

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 Consultations
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	30th Nov 2011

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

The purpose of this function is to identify the specific issues affecting neighbourhoods across the district which have been identified as being in need of support from the Community Safety and Development Team. Areas of need are identified by a variety of internal and external sources including; Multi Agency Joint Action Groups (JAGs), Number of calls to Braintree District Council, Referrals from Prevention and Education Officers (BDC) and Police Anti Social Behaviour Officers, Issues raised by residents at community meetings, Neighbourhood Action Panel meetings, Neighbourhood watch co-ordinator referrals and cases raised at the Local Area Committees.

The consultations are then used by resident groups supported by BDC Community Safety and Development Officers to develop and action plan for their area to deliver Community Led Solutions to the specific issues affecting where they live.

Open consultations are also held to coincide with the annual Community Wellbeing Days held in September/October in the three main towns. The results of these consultations and the neighbourhood specific activities are combined and used as part the statutory requirement of public consultation on priorities for the Braintree District Community Safety Partnership (CSP) in the Annual Strategic Assessment.

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

These activities are delivered and led by Braintree District Council's Community Safety and Development Team in partnership with a variety of local community groups and other agencies operating in areas of need. The specific partners will change dependent on the area where the consultation is taking place and the purpose for the consultation.

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 within specific areas of the district which have been identified as in need of support from the Community Safety and Development Team, as well as general consultations undertaken as part of the Annual Strategic Assessment of the CSP. Officers delivering these activities recognise that there is no “one size fits all” model when it comes to undertaking a successful consultation and as such will utilise a variety of methods to get the views of as many members of the residents as possible which represents an accurate cross section of the community.

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	Formerly impacted on NI 4, NI 17 & Local Indicator 7.2. Now rescinded by the coalition government.
User Satisfaction Surveys	Annual monitoring questionnaires are issued at each event to ensure continual monitoring of community needs and delivery of consultations.
Consultation results (new and existing)	We draw on experience gained in each area a consultation is deliver to continually improve method and questions used
Staff monitoring data	
Complaints information	Used to help identify neighbourhoods in need of intervention
Demographic profiles (census, etc)	Census data, Experian Mosaic District Profiles
Local Needs Analysis (internal or external sources)	Local needs analysis are undertaken for all area specific consultations to identify key local individuals and work with resident volunteers to draw on local knowledge to develop the most appropriate consultation design for the area.
Staff Survey results	
Research reports	

Best Practice Information	
Benchmarking data	
Expert views of people representing the equality groups	Development has involved consultation with local communities and Braintree District Council's Equalities and Diversity Manager.
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
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Age	Children 0-16	✓		<p>Specific consultation activities have been designed to capture the views of children aged from 4-10 and 11-17 years old. Due to the issues and concepts being consulted on, it was not felt viable to attempt to get the view of anybody younger than this. Methods specifically designed include:</p> <ul style="list-style-type: none"> • Paper based questionnaires for 4-10 years old, using simple questions and pictographic representations to help with comprehension of different concepts which can be undertaken at children's centres, pre-schools and other locations with adult support. • Paper based questionnaires for 11-17 years old, which can be undertaken at youth centres, schools and other locations. • Workshops which have been developed using the interactive Keepad voting System, paper based and other interactive activities to educate children; get their views and check understanding. This has been successfully piloted in Great Yeldham Primary School.
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	Young People 17-25	✓		<p>Specific consultation activities have been designed to capture the views of people over the age of 17 including:</p> <ul style="list-style-type: none"> • Paper based questionnaires • Online Surveys • Workshops using the interactive Keepad voting System, paper based and other interactive activities held at different times and locations to suit the local community • Face to face interviews & surveys
	Ages 26-59	✓		<p>Specific consultation activities have been designed to capture the views of people over the age of 17 including:</p> <ul style="list-style-type: none"> • Paper based questionnaires • Online Surveys • Workshops using the interactive Keepad voting System, paper based and other interactive activities held at different times and locations to suit the local community • Face to face interviews & surveys

	Older People 60+	✓		<p>Specific consultation activities have been designed to capture the views of people over the age of 17 including:</p> <ul style="list-style-type: none">• Paper based questionnaires• Online Surveys• Workshops using the interactive Keepad voting System, paper based and other interactive activities held at different times and locations to suit the local community, including specific workshops held in sheltered housing units for older people in areas of need.• Face to face interviews & surveys undertaken at Community Wellbeing Days, attended by large numbers of Older People.
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Disability	Blind/Partially Sighted	✓		<p>One of the purposes of the consultation is to identify any safety issues affecting residents which can include hate crime towards disabled people.</p> <p>Consultation activities utilised include one-to-one, supported completion of surveys or support in workshop activities for blind and partially sighted residents</p> <p>Paper questionnaires can also be reprinted in larger text on request for residents who are partially sighted.</p> <p>All events take place in DDA compliant, fully accessible venues to encourage all members of the community to attend.</p>
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	Deaf/Hearing Impaired	✓		<p>One of the purposes of the consultation is to identify any safety issues affecting residents which can include hate crime towards disabled people.</p> <p>Consultation activities utilised include Paper based questionnaires, Online Surveys and Workshops using the interactive Keypad voting System, held at different times and locations to suit the local community. The use of a PA system for voice amplification and also a hearing induction loop is possible depending on the location.</p> <p>All events take place in DDA compliant, fully accessible venues to encourage all members of the community to attend.</p>
	Wheelchair user/mobility difficulties	✓		<p>One of the purposes of the consultation is to identify any safety issues affecting residents which can include hate crime towards disabled people.</p> <p>All events take place in DDA compliant, fully accessible venues to encourage all members of the community to attend.</p>

	Learning Difficulties	✓		<p>One of the purposes of the consultation is to identify any safety issues affecting residents which can include hate crime towards disabled people.</p> <p>Consultation activities utilised include Paper based questionnaires, Online Surveys and Workshops using the interactive Keepad voting System, held at different times and locations to suit the local community. When dealing delivering these activities, additional support can be provided with carers assisting in the completion of these activities or through on-to-one assisted completion by a member of BDC staff. If delivering consultation activities in a group setting such as a day centre or sheltered housing unit, advice and assistance will be sought from onsite staff on any specific considerations or modifications which will need to be made.</p>
	Mental Health Difficulties	✓		As above
Gender	Women	✓		Consultation activities are open to all members of the public and gives them the opportunity share their views on any specific issues affecting them, their community and their safety.
	Men	✓		Consultation activities are open to all members of the public and gives them the opportunity share their views on any specific issues affecting them, their community and their safety.

	Transgender	✓		<p>Consultation activities are open to all members of the public and gives them the opportunity share their views on any specific issues affecting them, their community and their safety.</p> <p>One of the purposes of the consultation is to identify any safety issues affecting residents which can include hate crime towards transgender people.</p>
Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify	✓		Consultation activities are open to all members of the public and gives them the opportunity share their views on any specific issues affecting them, their community and their safety, which can include hate crime related to race.
	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	✓		<p>Consultation activities are open to all members of the public and gives them the opportunity share their views on any specific issues affecting them, their community and their safety, which can include hate crime related to race.</p> <p>Any workshop activities are undertaken in secular venues, on days and times suitable for most member of the community, and where possible taking into account days of worship for specific faith groups and other religious festivals</p>
	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	✓		<p>Consultation activities are open to all members of the public and gives them the opportunity share their views on any specific issues affecting them, their community and their safety, which can include hate crime related to sexuality.</p>
Social Inclusion	People living in rural areas	✓		<p>This activity directly targets specific neighbourhoods across the district (both urban and rural) which are affected by a range of community issues. Consultation activities are delivered in the actual areas affected and take into account local knowledge from key local individuals living in the locality.</p>

	People living in urban areas	✓		As above.
	People on low incomes	✓		<p>Activities are free to participate in and are delivered using a range of methods to make it available for most lifestyles.</p> <p>The results of consultations are also used by local resident led groups to develop actions plans for their area which often includes plans for additional low cost community activities, and sourcing grant funding for improvements to the local area.</p>
	English not first language	✓		<p>Due to the limitations on budget and the proportion of non-English speakers in the district, consultation activities are delivered in English as standard.</p> <p>In areas where there may be high proportion of non native speakers, officers would consider working with community leads to set up a peer consultation support scheme with volunteers from the community to enable residents with no English language ability the opportunity to take part.</p>
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	People for who English as is not their first language may feel unable to take part in consultation activities.

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

In areas where there may be high proportion of non native speakers, officers would consider working with community leads to set up a peer consultation support scheme with volunteers from the community to enable residents with no English language ability the opportunity to take part.

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.

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

Equality Impact Assessment	Action
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

Assessment Completed by (name & signature)	 Nathan Rowland Community Development Officer
Senior Manager (name & signature)	 Helena Goodwin Community Services Manager
Date:	30th Nov 2011

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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

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

ACTION PLAN MONITORING

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

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