

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



|   |   |          |          |         |        |
|---|---|----------|----------|---------|--------|
| Name of policy/service/function   | Business Continuity Management Policy Statement and Strategy  |          |          |         |        |
| Is this a new or existing policy/service/function?  | Existing  |          |          |         |        |
| <p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>   | <p>To help to fulfil the Council's statutory responsibilities as a Category 1 responder under the Civil Contingencies Act 2004. The CCA places a duty on Category 1 responders to develop and maintain plans to ensure that if an emergency occurred, the authority is able to continue to perform its critical activities and key services.</p> <p>Although it is a statutory requirement to have plans in place, how the Council chooses to formulate them is not rigidly controlled.</p> |          |          |         |        |
| <b>Question</b>   | <b>Answer</b>   |          |          |         |        |
| <p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> |   | Positive | Negative | Neutral | Unsure |
|   | Age   |          |          | ✓       |        |
|   | Disability  |          |          | ✓       |        |
|   | Gender  |          |          | ✓       |        |
|   | Gender Re-assignment  |          |          | ✓       |        |
|   | Marriage/civil partnership  |          |          | ✓       |        |
|   | Pregnancy & maternity   |          |          | ✓       |        |
|   | Race  |          |          | ✓       |        |
|   | Religion or belief  |          |          | ✓       |        |
|   | Sexual orientation  |          |          | ✓       |        |
|   | Other (eg low income)   |          |          | ✓       |        |

| <b>Question</b>  | <b>Answer</b>                                 | <b>Comments</b>  |
|--|---|--|
| 2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another? | No  |  |
| 3. Could this policy/service be perceived as impacting on communities differently?   | No  |  |
| 4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?   | No  |  |
| 5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?<br><br>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section                              | No  | <b>Actions:</b><br><br><br><br><br><br><br><br><br><br><br><br><b>Actions agreed by EWG member:</b><br>..... |
| <b>Assessment completed by:</b>  |   |  |
| <b>Name</b>  | Dave Robson                                   |  |
| <b>Job title</b>   | Environmental Health Manager<br>(Environment) |  |
| <b>Date</b>  | 5 <sup>th</sup> August 2015                   |  |

**Please Note:** If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.