

Equality, Diversity, Community Cohesion
 Impact Assessment
 Summary Form

Impact Assessment of: Press and Media Team, LCC
Service/ Directorate: Policy Planning and Improvement
Date Completed: 10th November 2009
Lead Officer: Sara Hyman

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Sara Hyman	Press and Media Team, LCC	Manager of service
Tajinder Virdee	Equality Team	Project Officer

Brief description of policy/ service:

It is the job of the press office to ensure journalists are given a response or interview with all the relevant information, that the response is robust and promotes a better understanding of the council's services, plans and policies.

Press officers also work closely with managers and executive board members to identify contentious issues which may attract negative media interest and ensure the council has prepared communications to respond.

Brief account of how the impact assessment was carried out:

The assessment included using findings from previous consultation carried out with journalists, Consultation with members and other internal users and any past

assessments done.

There was then an exercise to work through all potential barriers.

Brief description of any adverse affects found:

Physical location –With regards to the lift being broken, work to fix it is in progress, but we can visit people outside the office as an alternative solution

Form needed to report racial or hate incidents.
Staff to assess in PDPs whether they need any training on community cohesion.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Form needed to report racial or hate incidents.		
Staff to assess in PDPs whether they need any training on community cohesion.		

Contacts for further information:

Sara Hyman
Communications team
Email: Communicationsteam@leeds.gov.uk

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To be completed by Equality Team