

**REPORT TO EXECUTIVE**  
**Date of Meeting: 11 June 2019**

**REPORT TO COUNCIL**  
**Date of Meeting: 23 July 2019**

**Report of: CORPORATE MANAGER DEMOCRATIC AND CIVIC SUPPORT**  
**Title: APPOINTMENT TO OUTSIDE BODIES 2019**

**Is this a Key Decision?**

No

\* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

**Is this an Executive or Council Function?**

Council

**1. What is the report about?**

To appoint Members to serve on outside bodies.

**2. Recommendations:**

2.1 appointments be made to those outside bodies set out in the Appendix A, where appointments are required; and

2.2 the Corporate Manager Democratic and Civic Support be granted delegated powers, in consultation with the Group Leaders, to appoint, when necessary representatives to outside bodies during the course of the Municipal Year;

**3. Reasons for the recommendation:**

To ensure that the Council is represented on outside bodies.

**4. What are the equality and diversity impacts of this decision?**

An Equalities Impact Assessment is included in the report.

**5. What are the resource implications including non-financial resources:**

None

**6. Section 151 Officer Comments:**

There are no financial implications for the Council to consider.

**7. What are the legal aspects?**

None identified.

**8. Monitoring Officer Comments:**

This report raises no issues for the Monitoring Officer.

**9. Report details:**

The full list of outside bodies is attached as Appendix A. Appointments which are required are highlighted and emboldened and relate to vacancies. The list also includes appropriate representation by Portfolio Holders. In addition to appointing new representatives, the full list is also reported to Executive to be agreed by the first full Council meeting in the Municipal Year, in order for remaining appointments to be re-affirmed for the following 12 months.

During the course of the year it will be necessary to re-appoint representatives where the term of office expires and also, possibly, to make appointments when a vacancy arises. To facilitate a rapid appointment wherever possible, it is proposed to continue to grant delegated powers to the Corporate Manager Democratic and Civic Support to appoint representatives in consultation with the Group Leaders. This will remove the need to report to Executive and Council which delays the appointment process. All appointments can be viewed on the City Council website.

**10. How does the decision contribute to the Council's Corporate Plan?**

Contributes to the key initiative of "A Well Run Council".

**11. What risks are there and how can they be reduced?**

There are no risks associated with the proposals.

**12. What is the impact of the decision on health and wellbeing; safeguarding children, young people and adults with care and support needs, economy, safety and the environment?**

None applicable with this decision.

**13. What other options are there, and why have they been dismissed?**

None applicable.

**Corporate Manager Democratic and Civic Support**

**Local Government (Access to Information) Act 1972 (as amended)**

**Background papers used in compiling this report:**

None

Contact for enquiries:

Democratic Services (Committees)

Room 2.3

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## **Equality Impact Assessment** - To be completed using the checklist of questions at the end of the table

**Title of work being assessed: Appointment to Outside Bodies 2019**

### **Introduction**

The report outlines the appointments to be made to the Council outside bodies, where appointments are required and to grant the Corporate Manager Democratic and Civic Support, delegated powers in consultation with the Group Leaders, to appoint, when necessary representatives to outside bodies during the course of the Municipal Year.

In addition to appointing new representatives, the full list is also reported to Executive to be agreed by the first full Council meeting in the Municipal Year, in order for remaining appointments to be re-affirmed for the following 12 months.

**Lead officer:** John Street, Corporate Manager Democratic and Civic Support.

**Service Manager:** John Street, Corporate Manager Democratic and Civic Support.

**Stakeholders:** Councillors, Independent Organisations and the Community.

For each of the areas below, an assessment has been made on whether the policy has a **positive, negative or neutral impact**, and brief details of why this decision was made and notes of any mitigation are included. Where the impact is negative, a **high, medium or low assessment** is given. The assessment rates the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

**High impact** – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

**Medium impact** –some potential impact exists, some mitigating measures are in place, poor evidence

**Low impact** – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>
<b>Protected characteristic/ area of interest</b> <b>Race and ethnicity</b> (including Gypsies and Travellers; migrant workers asylum seekers etc.)	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.		
<b>Disability</b> (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.		
<b>Sex/Gender</b>	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.		
<b>Gender reassignment</b>	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.		
<b>Religion and belief</b>	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.		
<b>Sexual orientation</b> (including heterosexual, lesbian, gay, bisexual)	There is no evidence to suggest that the proposed report would have a potential impact on this		

	characteristic.		
<b>Age</b> (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older people 81+. The age categories are for illustration only as overriding consideration should be given to needs).	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.		
<b>Community relations</b>		The report would allow Members to work with independent organisations to support the local community.	
<b>Human Rights</b>	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.		
<b>Actions identified as a result of the impact assessment</b>	To review appointments to the Outside Bodies List to consider impact to equality to ensure fairness and strengthen the relationship with the Council.		
<b>Action</b>	<b>Lead</b>	<b>By when</b>	
<b>To Review the Outside Bodies List for potential impacts to Equality Issues.</b>	Melinda Pogue-Jackson, John Street and Group Leaders	May 2020	

<b>Equality Impact Assessment Report Questions checklist</b>	
<b>1.</b>	Describe the piece of work you are assessing and the reason it is being carried out. Are you: <ul style="list-style-type: none"> <li>○ Making a strategic budget proposal</li> <li>○ Developing a new policy, strategy or project</li> <li>○ Reviewing and revising a policy, strategy or project</li> <li>○ Reviewing a function or a service</li> <li>○ Restructuring a service.</li> </ul> Include any options appraisal and if you have a preferred option explain why.
<b>2.</b>	What are the timescales for completing the work? What committee deadlines do you have to meet?
<b>3.</b>	What are the aims and objectives of the work? How do these link to wider council or strategic objectives.
<b>4.</b>	Who will be the main beneficiaries of the piece of work and in what way? All people in Exeter? Council staff? A specific stakeholder group? A combination of these?
<b>5.</b>	What data do you have on how different groups would be affected by the work?
<b>6.</b>	What research studies or reports have been carried out in other areas of the country or nationally that provide information about the likely impact of your work on equality groups?
<b>7.</b>	What consultation has taken place or is planned with customers (individuals and groups) from equality groups?
<b>8.</b>	What does the consultation indicate about any differential positive or negative impact(s) of this piece of work?
<b>9.</b>	If there are gaps in your previous or planned consultation and research are there any experts/relevant groups that can be contacted to get further views or evidence on the issues? If so please explain who they are and how you will obtain their views.
<b>10.</b>	If you have indicated there is a negative impact on any group, is that impact Legal; Intended; of high or low impact?
<b>11.</b>	If you identified any negative impact that is of low significance, can you minimise or remove it? If so how?
<b>12.</b>	Could you improve the strategy/policy/project's positive impact and if so how?

13.	How do you intend to continue monitoring the impact of this strategy/policy/project?
14.	If there are gaps in your evidence base, do you need to carry out any further research about the likely impact of your work on equality groups?
	<b>There might be a time delay here as you will need to get the results of your consultation before you can continue working your way through the questions.</b>
15.	As a result of this assessment and available evidence collected, including consultation, what if any changes do you need to make to the strategy/policy/project?
16.	Will the changes planned ensure that the negative impact is: Legal; Intended; of low impact?
17.	What monitoring/evaluation/review process have you set up to check the successful implementation of the strategy/policy/project?
18.	How will this monitoring/evaluation further assess the impact on the equality groups/ensure the strategy/policy/project is non-discriminatory?
19.	Please provide an action plan showing any recommendations that have arisen from the assessment and how you plan to take them forward. Are your actions SMART (specific, measurable, achievable, relevant and time-based).
20.	When will you next review this work and the impact assessment?