

## Community Equality Impact Assessment (CEIA)

### Service area and lead officer

<b>Name of service</b>	Democratic Services
<b>CEIA Lead Officer</b>	Matthew Boulter
<b>CEIA Lead Officer job title</b>	Head of Democratic, Member & Scrutiny Services
<b>CEIA Lead Officer email address</b>	<a href="mailto:mboulter@thurrock.gov.uk">mboulter@thurrock.gov.uk</a>
<b>Please insert business case reference e.g. CTS (where applicable)</b>	N/a

### Subject of this assessment

**State the name of, and briefly summarise, the specific policy, strategy, function or service that is the subject of this assessment**

**Member Development Strategy:**

**This Strategy sets out the principles and parameters for delivering meaningful training to all Members of the council throughout a municipal year. It sets out what different may expect in terms of support from the council and its officers.**

**Borough-wide or location-specific?**

Borough-wide     Location-specific – please state locations below.

Click or tap here to enter text.

**Which of the following is the proposal? (Tick all that apply)**

A new policy, strategy, function or service

Change to an existing policy, strategy, function or service

Other – please provide details below

Click or tap here to enter text.

**Why is this policy, strategy, function or service development or review needed?**

**The Strategy was introduced in 2023-24 and should reflect the changing needs and requirements of Member training from year to year. The refresh presented to Standards Committee in this report allows Members to acknowledge the amendments that have been made to the Strategy in the past year and provide input to the development of the document. The amendments in the 2025-26 version have mainly been made following internal audit recommendations from summer 2024.**

**1. Engagement, consultation and supporting information**

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Please ensure you provide details of the following (where applicable):

- What consultation/engagement activity took place, and over what timescales
- A demographic profile of those targeted by this activity
- The methods adopted to engage residents and groups, and the type of data (quantitative or qualitative) gathered
- A list of the questions asked to respondents
- If consultation or engagement activity has yet to take place, use the details currently available to provide an outline of the planned activity to cover the points above

### **Steps you have taken, or plan to take, to engage or consult**

All Members have the opportunity to feedback on the performance and relevance of training sessions through our feedback form, presented in hard copy and online after each training session. The feedback is used to inform the Strategy and training schedule for the coming year.

Members also attended an open training feedback session in the summer of 2024, which was organised by Democratic Services. Around ten Members attended this session to answer specific questions from officers on the style and content of training and this feedback was used to shape the offer to different levels of Member for 2025/26.

Formal engagement with Members is through the Standards Committee and the report presented to its meeting in March 2025 provides the opportunity for Members to comment on the Strategy and its budget. Formal recommendations of the committee will then shape the final strategy document, which will be implemented from May 2025.

1.2 Outline the results of the activity and clarify how these results have factored into decision making processes, and supported your understanding of the impact/s the proposal will have upon the community

**A high level summary of the engagement/consultation activity results, clarifying how these have factored into decision making processes and supported the understanding of potential impacts**

The results of the feedback from Members is outlined in the report but can be summarised as follows: 1. More experienced Members should be given the opportunity to attend the LGA Leadership Academy course as funds and opportunity dictate, 2. Development of role descriptions which in turn set out pre-determined training paths to ensure efficiency. 3. Spreading training sessions across the year to ensure pacing and giving Members to opportunity to attend.

1.3 What Thurrock-specific data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review? Is there other national or regional data and intelligence you have used to form the basis of your understanding?

#### **Sources of data or intelligence, and how they have been used to inform understanding**

The Feedback forms completed by Members throughout the 2024-25 training sessions has been used as the main source of intelligence for shaping the 2025-26 offer. This data is summarised in the March 2025 report.

## 2. Community and workforce impact

When completing this part of the assessment, please consider the following guidance:

- Be clear about all impacts, particularly negative impact upon groups
- Focus on those who will be impacted and consider the impacts they will experience
- Cross reference each individual impact with appropriate data and intelligence sources
- Ensure specific or technical terms are clearly clarified and explained, and all acronyms are spelled out

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents? Please consider the sub-groups listed in each section. See the [WHIASU Population Group checklist](#) for further identified impact groups.

**Please ensure a full response is provided for every question, including where only neutral impacts are anticipated.**

If a neutral impact is anticipated (and therefore no specific mitigation activity required), state this clearly to show you have considered this for each group.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<p><b>Local communities in general</b></p> <ul style="list-style-type: none"> <li>• Impacted community groups</li> <li>• Relevant cultural groups</li> <li>• Homeless</li> <li>• People seeking asylum</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Strategy only impacts Members. The Strategy supports varied learning for Members with different learning needs.</p>	<p>Each Member will have a Member Training Profile which helps officers and the group hone the right learning paths and styles for that Member. Furthermore, the learning pathways developed for each role a Member may take up gives the opportunity for the training to be specific to role needs.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Age</b> e.g. <ul style="list-style-type: none"> <li>• Early years (from pregnancy to first year of life)</li> <li>• Children and young people</li> <li>• General adult population</li> <li>• Older people</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above	As Above
<b>Disability</b> e.g. <ul style="list-style-type: none"> <li>• Those with physical or sensory disabilities or learning difficulties</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above.
<b>Gender reassignment</b> e.g. <ul style="list-style-type: none"> <li>• Those who have yet to, are undergoing, or have undergone gender reassignment</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Marriage and civil partnership</b> e.g. <ul style="list-style-type: none"> <li>• Married and divorced people</li> <li>• Those in a civil partnership</li> <li>• Co-habiting couples</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above
<b>Pregnancy and maternity</b> e.g. <ul style="list-style-type: none"> <li>• Expecting parents</li> <li>• New parents on maternity or paternity leave</li> <li>• Parent/child groups</li> <li>• Lone parent families</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above
<b>Race</b> e.g. <ul style="list-style-type: none"> <li>• Black, Asian and Minority ethnic groups including Gypsies, Roma and Travellers</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above



Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Religion or belief</b> e.g. <ul style="list-style-type: none"> <li>• People of different religions or holding particular beliefs</li> <li>• Religious cultural or community groups</li> <li>• Religious and cultural events throughout the community/year</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above
<b>Sex</b> <ul style="list-style-type: none"> <li>• Male/Female</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above
<b>Sexual orientation</b> e.g. <ul style="list-style-type: none"> <li>• Heterosexual people</li> <li>• Lesbian, gay and bisexual people</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<p><b>Location-specific impact, if any</b></p> <p>e.g.</p> <ul style="list-style-type: none"> <li>Specifically impacted wards or regions of Thurrock</li> <li>Isolated or over-populated areas</li> <li>Those living in areas of poor economic conditions/with poor health indicators</li> <li>Those unable to access services</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Above	As Above
<p><b>Workforce</b></p> <ul style="list-style-type: none"> <li>Employees of Thurrock Council – this may include specific services within the authority</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Officers are supported to deliver the correct training as prescribed by the consultation with Members.	Officers are kept engaged with the training schedule throughout the development stage.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<p><b>Health and wellbeing of residents</b></p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• People with severe physical and/or mental health conditions</li> <li>• Health impacts in local areas i.e. low air quality/high pollution</li> <li>• Community impacts upon wellbeing i.e. low community safety/high crime</li> <li>• Economic impacts upon health i.e. income, poverty, debt</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a	N/a
<p><b>Socio-economic outcomes</b></p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Economically inactive people</li> <li>• People on low income, with debt or in poverty</li> <li>• People unable to work due to ill health</li> <li>• Unemployed people</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a	N/a

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Veterans and serving members of the armed forces</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a	N/a
<b>Unpaid carers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a	N/a

### 3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans. Consider:

- When and who will review and update the CEIA throughout the delivery of the proposal?
- What future work, including further consultation and engagement, is set to take place?
- What ongoing reviews of the CEIA and the proposal will take place?

Action	By when	By who
Continue to collect feedback from Members after each training session	Ongoing.	Democratic Services

Continue to hold a Member & Democratic Services bi-yearly review meeting to check the status of the Strategy and its terms.	August and April	Democratic and Member Services
---	------------------	--------------------------------

#### 4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

#### Summary of implications and customer impact

A Community Equality Impact Assessment has been completed for the Strategy which will be reviewed to reflect member needs alongside implementation. The Strategy takes into account individual Member learning needs by providing a one to one contact system where an assigned officer can pick up any issues a Member may have accessing training and learning opportunities.

#### 5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant Project Sponsor, Head of Service, or Assistant Director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
------	------	------

Helen Nicol	Assistant Director of Legal Services	Click or tap here to enter text.
-------------	--------------------------------------	----------------------------------