

## Summary Fair Treatment Assessment (FTA)

<b>Area for Assessment:</b>		
<b>Name of service or function etc</b>	Legal Services	
<b>Which Service does this affect?</b>	Corporate Governance	
<b>Is this a new, existing or revised function?</b>	Existing	
<b>Summary of findings:</b>		
<b>Main conclusions on the likely impact of the function on different equality groups (protected characteristics):</b>		
<p>Legal Services is an in house local government legal section, providing the majority of the legal needs and requirements of the Council, its members and officers.</p> <p>The desired outcome of this FTA was to ensure that Legal Services meets all its equality responsibilities when carrying out its functions.</p> <p>To achieve this outcome, Legal Services managers identified that, upon receipt of instructions from any client department, they should consider all the aspects of equality as part of the risk assessment. To indicate that this assessment has taken place, a section on the file checklist would have to be completed.</p> <p>As a result of this FTA, when Legal Services sends a confirmation to any client department that issues instructions for legal advice or action, a prompt will be included to remind the client of their responsibilities in relation to all aspects of equality, such as equality monitoring.</p> <p>When Legal Services sends a completion memo to the client after a matter has been resolved, it will ask for feedback on any issues relating to equality.</p> <p>Team Leaders will be available to discuss any issues with client departments.</p>		
<b>Actions:</b>		
<b>Actions identified to address negative impacts identified or to better promote equality, human rights, cohesive and sustainable communities and safeguarding issues</b>		
<b>Action</b>	<b>Outcome</b>	<b>Timescale</b>
Equality requirements added to Risk Profiles	Become part of risk assessment on each matter	Within one month
Prompt for Client Departments added to confirmation and completion memos	Legal Services and client department aware of requirements	Within one month
Question added to Client Questionnaire	Feedback	Within three months
Undertake review with client department half yearly	Improved monitoring	Half yearly
<b>Date Assessment Signed Off</b>	20 January 2012	