

# BRAINTREE DISTRICT COUNCIL - EQUALITY IMPACT ASSESSMENT

## 2 STAGE MODEL

### **WHY DO I NEED TO DO AN ASSESSMENT?**

Various 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,

This Assessment Template will help you to test the impact on people of new and existing policies, strategies and functions to find out if there is any adverse impact or illegal discrimination or any unmet need or requirements. We have included discretionary but important additional categories in this assessment: People Living in Rural Areas, People on Low Incomes and People for whom English is not their first Language.

Completing this assessment will help you to improve the way that your services are delivered.

### **WHAT HAS TO BE EQUALITY IMPACT ASSESSED?**

You only need to do an Assessment on new and existing policies, strategies and functions that are relevant to equality. This can be determined as follows:

#### **RELEVANT – Equality 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 – Equality Impact Assessment not needed**

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

### **HOW DO I DO THIS ASSESSMENT?**

You will be asked to consider any possible positive or negative impacts that a new or existing policy, strategy or function may have on defined groups by using data as evidence. Follow the steps in the Assessment Form and use the attached guidance notes.

This isn't trying to 'catch you out' but to help you to improve the way you deliver your services by ensuring that they are as inclusive as possible.

## EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

Name of Policy, Strategy or Function being assessed	Emergency Accommodation Management Guide
Is this a new or existing Policy, Strategy or Function?	Existing Guide
Person responsible for the assessment	Kathy Brown
Service Area	Health Safety & Emergency Planning
Head of Service	Lee Crabb
Date	3 <sup>rd</sup> September 2009

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

The purpose of the guide is to assist Rest Centre Managers and Staff to open Emergency Accommodation at the request of the Police to offer shelter and information to communities evacuated from their homes in the event of an Emergency.

### **2. Are other services or partners involved in the delivery of the Policy, Strategy or Function?**

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

No partners need to be involved in the setting up of the Emergency Accommodation. Running of the various types of Emergency Accommodation will require the input from various organisations for example PCT, Voluntary Agencies, Social Care. Community transport.

**3. Who are the audience, users, customers who will be affected by the Policy, Strategy or Function?**

The users of the Emergency Accommodation would be any member of the public who requires shelter/accommodation due to an Emergency Situation

**4. How do you monitor, or how do you intend to monitor 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 on low incomes, People for whom English is not their first language.

Performance Indicators/Targets	Follow Cabinet Guidance on Humanitarian Assistance and dealing with Disasters
User Satisfaction Surveys	De-briefs and Awareness Meetings after an event.
Consultation results (new and existing)	Consultation on Humanitarian Support is issued by the Cabinet Office for all Organisations to comment on prior to any update of guidance.
Staff monitoring data	De-brief after an event and attending seminars which share information on events in the UK. Example Floods of 2007 in Hull and Gloucestershire.
Complaints information	Take information from log sheets produced during an event to improve Emergency response and preparedness
Demographic profiles (census, etc)	Look at Place Survey and Demographic profiles for Essex and the District. Use the census during an

	evacuation of the area.
Local Needs Analysis (internal or external sources)	Annual update of 'vulnerable' people in a Parish as defined within the Cabinet Guidance on Identifying People Who are Vulnerable in a Crisis.
Staff Survey results	N/A
Research reports	Via the Cabinet Office
Best Practice Information	Beacon Authorities within the Emergency planning arena share information. Learn from real events Local/National and World Wide, example London Bombings, World Trade Centre
Benchmarking data	
Expert views of people representing the equality groups	Voluntary Forum for Essex and the Region Group where all groups are represented to share ideas. Cabinet Office are promoting Community resilience and guidance on The Needs of Faith Communities in Major Emergencies. and Humanitarian Assistance Guide.
Other – please state	

**5. Based on the information indicated in question 4. above complete the following table to assess the impact that the Policy, Strategy or Function could have on the groups below. The impact could be positive ie it could help to promote equality, equal opportunities, or improve relations within equality target 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**

<b>Equality Group</b>	<b>Category</b>	<b>Positive Impact could promote equality and/or benefit this group</b>	<b>Negative Impact or Risk that this group could be disadvantaged</b>	<b>Explanation</b>
Age	Children 0-16			Follow National Guidelines on providing Shelter and Accommodation in an Emergency and therefore we would hope to have a positive impact on all groups
	Young People 17-25			As Above
	Older People 60+			As Above
Disability	Blind/Partially Sighted			As Above
	Deaf/Hearing Impaired			As Above
	Wheelchair user/mobility difficulties			May have a problem with a smaller venue for example a Parish Community Hall. Identified Principal Emergency Accommodation are High Schools within the District and have suitable access and facilities.
	Learning Difficulties			As Above
	Mental Health Difficulties			As Above
	Learning Difficulties			As Above
Gender	Women			As Above
	Men			As Above
	Transgender			As Above

Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify			Cabinet Office Guidance 'The Needs of Faith Communities in Major Emergencies Guide and Management of Death Guidance. And links to Faith groups via the Salvation Army Representative on the Essex voluntary Forum Group.
	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	Liaise with the member of staff responsible for travellers within the District		As Above
Religion/Belief	Buddhist			As Above
	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	Emergency Accommodation is open to all members of the community	There may be issues with members of the community using the Accommodation if a Paedophile or Transgender member of the community are in the Accommodation.	No specific Guidance Emergency Accommodation has to be inclusive. Social Care, Probation Office will be available in the Accommodation for advice.
Social Inclusion	People living in rural areas	Emergency Accommodation identified in each Parish		Follow National Guidelines on providing Shelter and Accommodation in an Emergency and therefore we would hope to have a positive impact on all groups
	People on low incomes	Emergency Accommodation is open to all members of the community		Benefits staff and Social Care staff are available to offer assistance in Emergency Accommodation
	English not first language	Language Books and access to Language Line and the Red Cross		Humanitarian Guidance from the Cabinet Office.

**6. Based on your answer to question 5 above 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	Yes	May have issues with access to Parish Community Halls
Gender	No	No	
Race	No	No	
Religion/Belief	No	No	
Sexual Orientation	No	Yes	Members of the Community may feel uncomfortable if a transgender or Paedophile are in the Accommodation
Social Inclusion	No	No	

**7. Referring to your answers to questions 5 and 6, can you easily minimize or remove any negative impacts identified and if so how?**

Re-visit the identified Parish Emergency Accommodation Buildings to ensure access and facilities for persons with a disability. Borrow portable induction loops from OD&L or the Town Hall

Provision of various alternative rooms within the accommodation. Advice from Social Care, Probation Service or the Police as required.



**8. If the negative impacts cannot be minimized or removed, can they be justified? Please explain how. You may want to refer back to the monitoring data in Question 4 to evidence this**

**9. If you have not identified any positive impacts, can you adapt the policy, strategy or function in any way so that it does impact positively?**

**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	Sign Off by completing 12. below
Negative impacts were identified but have been minimized or removed	Sign off by completing 12. below
There is insufficient evidence to reach a valid conclusion	Go back and collect additional evidence/data and then complete this Assessment
Negative impacts were identified but have not been minimized, removed or justified	Go to Full Equality Impact Assessment below

**12.**

<b>Assessment Completed by (name &amp; signature)</b> Kathy Brown	
<b>Head of Service (name &amp; signature)</b> Lee Crabb	
<b>Date:</b> 3/9/09	

**A copy of the signed Equalities 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 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.**

### **FULL EQUALITY IMPACT ASSESSMENT**

**You now need to complete a Full Equality Impact Assessment because you identified a negative impact of the Policy, Strategy or Function in relation to equality groups that could not easily be minimized or removed. You will need to complete the Action Plan below to show what you will do to address this. This should include 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</b>	<b>Negative Impact Identified</b>	<b>Action</b>	<b>By Who</b>	<b>Start Date</b>	<b>End Date</b>

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**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**