



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	Review of the constitution				
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>It is a statutory requirement to continually review the Constitution, under the Local Government Act 2000.</p> <p>Through the work of the Constitution Informal Working Group, supported by the Monitoring Officer and Democratic Services Manager, a Schedule of Substantive Changes are proposed and attached as Annex 1 to this report.</p> <p>The attached Schedule identifies the relevant legislation where applicable. The proposed changes improve governance within the Constitution and have no direct impact on service delivery or decisions affecting members of the public.</p>				
Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)	Constitution Informal Working Group				
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> <p><i>*For more information on health inequalities please visit The King's Fund</i></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	
Other (eg low income, caring responsibilities)			X		



<p>Please provide a brief explanation of the answers above:</p> <p>The proposed changes improve governance within the Constitution and have no direct impact on service delivery or decisions affecting members of the public.</p>		
Question	Answer	Comments
<p>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?</p>	No	
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	No	
<p>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:</p> <p>Decision agreed by EWG member:</p>		
<p>4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	N/A	<p>Actions:</p>
		<p>Actions agreed by EWG member:</p> <p>.....</p>
<p>5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	No	<p>Please provide brief summary:</p>
<p>Assessment completed by:</p>		
<p>Name</p>	<p>Emma Hodds</p>	
<p>Job title</p>	<p>Chief of Staff and Monitoring Officer</p>	
<p>Date completed</p>	<p>10 March 2026</p>	



Reviewed by EWG member	Amy Pearce	Date	13 March 2026
------------------------	------------	------	---------------

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