetary position detailing key assumptions.			
2. Are there any associated objectives of the function/policy/procedure? Please explain.			Ensuring that the authority continues to operate within the resources available to it. Planning key policy decisions such as council tax levels, capital programme affordability, early warning of future budgetary constraints.			
3. Who is intended to benefit from the function/policy/procedure and in what way?			Members, officers, and, indirectly, residents. Clarity over future financial plans.			

4. What outcomes are wanted from this function/policy/procedure?		Clarity over extent and source of cost pressures and required efficiencies and savings to ensure balanced budgets.		
5. What factors/forces could contribute/detract from the outcomes?		Lack of information on key issues, e.g. concessionary travel funding.		
6. Who are the main stakeholders in relation to the function/policy/procedure?	CMT, Executive		7. Who implements the function/policy/procedure and who is responsible for it?	Head of Finance, CMT.
8. Are there concerns that the function/policy/procedure could have a differential impact on racial groups?	Y	NO	Please explain; policies affect all areas of the borough equally; policies are directed chiefly at assets and existing services.	
What existing evidence (either presumed or otherwise) do you have for this?	Discussion with service managers, members. Services do not extend to social services and education.			
9. Are there concerns that the policy could have a differential impact on men or women?	Y	N	NO	
What existing evidence (either presumed or otherwise) do you have for this?	Discussion with service managers, members. Services do not extend to social services and education.			
10. Are there concerns that the policy could have a differential impact on people with disabilities?	Y	N	NO	
What existing evidence (either presumed or otherwise) do you have for this?	Discussion with service managers, members. Services do not extend to social services and education. Capital budgets and asset management plan includes provision for compliance with DDA requirements. None of these plans have been affected by the current report.			
11. Are there concerns that the policy could have a differential impact on people due to their sexual orientation?	Y	N	NO	

What existing evidence (either presumed or otherwise) do you have for this?	Policies affect all areas of the borough equally; policies are directed chiefly at assets and existing services		
12. Are there concerns that the policy could have a differential impact on people due to their age?	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Policies affect all areas of the borough equally; policies are directed chiefly at assets and existing services		
13. Are there concerns that the policy could have a differential impact on people due to their religious beliefs?	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Policies affect all areas of the borough equally; policies are directed chiefly at assets and existing services		
14. Are there concerns that the policy could have a differential impact on people due to them having dependants/caring responsibilities?	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Services do not extend to social services and education.		
15. Are there concerns that the policy could have a differential impact on people due to their offending past?	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Policies affect all areas of the borough equally; policies are directed chiefly at assets and existing services		
16. Are there concerns that the policy could have a differential impact on people due to them being transgendered or transsexual?	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Policies affect all areas of the borough equally; policies are directed chiefly at assets and existing services		
17. Are there concerns that the policy could have a differential impact on people due to their experience of poverty?	Y	N	NO

18. Could the differential impact identified in 8-17 amount to there being the potential for adverse impact in this policy?		NO	Please explain		
19. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		NO	Please explain for each equality heading (question 8-16) on a separate piece of paper		
20. Should the policy proceed to a partial impact assessment		NO	21. If Yes, is there enough evidence to proceed to a full EIA?		NO
			22. Date on which Partial or Full impact assessment to be completed by	N/a	

Signed (completing officer) _____ Ben Jay _____ Signed (Lead Officer) _____ Dave Bennett