
Report title

Report being considered by: Choose an item.

Date of Meeting:

Report Author:

Item for: Please select: By: Choose an item.

1. Purpose of the Report

This should be succinct and ought to need no more than one paragraph.

2. Recommendation(s)

Consider when drafting this section what you are asking the ultimate decision maker to do. The recommendation should be drafted to clearly reflect the actual decision you require.

Is the Schools' Forum required to make a decision as part of this report or subsequent versions due to be considered later in the meeting cycle?

Yes: ☐

If you have checked yes continue to the implications and assessment section.

No: ☐

If you have checked no please continue to the introduction/background section in section 5.

3. Implications and Impact Assessment

Equalities Impact:	Positive	No Impact	Negative	Commentary
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				To assess this you can use the stage 1 EqIA at Appendix A below. Appendix A need not be included if the proposal has a neutral impact on those with protected characteristics. Appendix A <u>must</u> however be included with the report if there are potential impacts on individuals with protected characteristics (positive or negative).

B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				
Data Impact:				<p>You should consider whether the proposal will have a significant impact on the rights of data subjects?</p> <p>If so, you <u>must</u> complete and include the Data Protection Impact Assessment at Appendix B.</p>

4. Executive Summary

This summary outlines the rationale and proposed options for a decision or consultation to be presented to the West Berkshire Schools' Forum. (To be no more than 2 sides of A4 in total)

Issue Identification

Clearly define the problem being addressed, with reference to measurable impacts on educational outcomes for clearly defined groups of children.

Options Considered

Present a minimum of three and a maximum of five options for addressing the issue, with a balanced assessment of each:

Option 1

- *Advantages*
- *Disadvantages*

Option 2

- *Advantages*
- *Disadvantages*

Option 3

- *Advantages*
- *Disadvantages*

Option 4

- *Advantages*
- *Disadvantages*

Consultation and Engagement

Outline the consultation undertaken to establish the options above, including with individuals and stakeholder groups.

Monitoring and Evaluation

Describe how the Schools' Forum will measure and monitor the outcomes of the decision, including a timetable of progress checks to be scheduled on the Forum's Work Programme.

Recommended Option

This section should provide a short narrative on the recommended option and clearly outline why the recommendation at section 2 is proposed. To include:

- The rationale for the preferred option.
- The anticipated impact on teaching and administrative staff across effected schools.
- Measures to mitigate any negative impacts and safeguard staff wellbeing.
- How these mitigation strategies will be monitored and evaluated.

If there is an opportunity for the Schools' Forum to make a formal response to the Local Authority, please ensure that this is clear within your report.

5. Introduction and background

In this section please provide detailed information supporting the proposal. You must explain the background of the proposal and fully articulate what the report is seeking to achieve.

Provide all relevant background information relating to the recommended option and why it has been brought forward. This section should include the evidence which supports the recommendation.

If this is not a report for decision then provide details of the information that needs to be brought to the Forum's attention.

6. Conclusion

This section should provide a clear conclusion, outlining why the recommendation at paragraph 2 is proposed.

7. View from the Heads' Funding Group

Short summary providing HFG feedback on issue faced and detail of any recommendation(s).

8. Appendices

Either "None" or list:

8.1 Appendix A – Equalities Impact Assessment - DELETE IF NOT REQUIRED

8.2 Appendix B – Data Protection Impact Assessment - DELETE IF NOT REQUIRED

8.3 Appendix C – Other (If required include details here) - DELETE IF NOT REQUIRED

West Berkshire Council Equity Impact Assessment

TEMPLATE
March 2023

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Section 1: Summary details

Directorate and Service Area	
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	
Is this a new or existing function or policy?	
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	
Completed By	
Authorised By	
Date of Assessment	

Section 2: Detail of proposal

<p>Context / Background Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	
<p>Proposals Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	
<p>Evidence / Intelligence List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	

Alternatives considered / rejected Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.	
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Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			.	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Displaced communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Care experienced people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
The Armed Forces Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	
Person Responsible for Review	
Authorised By	

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	
Service:	
Team:	
Lead Officer:	
Title of Project/System:	
Date of Assessment:	

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input type="checkbox"/>
<small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small>		

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.