



Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Appointment of Local Returning Officer				
Is this a new or existing policy/service/function? (<i>tick as appropriate</i>)	New		Existing	X	
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	<p>To seek approval of the formal appointment of the Chief Executive to act as the Local Returning Officer (LRO) for the Norfolk and Suffolk Combined County Authority Mayoral Elections.</p> <p>Amendments to the Council's Scheme of Delegation are sought to delegate authority to the Chief Executive to act as Local Returning Officer for all relevant elections conducted within the Borough Council area.</p> <p>The appointment of the Chief Executive as Local Returning Officer ensures the Council meets its statutory obligations for administering elections associated with the Norfolk and Suffolk Combined County Authority.</p>				
Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)	Leader, Chief Executive and Electoral Services Manager				
Question	Answer				
<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, 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. NB. Equality neutral means no negative impact on any group.</p> <p>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</p>		Positive	Negative	Neutral	Unsure
	Age			X	
	Disability			X	
	Sex			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
	Armed forces community			X	
	Care leavers			X	
Health inequalities*			X		



*For more information on health inequalities please visit The King's Fund	Other (eg low income, caring responsibilities)			X	
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Please provide a brief explanation of the answers above:
 This is a technical statutory appointment that the Chief Executive already carries out as Returning Officer.

Question	Answer	Comments
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	

If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:

Decision agreed by EWG member:

4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions:
		Actions agreed by EWG member:

5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	Please provide brief summary:
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Assessment completed by: Name	Alexa Baker
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Job title	Monitoring Officer		
Date completed	17 November 2025		
Reviewed by EWG member	Amy Pearce	Date	18 November 2025

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)