



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](#)

Title of policy or proposal	Social Media Guidance for Councillors which is part of the Constitution.
Name of EIA lead	Sarah Sternberg
Briefly describe the aims of the policy, strategy, service, decision or proposal, its aims, the likely outcomes, and the rationale for it	This provides social media guidance for Councillors explaining the risks and benefits of using social media. It makes clear how to use them safely (for themselves and for the Council), what not to do when using them, being respectful and how to manage content.

	Initial Assessment Considerations	Yes	No	Comments
1.	Does this policy/proposal affect people: <ul style="list-style-type: none"> • Customers • Residents • Staff 	Yes		These groups are affected as potential recipients of the Councillors' social media posts. This guidance aims to give Councillors the tools to ensure that the social media posts they make do

	Initial Assessment Considerations	Yes	No	Comments
				not affect these groups.
2.	Does it have the potential to adversely impact on any of the protected characteristics?		No	The guidance doesn't. However the social media posts could so affect protected characteristics.
3.	Can the council influence the impact? E.g., is it a statutory requirement, national guidance etc.		No	By producing this guidance the Council is giving the Members the tools to ensure that there is no impact.
4.	Are existing equality monitoring processes already in place? If so, please note under comments		No	This isn't applicable. Members social media posts aren't monitored.

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 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	No	13.4.2026

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.