

## **COMMITTEE ON EQUALITY OF OPPORTUNITY**

**Date: Thursday, 21 October 1999-10-18**

**Time: 9.30 am**

**Venue: Committee Room 1, National Assembly Building**

**Title: Submission Guidance for officials**

This paper contains extracts from a note which provides general guidance on the Assembly Cabinet's requirements for:

- submissions to Assembly Secretaries
- Cabinet papers
- involving Committees and
- business for Plenary.

### **"Format of Submissions**

#### *Impacts*

All policy submissions should give details of the impact of any proposal on the following statutory requirements:

- equality of opportunity and Human Rights. The duty to have regard to the principle of equality of opportunity means that proposals should be assessed to see whether they will have a differential impact on particular groups in the community – in particular people with disabilities, ethnic minorities and women. This assessment is best made by involving such groups in the development of proposals. They should also be included in consultation exercises and any proposals for informing the public should take their needs into account. Guidance on how to take account of the European Convention on Human Rights is in section H1 and part D of the Handbook."

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### **"The Checklist**

6. Each submission to Assembly Secretaries and papers to Cabinet requiring decisions under delegated functions must demonstrate that the requirements in section 2, including the statutory requirements set out in 2.11 – 2.13 have been properly considered. This must be done through detailed advice in the submission and through completion of the checklist attached to each submission folder (example at annex 1). The checklist will be **compulsory** for all submissions requiring decisions under delegated functions (substantive submissions).

7. The checklist should be completed by the person who drafts the submission. The checklist will be an integral part of the submission and should be submitted for clearance through the relevant manager (where submissions need to be cleared through the line) alongside it....."

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**ANNEX**

**CHECKLIST FOR ALL SUBSTANTIVE SUBMISSIONS**

**To be completed by the originating officer before submission is signed off**

**Tick to**

**Confirm**

a. I have checked the submission against Finance Notice

3/99 on submissions and the submission fulfils the requirements on compliance.

a. To the best of my knowledge the submission takes

account of the Assembly’s obligation under s107 n/a

of the Government of Wales Act (the European

Convention on Human Rights) and its duties under

section 120 of the Act to promote Equality of opportunity.

b. The submission examines possible impacts on: local n/a  
government, the voluntary sector, and sustainable  
development (e.g. disadvantaged groups, the environment  
and the economy).

d) I have checked the submission against the guidance note  
on submissions and this meets the format and the  
requirements set out in it.

