

Report format for all Executive Meetings –
Report authors - please follow and then delete all instructions in italics.

If an associated report contains Exempt Information and is therefore to be considered in Part II, the following paragraph should be used in Part 2 of the report.

NOT FOR PUBLICATION by virtue of Paragraph (*insert no.*) of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006

TRAFFORD COUNCIL

Select meeting title(s) and delete others as appropriate
Report to: [Briefing] [Executive]
Date:
Report for: [Discussion] [Decision] *delete as appropriate*
[Draft] Report of: Executive Member for [Portfolio Title]

Report Title

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Summary

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Recommendation(s)

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Contact person for access to background papers and further information:

Name:
Extension:

*For non-confidential reports to Executive add the following **mandatory** information:*

Background Papers: [A "Background Paper" is not an annexe to the report: it is a legal term, meaning a document which has been relied on significantly in producing the report, which is suitable for public issue but not already in the public domain.]

*Please list (and need to supply to Democratic Services along with the report)
If there are no background papers, state 'None'*

Complete the table to include consideration of the following implications. Please specify what the implications are or if they have been included in the body of the report. If any do not apply, insert 'not applicable' so that it is clear that all implications have been considered.

Implications:

Relationship to Policy Framework/Corporate Priorities	
Relationship to GM Policy or Strategy Framework	<i>Does the decision relate to any GM wide policies or strategy frameworks?</i>
Financial	<i>Reports will not be accepted without completion of this section</i>
Legal Implications:	<i>Reports will not be accepted without completion of this section</i>
Equality/Diversity Implications	<i>See guidance note</i>
Climate Emergency and Sustainability	See guidance note
Resource Implications e.g. Staffing / ICT / Assets	
Risk Management Implications	<i>see guidance note overleaf</i>
Health & Wellbeing Implications	
Health and Safety Implications	

1.0 Background

Contents of the report – must include all relevant and explanatory information. Please use numbered paragraphs

The following 3 sections must be included at the end of the report if the report is 'For Decision' to the Executive or an Individual Executive Member. It is optional to include them if the report is 'For Discussion' at a Briefing.

Other Options

Alternative options must be explicit and explanation should be given as to why they are not recommended. If the only alternative is to do nothing i.e. not make the decision, the consequences of this course of action should be set out.

Consultation

Set out consultation already undertaken or proposed to be undertaken in respect of the subject matter.

Reasons for Recommendation

The recommendations will be set out on the first page of the report. Set out here the reasons for those recommendations.

Delete the following 2 sections if not applicable.

Urgency of Decision *If the decision needs to be implemented as a matter of urgency, this should be specified, together with valid reasons for urgency. Otherwise the decision will be implemented 5 working days after it is published, unless it is called in. The permitted reasons for urgency are set out in the Constitution in the Overview & Scrutiny Procedure Rules, Section 16(k).*

This report should be considered as 'urgent business' and the decision exempted from the 'call-in' process for the following reason(s): *(specify reasons)*

Key Decision *(as defined in the Constitution):* Yes / No *(please delete)*

If Key Decision, has 28-day notice been given? Yes / No *(please delete)*

If an associated report contains Exempt Information and is therefore to be considered in Part II, the following paragraph should be used. The Following paragraph must be used in Parts 1 and Part 2 of the report.

Exempt Information

By virtue of Paragraphs *[Insert Paragraph number from list below]* of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order, the following information has been excluded from Part 1 of this report and included in Part 2 of the report:

[Delete as appropriate]

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council and employees of the Council.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reports will not be accepted without completion of the following section - THE EXECUTIVE MEMBER AND DIRECTOR MUST CLEAR ALL REPORTS before they are sent to Democratic Services.

Finance Officer Clearance *(type in initials)*.....

Legal Officer Clearance *(type in initials)*.....

[CORPORATE] DIRECTOR'S SIGNATURE *(electronic)*.....

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

[Please note, follow and delete guidance on following pages.]

Introduction

Trafford Council is committed to achieving equality in both service delivery and employment. The Council has made a commitment to work through the three levels of the Equality Framework for Local Government, demonstrating cumulative good practice to achieve equality of outcomes in relation to the six equality 'strands':

Age, Disability, Gender, Gender Identity, Race, Religion and Belief, Sexual Orientation

A key requirement of the Equality Framework at Level 1, (a Developing Council), is the implementation of Equality Impact Assessments. This will help the Council to meet the requirements of various pieces of equality legislation. The Council must ensure that all sections of the community receive services appropriate to their needs, and that no-one is adversely affected in the way we deliver services. An impact assessment will help to determine whether a service or policy is failing to meet the needs of specific groups or has discriminatory outcomes.

What is an Equality Impact Assessment (EIA)?

An Equality Impact Assessment is a thorough and systematic assessment of how functions, policies and procedures, strategies etc; impact on people covered by the different equality strands. The primary function of the equality impact assessment should be to determine whether the impact of any developments is or is likely to be negative or adverse and the extent of this impact, so that it can be addressed.

If, as a result of the assessment, it is decided that the policy/procedure/decision has an adverse impact, the authority must consider alternative ways of acting to reduce or eliminate the impact and better achieve the promotion of equality of opportunity. The processes involved in conducting an equality impact assessment should not be an end in themselves. The aim of the assessment is the promotion of equality of opportunity. It is the **outcomes** of the equality impact assessment that are of primary concern.

There are two levels of EIA: initial and full. You need to decide what level of impact assessment is needed. The essential difference between the 2 kinds of assessment will be in the level of detail and consultation undertaken. An initial/screening assessment is mainly a desktop research exercise, while a full assessment will involve public consultation and involvement. The degree of assessment will depend on the relevance of the policy or strategy to equality and the general impact it will have on people's lives. Therefore, for larger, more significant changes to service delivery where it is known early on that there will be a large number of stakeholders affected by the changes, the lead officer will bypass the initial stage and go straight to a full EIA.

When do I undertake an EIA?

An impact assessment should begin as soon as a relevant new policy, function or procedure is considered, when policies/ procedures etc are reviewed or in line with the corporate schedule of impact assessments. It should be an integral part of policy and service development, so that equality considerations become a natural part of everything we do. EIAs should be an integral part of Service Improvement Projects, Transformation Projects and preparation of major strategies, for example, the Sustainable Community Strategy and the People Strategy.

Implications for Decision Making

When a decision maker eg the Committee or a senior officer is making a formal decision on any matter they must be made aware of the implications of their decision in relation to the Council's obligations in relation to equality. Therefore, all reports should state that an EIA has been carried out and summarise the main implications of the EIA. It may be appropriate in certain cases to append a copy of the EIA or a summary of it to the report or to set out in the report how the implications of the EIA will be met or managed.

Training is available on: www.learningpool.com/trafford

Further guidance is available on: <http://intranet/yourtrafford/EqualityDiversity/EqualityImpactAssessments.asp>

For further advice and support, please contact: Adele Coyne, x 4605

Sustainability Issues - Guidance for Officers Preparing Reports for Decision

There are a number of areas around sustainability and climate change which must be taken into consideration in Decisions, and in the preparation of reports recommending these decisions.

Energy Use in the Council's Own Estate

The potential effects of a decision on energy use in the council's own estate, including schools, must be considered. The council must annually report carbon emissions from council activities via National Indicator NI185, and any decision which would increase energy use in either council buildings or the fleet must be raised and discussed with the council's Sustainability Manager before it is taken.

Energy use in the council's estate is also a key aspect of the 'Use of Resources' Key Line of Enquiry under the Comprehensive Area Assessment, an area where the council needs to improve.

Carbon Emissions in Trafford Borough

Trafford has a target of a 9.4% reduction in per capita carbon emissions by 2011 under our Local Area Agreement. Emissions are measured across three sectors: domestic homes, business and industry and road transport, and are reported via National Indicator NI186.

Any decision likely to have an impact on carbon emissions in any of these three sectors should be raised and discussed with the council's Sustainability Manager before it is taken.

Adapting to the Effects of a Changing Climate

Changes in local weather patterns resulting from global climate change will increasingly impact on council services and life in Trafford. As a result, steps need to be taken to adapt council services to take these new weather patterns such as storms, flooding and heatwaves into consideration.

Any decision which may give rise to a risk from the effects of a changing climate needs to be brought to the attention of the council's Sustainability Manager. The council has a Climate Change Adaptation Strategy (reported under National Indicator NI188) to deal with these issues, and it may need to be updated in the light of new decisions.

Biodiversity

The council has a duty to protect biodiversity in Trafford (reported under National Indicator NI197), and any decision which may have an impact on biodiversity in the borough should be brought to the attention of the Sustainability Manager before it is taken.

Risk Management Implications - Guidance for Officers Preparing Reports for Decision

This is a brief note setting out guidance for stating risk management implications in reports for Decision.

Identifying risk management implications enables members and officers to establish clear and consistent interpretation of the exposures to risk, both threat and opportunity, that the Council may face. For those who are tasked with writing and interpreting reports the following guidance may be of assistance. (More detailed risk management guidance can be found on the risk management site on the Authority's intranet).

- *When reporting on risk implications reference can be made to the Authority's risk management policy and guidance.*
- *Risks should be referred to as either having Strategic or Operational implications or a combination of both.*
- *Where significant issues form part of the report, confirmation that a risk assessment was undertaken can be referred to. If no risk assessment was undertaken then state when one is planned or why it is unnecessary to do so.*
- *Identify who is responsible for managing any relevant risks and the action taken or proposed to ensure desired outcomes.*
- *Indicate when the greatest risk is likely to occur. Not all risks occur consistently or with the same magnitude over the course of a project.*
- *State whether it is considered that controls are adequate enough to manage the risk effectively and identify where improvements can be made to achieve success.*