

# BRAINTREE DISTRICT COUNCIL - IMPACT ASSESSMENT

## WHY DO I NEED TO DO AN ASSESSMENT?

This Impact Assessment isn't designed to 'catch you out'. It is designed to help you think about and improve the way you deliver your services by ensuring that they are as inclusive as possible.

It will help you to test the impact on people when reviewing or developing new policies, strategies and functions to find out if there is any adverse impact or illegal discrimination or any unmet need or requirements.

Legislation imposes duties on local authorities to promote equality and tackle discrimination related to Age, Disability, Gender (includes marital status, gender reassignment), Race (colour, ethnic or national origin, nationality) Religion or Belief, Sexual Orientation, However, we have also included discretionary but important additional categories relevant to our District in this assessment process: People Living in Rural Areas, People living in Urban Areas, People on Low Incomes and People for whom English is not their first Language.

To comply with legislation the Council is required to publish its Impact Assessments and these will be made available on our website.

## WHAT HAS TO BE IMPACT ASSESSED?

You need to do an Assessment when reviewing, making changes to or developing new and existing policies, strategies and functions that are relevant to equality. This can be determined as follows:

### RELEVANT – Impact Assessment must be done

- The policy, strategy or function will impact on people (residents, staff or people living, visiting or working in Braintree District)
- The policy, strategy or function may benefit some people or communities and not others

### NOT RELEVANT – Impact Assessment not needed

- No intended impact on people
- The policy, strategy or function is administrative only

## HOW DO I DO THIS ASSESSMENT?

By answering the questions in the following Assessment template you will be able to consider any possible positive or negative impacts that a new or existing policy, strategy or function may have on defined groups, using data as evidence, and take action accordingly.

## IMPACT ASSESSMENT – INITIAL SCREENING

Name of Policy, Strategy or Function being assessed	Community Wellbeing Days
Is this a new or existing Policy, Strategy or Function?	Existing Function
Person responsible for the assessment	Nathan Rowland, Community Safety & Development Officer
Service Area	Community Services
Head of Service/Manager	Helena Goodwin
Date	<b>30<sup>th</sup> Nov 2011</b>

### **1. What is the main purpose of the Policy, Strategy or Function?**

The Community Wellbeing Days project is an initiative developed by the Braintree District Council's Community Development Team to provide information and advice to residents from around the district on a range of issues affecting quality of life for residents identified in the Joint Strategic Needs Assessment and sustainable communities' strategy. This is delivered through marketplace style exhibitions from various local agencies at locations around the district offering free information, advice and referrals and raising awareness of the services available to support residents.

Following a successful pilot in 2008, events are held annually in Braintree, Witham and Halstead town centres coinciding with the International Day of Older People to take the information about various Braintree District Council services, partner agencies and community groups out into the community.

### **2. Who else will be involved in the delivery of this Strategy, Policy or Function?**

#### **If so, state who they are. They will need to be involved in producing this Impact Assessment**

The project was developed and led by Braintree District Council's Community Safety and Development Team but is supported and attended by a range of partner agencies as well as other BDC departments including:

- Benefits
- Housing Services
- Leisure Services
- Energy Conservation
- Community Transport
- Community Halls

- Essex Fire and Rescue Service
- Essex Police
- Neighbourhood Watch
- Essex County Council Social Inclusion Team
- Braintree Museum
- Braintree Community Association
- Braintree Pensioners Action Group
- Action For Family Carers
- Mid Essex PCT
- REVI
- Essex Action For Men
- National Childbirth Trust
- Greenfields Community Housing
- Braintree Community Hospital

### **3. Who are you delivering your service to/who will be affected by the Strategy, Policy or Function?**

This project is open to all members of the community as it takes place in a public arena and is promoted through both BDC standard communications channels as well as directly to a range of local community groups across the district. There is also a specific benefit to the following groups, through representation of partner agencies and community groups providing specialist advice and support:

- Older People – Agencies offering advice and services to retired residents as well as community groups running activities and events attend.
- LGBT Community – through attendance by Agencies such as Essex Action for Men and Mid Essex NHS on health issues and information from agencies such as Essex Police and BDC on Hate Crime Reporting
- Rurally Isolated Groups – Through support and advice available from Community Transport, Village Agents and promotion to Parish Council's and schools across the district and delivered in the three main town to help reduce travel time for residents coming from
- People on Low Incomes – Continued presence by BDC Benefits Department, housing associations and the Citizens Advice Bureau
- Ethnic Minority Groups - through attendance by groups such as REVI and Milan Asia and information from agencies such as Essex Police and BDC on Hate Crime Reporting
- Informal/Family Carers – Agencies offering advice and services to carers as well information for people in need of carers support are on hand to promote their services.

**4. To ensure that you have all available information that could help you to undertake this Impact Assessment complete the following table to evidence which of the following sources of information you are using, or intend to use, to assess the impact of the Policy, Strategy or Function on people within the following equality groups:** Disability, Race (colour, ethnic or national origin, nationality) Religion or Belief, Sex (marital status, gender reassignment), Sexual orientation, Age, People living in rural areas, People living in urban areas, People on low incomes, People for whom English is not their first language. **The sources listed are for guidance so please add/substitute your own categories as appropriate.**

Source	Reference (date/ relevant publication, etc)
Performance Indicators/Targets	
User Satisfaction Surveys	Annual monitoring questionnaires are issued at each event to ensure continual monitoring of community needs and delivery of the event.
Consultation results (new and existing)	
Staff monitoring data	
Complaints information	
Demographic profiles (census, etc)	Census data, Experian Mosaic District Profiles
Local Needs Analysis (internal or external sources)	A review of existing projects targeting Older People was undertaken in 2008 and identified a gap in coverage for both BDC and Partner Agencies.
Staff Survey results	
Research reports	
Best Practice Information	
Benchmarking data	
Expert views of people representing the equality groups	Continual development has involved consultation with local representative groups such as Braintree District Hate Crime Panel and Pensioners Action Group.
Other – please state	

5. Based on the data indicated in question 4, assess the impact that the Policy, Strategy or Function could have on the groups below. The impact could be positive ie it will benefit this group, it could help to promote equality, access, or improve relations within equality groups. The impact could be negative i.e. it could disadvantage them. You need to explain the reasons for the impact assessment you have made

Equality Group	Category	Positive Impact	Negative Impact/ Risk	Explanation
Age	Children 0-16	✓		These events are open to all members of the public, are free to attend and represent a range of services for all ages in the community, ranging from the National Childbirth Trust, to the Braintree Pensioners Action Group and information for Parents and Carers.
	Young People 17-25	✓		As above
	Ages 26-59	✓		As Above
	Older People 60+	✓		As Above
Disability	Blind/Partially Sighted	✓		Support services are on hand for people with a range of disabilities as a well as on hand advice and support for people who care for people with disabilities. All events take place in DDA compliant, fully accessible venues to encourage all members of the community to attend.
	Deaf/Hearing Impaired	✓		As above
	Wheelchair user/mobility difficulties	✓		As above
	Learning Difficulties	✓		As above
	Mental Health Difficulties	✓		As above
	Learning Difficulties	✓		As Above

Gender	Women	✓		These events are open to all members of the public, are free to attend and represent a range of services for all ages in the community
	Men	✓		These events are open to all members of the public, are free to attend and represent a range of services for all ages in the community
	Transgender	✓		These events are open to all members of the public, are free to attend and represent a range of services for all ages in the community. Transgender groups are additionally supported through attendance by agencies such as Essex Action for Men, Essex Police and BDC who provide advice on Hate Crime Reporting.
Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify	✓		These events are open to all members of the public, are free to attend and represent a range of services for all ages in the community. People of all ethnic groups are additionally supported through attendance by agencies such as Essex Police and BDC who provide advice on Hate Crime Reporting.
	Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify	✓		As above
	Black including Caribbean, Somali, Other African, Other Black background – please specify	✓		As above

	Mixed Dual Heritage including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify	✓		As above
	Gypsies/Travellers	✓		As above
Religion/Belief	Buddhist	✓		These events are open to all members of the public, are free to attend and represent a range of services for all ages in the community. People of all religions are additionally supported through attendance by agencies such as Essex Action for Men, Essex Police and BDC on Hate Crime Reporting. All events take place in a secular venues to encourage all members of the community to attend.
	Christian	✓		As above
	Hindu	✓		As above
	Jewish	✓		As above
	Muslim	✓		As above
	Sikh	✓		As above
	Other – please specify	✓		As above
Sexual Orientation	Lesbian Gay men Heterosexual Bi-sexual	✓		Residents of any sexual orientation are positively impacted through attendance by agencies such as Essex Action for Men, Essex Police and BDC on Hate Crime Reporting, as well as specific health advice from Mid Essex PCT and other agencies.

Social Inclusion	People living in rural areas	✓		Whilst it is not possible to deliver these events in rural areas due to staff and agency time, events are promoted to residents in rural areas with notices/posters/fliers sent to all parish councils to display on their community notice boards. The events also feature information specifically relating to rural issues such as Community Transport Schemes, Village Agents and visiting benefits officers.
	People living in urban areas	✓		The events take place in town centres therefore positively impacting on residents living in urban areas.
	People on low incomes	✓		Events are free to attend, open to all and are attended by a range of agencies offering advice and services to people on low incomes.
	English not first language		✓	The majority of agencies involved are solely English speaking. Attendees with limited English speaking ability can be referred to the websites of different agencies where information may be available in alternative languages through the use of leaflets/cards etc.
Other (optional)	Use to define Impact on any groups specific to this Strategy, Policy or Function not listed above.			



**6. Based on your answer to question 5, could the Policy, Strategy or Function discriminate against any of the groups below either directly or indirectly**

**NOTE: Direct Discrimination** occurs when a person is treated less favourably than another in a comparable situation because of their racial or ethnic origin, gender, religion or belief, disability, age or sexual orientation.

**Indirect Discrimination** occurs when an apparently neutral provision or practice would disadvantage people on the grounds of racial or ethnic origin, gender, religion or belief, disability, age or sexual orientation, unless the practice can be objectively justified by a legitimate aim

Group	Direct Yes/No	Indirect Yes/No	If Yes state how
Age	No	No	
Disability	No	No	
Gender	No	No	
Race	No	No	
Religion/Belief	No	No	
Sexual Orientation	No	No	
Social Inclusion	No	Yes	Due to staff/partner agency/volunteer time it is not financially viable to deliver a Wellbeing Day in each village or parish in the Braintree District. Steps are taken however to ensure that these events are promoted as widely as possible and

			<p>that the information is as relevant to people living in rural areas as possible.</p> <p>The majority of agencies involved are solely English speaking therefore people for whom English is not their first language may be indirectly discriminated.</p>
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**7. Referring to your answers to questions 5 and 6, can you easily minimize or remove any negative impacts identified and if so how?**

Steps are taken however to ensure that these events are promoted as widely as possible and that the information is as relevant to people living in rural areas as possible.

Attendees with limited English speaking ability can be referred to the websites of different agencies where may be available in alternative languages through the use of leaflets/cards etc. but it is neither financially viable nor is it proportionate to provide full translation services at these events.

**8. If the negative impacts cannot be minimized or removed, they need to be justified. Please explain how and what the evidence for this is.**

**You may want to refer back to the monitoring data you listed in Question 4 to answer this question.**

**9. If you have identified any impacts as positive in Question 5, are there any further ways in which you can adapt the policy, strategy or function to increase or extend its positive benefits for equality groups? Please explain your reasoning.**

By further involving the local community and the agencies representing them, it will continually develop these events to make sure that;

- the information being provided is up to date and relevant
- the format is of the event is appropriate for the majority of people
- the agencies and groups involved are representative of the needs of the community

**10. Based on the information you have now provided in this assessment please proceed as follows:**

<b>Equality Impact Assessment</b>	<b>Action</b>
No negative impacts have been identified and this has been justified with evidence	Go to Q11 and Sign Off
Negative impacts were identified but have been minimized or removed	Go to Q11 and Sign Off
There is insufficient evidence to reach a valid conclusion on the Impact	Go back and collect additional evidence/data and then complete a new Assessment
Negative impacts were identified but have not been minimized, removed or justified	Complete the Action Plan below and then sign off by completing Q11

**11. Sign Off**

<b>Assessment Completed by (name &amp; signature)</b>	 <b>Nathan Rowland Community Safety and Development Officer</b>
<b>Senior Manager (name &amp; signature)</b>	 <b>Helena Goodwin Community Services Manager</b>
<b>Date:</b>	<b>30<sup>th</sup> November 2011</b>

**A copy of the signed Impact Assessment and any Action Plan should be retained and appended to the relevant Policy/Strategy document or Business Plan. A signed hard copy and an electronic copy should be sent to Charmaine Dean, Head of Community Services. It is a statutory requirement to publish the results of Equality Impact Assessments. We will make these available on our website.**

### **IMPACT ASSESSMENT ACTION PLAN**

**You now need to develop and implement an Action Plan to address the negative impacts identified that could not be minimized, removed or justified.**

This should include more detailed research, further data collection or consultation with representatives from the equality group(s) who you have identified as being likely to suffer a negative impact/be disadvantaged by the Policy, Strategy or Function being assessed.

### **ACTION PLAN**

<b>Equality Group (eg young people, blind/partially sighted, etc)</b>	<b>Negative Impact Identified</b>	<b>Action</b>	<b>By Who</b>	<b>Start Date</b>	<b>End Date</b>

### **ACTION PLAN MONITORING**

<b>How will you monitor progress of your Action Plan? And at what intervals?</b>	
<b>How frequently will this monitoring take place?</b>	
<b>Who will be responsible for this?</b>	

**Now go back to question 11 to complete and sign off this Assessment**