

Equality Impact Assessment Form

Name and brief description of proposal / policy / service being assessed

Policy on recording and reporting on public meetings

Information used to analyse the effects on equality

Ongoing work of the Constitutional Services Team in facilitating access to public meetings; feedback received from members of the public on accessing and attending public meetings; understanding of principles regarding access to public meetings; research into policy of other local authorities.

	Could particularly benefit (X)	May adversely impact (X)	How different groups could be affected: Summary of impacts	Details of actions to reduce negative or increase positive impact (or why action not possible)
People from different ethnic groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The reporting of the process and outcomes of public meetings by members of the public through film, recordings or photographs could help make information about Council decision making more accessible to communities that do not usually attend public meetings themselves.	Procedures are already in place to ensure that all public meetings are fully accessible.
Men, women (including maternity/pregnancy impact), transgender people	<input checked="" type="checkbox"/>	<input type="checkbox"/>		The policy requests that persons wishing to record/ report on a public meeting notify the relevant Constitutional Services Officer in advance of the meeting. At this point any specific needs that the individual has will be identified and where necessary action taken to meet those needs.
Disabled people or carers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
People from different faith groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will have to ensure that any disability needs are met in order that disabled people can have equal access to film.	
Lesbian, gay or bisexual people	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Older or younger people	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/civil partnership, looked after children, cohesion/good relations, vulnerable children/adults)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is potential that some individuals with protected characteristics may be adversely affected by being filmed/ recorded/ photographed e.g. considerations around cultural observance and modesty for Muslim women.	Normally recording will only be allowed to take place from the public seating area and be focused on those speaking at the meeting. If a person with known learning disabilities or mental health issues is expected to be speaking at the meeting then there will be a need to ensure that they have given informed consent. If a young person will be speaking at the meeting then parental consent should be sought for them to be recorded. If the Chair decides that this has not been achieved then he/she will request that recording does not

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				take place while they are speaking. If an external contributor/ member of the public raises concerns or objects to being filmed then the Chair will ask that recording of those individuals does not take place while they are speaking.
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Outcome(s) of equality impact assessment:

No major change needed Adjust the policy/proposal Adverse impact but continue Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Ongoing monitoring will take place, including consideration of any feedback received from members of the public, and learning will be shared within the Constitutional Services Team to improve how any equalities issues relating to this policy are dealt with in the future.

Approved by (manager signature): Kim Pocock, Constitutional Services
Manager Tel: 0115 8764313 kim.pocock@nottinghamcity.gov.uk

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