



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 Chief of Staff and Monitoring Officer and Deputy Chief Executive (Section 151 Officer)				
Is this a new or existing policy/service/function? (<i>tick as appropriate</i>)	New	<input checked="" type="checkbox"/>	Existing	<input checked="" type="checkbox"/>	
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>The report recommends appointment of the Chief of Staff and Monitoring Officer, and the Deputy Chief Executive (to include the role and duties of the section 151 officer).</p> <p>Monitoring Officer and Section 151 Officer are both statutory roles required by section 5 of the Local Government and Housing Act 1989 (Monitoring Officer) and section 151 of the Local Government Act 1972 (section 151 officer).</p> <p>Due to the statutory nature of the Monitoring Officer Role and Section 151 Officer duties these posts require Full Council approval.</p>				
Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)	The Appointments Board conducted interviews for the positions and recommend the appointments to Full Council for ratification.				
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><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			<input checked="" type="checkbox"/>	
	Disability			<input checked="" type="checkbox"/>	
	Sex			<input checked="" type="checkbox"/>	
	Gender Re-assignment			<input checked="" type="checkbox"/>	
	Marriage/civil partnership			<input checked="" type="checkbox"/>	
	Pregnancy & maternity			<input checked="" type="checkbox"/>	
	Race			<input checked="" type="checkbox"/>	
	Religion or belief			<input checked="" type="checkbox"/>	
	Sexual orientation			<input checked="" type="checkbox"/>	
	Armed forces community			<input checked="" type="checkbox"/>	
	Care leavers			<input checked="" type="checkbox"/>	



For more information on health inequalities please visit The King's Fund	Health inequalities			✓	
	Other (eg low income, caring responsibilities)			✓	

Please provide a brief explanation of the answers above:

The Monitoring Officer and Section 151 Officer are designated statutory roles required by section 5 of the Local Government and Housing Act 1989 (Monitoring Officer) and section 151 of the Local Government Act 1972 (Section 151 Officer).

Full Council have previously resolved that the post of Chief of Staff and Monitoring Officer and Deputy Chief Executive are necessary and agreed that steps be taken to recruit.

These appointments have a neutral impact on the protected groups as the appointments will only affect employment and organisational arrangements. No direct impact on the protected groups can be identified from these recommendations.

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	n/a	Actions:
		Actions agreed by EWG member:



5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	n/a	Please provide brief summary:	
Assessment completed by: Name	Rebecca Parker		
Job title	Democratic Services Manager		
Date completed	18th 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)