

**Working together to create a borough of opportunity  
Predictive Equality Impact Assessment (PEIA) (V.5)  
FOR ALL COUNCIL DECISIONS ONLY**



**Title of report or proposal:**

**REDUCTION OF PRINTED AGENDAS AND REPORTS**

Describe in full the aims, objectives and purpose of the proposal, including desired outcomes:

**The purpose of the report is to reduce the number of hard copy Committee agendas printed by the Council. The aim is to seek the approval for only appointed Members of Committees and Officer who regularly attend committee meetings to automatically receive hard copies of agendas unless a copy has been requested on a special basis such as disability or in order to carry out his or her duties as a Councillor.**

Department:

**Finance and Corporate Services**

Officer Responsible: *(to be completed by the report author)*

**Kayode Adewumi, 020 8753 2499 [kayode.adewumi@lbhf.gov.uk](mailto:kayode.adewumi@lbhf.gov.uk)**

(Signature, Print Name, Contact Number and Email Address)

**Form and report MUST be checked and countersigned** by the Opportunities Officer (Organisational Development)

Opportunities Officer: *(to be completed by the Opportunities Manager)*

Signed off by Lillian Magero on **11/11/09** Email [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) Tel 020 8753 2355

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Who are the main people that this decision will affect?

**All Councillors, officers who attend committee meetings and residents who might current receive agenda summary sheets.**

2. Identify the risks that could prevent the planned outcomes

**Current IT systems not working**

3. Could the proposal have a positive impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, monitoring?)

**a) b) c) d) e) f) The project will result in a reduction of number of agenda printed freeing up financial resources to be used to meet other Council priorities. More people would have access to council meeting information as they will have the ability to obtain all committee report electronically. Provision has been made for requests for hard copies of agendas to be considered when made on disability or diversity grounds.**

4. Could the proposal have a differential negative impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, monitoring,?)

**a) b) c) d) e) f) No**

5. Could the proposal have any differential impact (either positive, negative or neutral) on the health outcomes of the local population? Please provide details.

**NO**

6. Can any differential negative impact of the decision be justified?

**N/A**

7. If you have undertaken any internal/ external research or consultation(s) please list these below:

**The Value For Money Scrutiny Committee initiated this proposal. All chief officers have been consulted on how to reduce existing distribution lists.**

8. Do you need to undertake any further consultation? If so, what and with whom?

**No**

9. If any differential negative impact is predicted, what actions are you planning to implement which would help lessen any adverse impact? Please give details.

**N/A**

**PLEASE EMAIL COMPLETED FORM TO [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk)**

**Contact: Equalities & Diversity Officer, 020 8753 1874  
London Borough of Hammersmith & Fulham**