



## Stage 1 – Equality Impact Assessment Screening

Any new policy, strategy, function, service, practice, or proposal will need to be screened to decide whether it's relevant to equality and if this is the case, it is necessary to build an assessment (Stage 2) into the **initial drafting** or **development** of the piece of work.

The relevant strands of equality are:

**Age, Disability, Gender identity/Gender reassignment, Race, Religion or belief, Sex, Sexual orientation, Women who are pregnant or have recently had a baby.**

**Also, for issues affecting staff, consider employees who are married or in a civil partnership.**

The next section sets out the points you may need to consider in determining whether to carry out an EIA (stage 2). For advice/support in making this determination, please contact the Information & Improvement Team (Equality lead).

For more information how to complete this form please refer to the Guidance which can be found at [HERE](#)

<b>Title of policy or proposal</b>	Member Officer Relations Protocol
<b>Name of EIA lead</b>	AD Governance and Monitoring Officer
<b>Briefly describe the aims of the policy, strategy, service, decision or proposal, its aims, the likely outcomes, and the rationale for it</b>	<p>This Protocol is being reviewed as part of the annual review of the Constitution.</p> <p>The aim of the Protocol is to give guidance to Members and Officers about their relationships and working together. It is related to the Codes of Conduct for Members and Officers and the aim is to hyperlink this Protocol to the Codes when reviewed. It is about the behaviours of both groups.</p>

	<b>Initial Assessment Considerations</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1.	Does this policy/proposal affect people: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Residents</li> <li>• Staff</li> </ul>	Yes		Relates to employees
2.	Does it have the potential to adversely impact on any of the protected characteristics?		No	
3.	Can the council influence the impact? E.g., is it a statutory requirement, national guidance etc.		No	It is for the Council to agree its Protocol.

	Initial Assessment Considerations	Yes	No	Comments
				There is no model Protocol. However the principles (respect, no discrimination etc.) are not being changed.
4.	Are existing equality monitoring processes already in place? If so, please note under comments		No	It is not about processes.

If the answer to questions 1 to 3 above is 'yes', then an **Equality Impact Assessment** (Stage 2) may be necessary.

A copy of the form should be sent via email to the Information and Improvement (Equality Lead) [amar.bashir@ne-derbyshire.gov.uk](mailto:amar.bashir@ne-derbyshire.gov.uk) and a copy should be retained with your policy/proposal documentation.

Equality Officer Recommendation	Tick as appropriate	Date
EIA Stage 2 required		
EIA Stage 2 NOT required	✓	06.02.26

Copy to be returned to the EIA lead with Equality Officer recommendation.

Information and Improvement Team to keep a central electronic record of all decisions made under Stage 1.