

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 Disability, Race (colour, ethnic or national origin, nationality) Religion or Belief, Sex (marital status, gender reassignment), Sexual orientation, Age. 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	People's Panel
Is this a new or existing Policy, Strategy or Function?	new
Person responsible for the assessment	Claire Thwaites
Service Area	Communications
Head of Service	S. Lowe
Date	03/09/09

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

To involve more residents in expressing their opinions about BDC, our services, their priorities and their neighbourhood.

This will develop our understanding of what residents feel and need.

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

Currently at recruitment stage, other partners not directly involved.

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

Audience: residents (both customers and non-customers)

Users: the information provided by the People’s Panel will be used by all areas of the Council including Members

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	
User Satisfaction Surveys	✓
Consultation results (new and existing)	✓
Staff monitoring data	
Complaints information	
Demographic profiles (census, etc)	✓
Local Needs Analysis (internal or external sources)	
Staff Survey results	
Research reports	✓
Best Practice Information	
Benchmarking data	✓
Expert views of people representing the equality groups	✓
Other – please state	

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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

Equality Group	Category	Positive Impact could promote equality and/or benefit this group	Negative Impact or Risk that this group could be disadvantaged	Explanation
Age	Children 0-16	✓ through their parents		For all the positives: Their views on issues will be considered as part of the regular surveying 3 to 4 times a year. Special focus groups may be set up to tackle more into details particular issues affecting the equality groups (e.g services for disabled people in the district) For the negatives: Difficulty in recruiting these groups
	Young People 17-25	✓		
	Older People 60+	✓		
Disability	Blind/Partially Sighted	✓		
	Deaf/Hearing Impaired	✓		
	Wheelchair user/mobility difficulties	✓		
	Learning Difficulties	✓		
	Mental Health Difficulties		-	
	Learning Difficulties	✓		
Gender	Women	✓		
	Men	✓		
	Transgender		-	
Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify	✓		

	Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify	✓		
	Black including Caribbean, Somali, Other African, Other Black background – please specify	✓		
	Mixed Dual Heritage including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify	✓		
	Gypsies/Travellers	✓		
Religion/Belief	Buddhist	✓		
	Christian	✓		
	Hindu	✓		
	Jewish	✓		
	Muslim	✓		
	Sikh	✓		
	Other – please specify	✓		
Social Inclusion	People living in rural areas	✓		
	People on low incomes	✓		
	English not first language	✓		

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	Yes	Potentially if people of different groups feel the issue in a particular survey is not relevant/ appropriate for them (e.g. if asking issue about Braintree town centre, people in rural areas may feel excluded on that occasion)
Disability	No	Yes	
Gender	No	Yes	
Race	No	Yes	
Religion/Belief	No	Yes	
Social Inclusion	No	Yes	

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

We can actively try and recruit the groups we think are missed (i.e transgenders and people with mental health issues)

- 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:

Equality Impact Assessment	Action
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.

Assessment Completed by (name & signature)	
Head of Service (name & signature)	
Date:	

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

Equality Group	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?	
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