

<b>AssessmentNo</b>	739	<b>Owner</b>	carolann.burns	
<b>Resource</b>	Transformation		<b>Service/Establishment</b>	Regulatory
	First Name	Surname	<b>Job title</b>	
<b>Head Officer</b>	Carol-Ann	Burns	Senior Democratic Services Officer	
	(include job titles/organisation)			
<b>Members</b>	Carol-Ann Burns, Senior Democratic Services Officer George Hawthorn, Democratic & Registration Manager Alan Douglas, Chief Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
<b>Policy Title</b>	Introduction of Online Surgeries for Elected Members			
	<b>The aim, objective, purpose and intended out come of policy</b>			
	To provide an additional method of access to surgeries with Elected members. To reduced risk of physical violence to Members when holding online surgeries as opposed to face to face surgeries.			
	<b>Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.</b>			
	Elected Members Members Secretaries ICT			
<b>Does the proposals involve the procurement of any goods or services?</b>			<b>No</b>	
<b>If yes please confirm that you have contacted our procurement services to discuss your requirements.</b>			<b>No</b>	
<b>SCREENING</b>				
<i>You must indicate if there is any relevance to the four areas</i>				
<b>Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)</b>			<b>Yes</b>	
<b>Relevance to Human Rights (HR)</b>			<b>Yes</b>	
<b>Relevance to Health Impacts (H)</b>			<b>No</b>	
<b>Relevance to Social Economic Impacts (SE)</b>			<b>No</b>	
<b>Who will be affected by this policy?</b>				
Elected Members Members Secretaries Constituents				
<b>Who will be/has been involved in the consultation process?</b>				
Elected members motion: This Council agrees that it is important that elected members are accessible to constituents. The traditional method of surgeries has been to book a meeting room in a school, Community Centre, library or other suitable building. Council agrees that this tried and tested method should continue. However, the world has changed significantly since the creation of West Dunbartonshire Council, the way that the public interact with one another has changed and the advances in technology particularly over the past few years has made on-line communications much faster and can be more effective. On-line meetings have a number of advantages, they save in travel time, they cut emissions, they don't require buildings to be opened or staffed, and they can be quicker to organise and reduce potential risks to elected members. On-Line surgeries could also be advertised on the council website, Facebook and Twitter page at no additional cost. Given the above, the Council agrees that as well as traditional surgeries, there is merit in developing the option for on-line surgeries for elected members. The Council requests that a report be brought to a future meeting for consideration.				

**Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.**

	<b>Needs</b>	<b>Evidence</b>	<b>Impact</b>
<b>Age</b>	Access to elected members	To provide various methods of accessing elected members and ways of communicating. Older people are more likely to be disabled	Depending on level of IT skills this may not be suitable for all constituents, however, may attract a different/new demographic to access elected members.
<b>Cross Cutting</b>	Web based communication methods have to follow best practice Elected members safety	To reduce potential risks to elected members in relation to security. Best practice in carrying out web meetings is address in the Council's 'Communicating Effectively ' guidance	Positive: Provides an option for elected members to use various methods of communication whilst protecting their security.
<b>Disability</b>	Councils have a legal duty to ensure that disabled people can access council services, as detailed in Accessibility Statement Duty to ensure that Deaf/BSL users can access. Council BSL action plan 2018-2024.	We have a duty to provide accessibility to our constituents	Positive: By providing online access to elected members this potentially will help support constituents access this service. BSL users will be able to access this via Contact Scotland BSL
<b>Social &amp; Economic Impact</b>			
<b>Sex</b>	Womens safety	Gender based violence, women make up 80% of the victims. Women make up 90% of single parents. West Dunbarton Council Equalities Mainstreaming and Outcomes Report 21-25	Positive: For women especially unable to attend in person surgeries, this provides a further option for accessing their elected member.
<b>Gender Reassign</b>			
<b>Health</b>	Access to elected members.	Health conditions, home visits are	Positive: Providing greater flexibility to

		carried out, however an online option provides greater flexibility both for constituents and elected members. Mental health	both constituents and elected members. Where appointments could be cancelled due to covid or other conditions this is a further option to maintain the appointment. Provides additional choice of communication/access for disabled users.
<b>Human Rights</b>	Human Rights Act 1988 (ECHR) Article 8 It is important that communications methods are secure (privacy) It is important that people get an opportunity to participate	Providing a choice of methods of communication with elected members and constituents supports Article 8 - protects your right to respect for your private and family life. Supports participation.	Positive: Provides an accessible online Service for constituents to elected members alongside face to face and telephone meetings.
<b>Marriage &amp; Civil Partnership</b>			
<b>Pregnancy &amp; Maternity</b>	Access to elected members via various methods.	Possible opportunities of missed engaged by pregnancy/maternity due to time constraints and care responsibilities.	Positive: By providing an online option this will allow additional options for engagement to take place within the home environment.
<b>Race</b>			
<b>Religion and Belief</b>			
<b>Sexual Orientation</b>			
<b>Actions</b>			
<b>Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.</b>			
<b>Will the impact of the policy be monitored and reported on an ongoing bases?</b>			
<b>Q7 What is your recommendation for this policy?</b>			
Introduce			
<b>Please provide a meaningful summary of how you have reached the recommendation</b>			
EIA 739: By introducing online surgeries for Elected members this will provide constituents with an additional method of contacting their Elected members. Particular potential positive impacts for women, disabled people, older people and health conditions. Providing additional methods of communication with elected			

members may attract engagement with other demographic groups within the community. Training will be provided for Elected Members who require this and a standardise email notification for constituents receiving a Team meeting. We will ensure that the Council's Communicating Effectively guidance is followed. Publicity, including to Equality Groups will be part of the role out.