



North West Leicestershire District Council

Equality Impact Assessment

2006 - 2009

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What do we mean by Equality Impact Assessments?

In North West Leicestershire, Equality Impact Assessments (often described as EIA's) are a process of systematically exploring the potential for a policy/strategy or function to have an unequal impact on a particular group or community, on employees, existing and potential service users/customers.

EIAs in North West Leicestershire consider the potential for the policy/strategy or service to have unequal impact or a detriment on any group likely to face disadvantage. This includes groups defined by their ethnicity, gender, disability, religious belief, sexuality, and age.

Policies, strategies or services that have been identified (through the "Test of Relevance" – see appendix 1) as highly relevant i.e. where there is a relatively high potential for unequal impact to occur, must be subject to an impact assessment. Also, as a matter of course, ***all new policies will be Equality Screened. This screening process will act as a safety net so that omissions or mistakes can be picked up before it is too late. It will also allow officers to record their reasons for deciding why the policy is not to undergo a full Equality Impact Assessment prior to adoption.***

Why are we doing it?

The Race Relations (Amendment) Act 2000 (RRAA), Disability Discrimination Act 2006 and Equality Act 2007 gives us a statutory duty (General Duty) to assess all our functions and policies for relevance to the "General Duty". We have to assess them against the three parts of the general duty, which are:

- **Eliminating unlawful discrimination**
- **Promoting equal opportunities**
- **Promoting good relations between people of different groups**

What is a Policy?

A policy is a written council document setting out the basis on which future decisions should be taken. It could apply to issues of service delivery or staffing. It includes procedures, plans, strategies, and guidance documents. It usually has some formal status, e.g. having been agreed or approved by either Council, Executive Board or the Corporate Leadership Team.

What is a Service?

This represents a collection of council activities which have a common and clearly defined purpose.

This can be defined in terms of our statutory duties and powers, or the organisational structures that the council has chosen to adopt.

The term includes services, which are directed internally such as human resources and accountancy, as well as front-line services e.g. council tax, leisure centres, community development.

Test of Relevance

Once the council has identified all its policies and services, it is required to determine which policies and services have the most potential to create unequal impact, and those which are less likely to do so.

This is defined as the “Test of Relevance” (Appendix 1).

Policies or services which are likely to have a higher relevance, are those which involve face to face contact, involve making decisions based on someone’s individual characteristics or circumstances, are likely to have a significant impact on someone’s life or wellbeing, or where there is a history or long-established pattern of unequal outcomes.

A three (3) year programme detailing which policies and services are to undergo Equality Impact Assessments is then drawn up.

Those policies and services that are assessed as being of high relevance need to be impact assessed during the first year of the three year programme.

How do we start?

Although equality impact assessment is not meant to be a complex process. It frequently requires more than a desk top review or a discussion between the members of the project group: it needs to be based upon both quantitative and qualitative data about service users and non-users.

The starting point is to review existing information as it is important to recognise where there are gaps in our knowledge and to develop ways of finding that missing information, which may mean commissioning new data. If you do commission any new research though, beware of drawing any firm conclusions from a very small sample size.

Listed below are some potential sources of information which may help to inform your assessment.

Useful information sources

The following sources of information may be useful in carrying out your equality impact assessment:

- Complaints and comments
- In-house expertise, especially front line employees
- Issues raised with or by Elected Members
- Service Reviews or other reviews
- Customer satisfaction surveys
- Results of any previous consultation, focus groups or surveys
- Employee opinion surveys
- Inspectorate and review reports
- Monitoring information, including employment
- Local research findings
- Service user profiles/statistics – applications for a service, allocations, take up
- Other local authorities
- Partner organisations
- Library or internet searches

Where do we get Statistics from?

There are various useful sources of demographic statistics:

- Statistics about North West Leicestershire can be found at

http://www.leics.gov.uk/index/your_council/about_leicestershire/statistics/community_profiles/north_west_leicestershire_district.html

or

www.lsora-news.org/homepage.html

Both documents provide neighbourhood statistics and statistics from the last census in 2001.

- Commission for Racial Equality - analysis by racial group on population, health, housing, criminal justice, education, and the labour market.

www.cre.gov.uk/duty/reia/statistics.html

- Disability Rights Commission DRC – labour market

www.drc.org.uk/publicationsandreports/campaigndetails.asp?section=ddb&id=528

- Equal Opportunities Commission - comparing the lives of women and men, including women and men from different ethnic groups

www.eoc.org.uk/EOCeng/dynpages/research_stats.asp

- Office for National Statistics – economy, population and society statistics, plus trends at a local level

<http://neighbourhood.statistics.gov.uk/dissemination/LeadAreaSearch.do?a=3&c=&d=13&i=1001&m=0&enc=1&areaSearchText=LE67+3FJ&areaSearchType=13&extendedList=false&searchAreas=Search>

- Peers in other Local Authorities may already have similar data, which can be used for comparative purposes.

If you are unable to find what you are looking for, or need any advice on where to look for information or statistics, contact Chhaya McDonald in the Policy and Performance Team on ext 702 or Danny Goodwin on ext 609.

Consultation

This is one of the key elements to carrying out a meaningful impact assessment. It is imperative to hear the views of all sections of the community who may be affected by the policy, both service users and non-service users. If no recent consultation has taken place, it is important to consult at this stage, especially with any groups for whom you have identified a potential negative impact. This could be a “snapshot” survey or an informal consultation session. For new or revised policies a full community consultation exercise may be appropriate to assess potential impact if your proposals are highly relevant to equality. Different methods of consulting with people are more effective for some groups than others and consideration needs to be given as to when and where consultation will take place.

As far as possible all major consultation should be co-ordinated through the Communication Unit. This co-ordination is necessary because of capacity issues for certain service areas within the authority and to avoid overlap and consultation fatigue for the community and community groups of North West Leicestershire.

Monitoring

It is also vital to monitor our policies and procedures continuously to ensure they are not having any adverse impact on people from different racial groups, or on disabled people compared to non-disabled people, or on women or men. This goes beyond merely collecting numbers but to detailed analysis and actions based upon the findings. If detailed monitoring information is not available then as with consultation it might be necessary to carry out some sort of “snapshot” monitoring exercise of the service user profile.

The Commission for Racial Equality (CRE) defines monitoring as a three-stage process involving:

- 1) Collecting and analysing information to highlight any inequalities
- 2) Investigating their underlying causes
- 3) Removing any unfairness or disadvantage in the way services are developed or provided

Key points the equality impact assessment looks to assess

- **Intended impacts** – the objectives and desired outcomes of your plans and how they will affect different sections of the community. e.g. the purpose of the Racial Incident Common Monitoring Project is to provide a sensitive and supportive service to victims and witnesses of racist harassment and discrimination and to ensure the alleged perpetrators are dealt with appropriately.
- **Unintended impacts** – any “institutional” barriers, acts or omissions that could have a detrimental effect for certain sections of the community. e.g. barriers to prevent off road motor bike access to green spaces may impede access for some wheelchair or scooter users and people with pushchairs
- **Negative impacts** – where you identify any potential for negative impact, you should consider making changes. If the negative impact would amount to unlawful discrimination you must make changes to your proposal unless there is an objective, lawful reason to justify it. e.g. failure to provide information about services in community languages has a negative impact as people cannot access services they do not know about.
- **Positive impacts** – this means positive impacts which could benefit a particular group in terms of equality, rather than any broad positive impacts of the policy overall. e.g. our recruitment and selection guidance states that we will interview all disabled job applicants who meet the minimum criteria for a job vacancy.
- **Promotion of equality** – doing this will improve both quality and equality of Council policies and practice. This could include positive action either to encourage underrepresented groups to use Council services e.g. women only swimming sessions, or to assist underrepresented groups to gain access to employment opportunities.
- **Promotion of good community relations** – for example, if your proposals are aimed at addressing unmet needs in one community of interest, this could lead to resentment in the wider community and damage community relations, if you do not let everyone in the area know your plans and aims. This would mean explaining that the action is not about preferential treatment for some groups but to address imbalances in service provision.

Key definitions:

- **Direct discrimination** - this means treating a person less favourably than other people in comparable circumstances on racial grounds, or on the grounds of disability, sex, sexuality, religion or belief.
- **Statutory/General duty to promote equality** - The Race Relations (Amendment) Act 2000 (RRAA), Disability Discrimination Act 2006 and Equality Act 2007 gives us a statutory duty (General Duty) to assess all our functions and policies for relevance to the "General Duty". This general duty means that in everything we do as a Council we have to "have due regard to the need to:
 - Eliminating unlawful discrimination
 - Promoting equal opportunities
 - Promoting good relations between people of different groups
- **Indirect discrimination** -this means applying a provision, criteria or practice equally to everyone, but one which disadvantages people because of their race or ethnic or national origin, sex, sexuality, religion or belief, unless it is shown to be a proportionate means of achieving a legitimate aim.

- **Institutional racism** -The Stephen Lawrence Inquiry Report defines institutional racism as:

"The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people."

Although this is a direct quote relating to race discrimination, institutional discrimination also occurs for other groups of people such as disabled people or women.

- **Positive action** -positive action means specific initiatives permitted by the Race Relations Act (1976) and the Sex Discrimination Act (1975) to overcome the effects of past discrimination against disadvantaged groups. This could be:
 - providing facilities to meet the specific needs of people from particular racial groups in relation to their training, education or welfare
 - targeting job training at women if they are under-represented in a certain area of work, or encouraging them to apply for such work

NOTE: However job appointments must be made on merit, not on trying to make the workforce more representative, as this would be positive discrimination, which is unlawful.

- **Reasonable adjustments for disabled people** -In addition to not discriminating directly against disabled people for reasons related to disability, the Council has a duty to make reasonable adjustments in employment and service provision. Examples of reasonable adjustments would include:
 - Changes to working conditions or to the physical working environment for disabled employees
 - Changes to practices, policies or procedures which make it impossible or unreasonably difficult for disabled people to access a service

- Changes to physical features of buildings
- Providing auxiliary aids or services such as information on audio tape or a sign language interpreter

Appendix 1

TEST OF RELEVANCE

Results of the assessment of functions and policies for relevance to the General Duty.

We applied the assessment grid recommended in *A Guide for Public Authorities* (CRE guide to the *Code of Practice on the Duty to Promote Race Equality*) to the Council's functions and policies. We used a simple scoring system (based on 0-6 points) to determine how relevant each function and policy is to the general duty, and what priority should be given to them. The results were as follows: -

High relevance to the general duty

Functions and policies scoring 4-6 points will be reviewed in year one

Medium relevance to the general duty

Functions and policies scoring 2-4 points will be reviewed in year two

Low relevance to the general duty

Functions and policies scoring 0-2 points will be reviewed in year three

We applied the assessment grid recommended in *A Guide for Public Authorities* (CRE guide to the *Code of Practice on the Duty to Promote Race Equality*) to the Council's employment functions and Human Resources policies. We used a simple scoring system (based on 0-6 points) to determine how relevant each function and policy is to the general duty, and what priority should be given to them. The results were as follows.

High relevance to the general duty

Functions and policies scoring 4-6 points will be reviewed in year one:

Disciplinary and grievance procedures

Recruitment, Selection and Promotion - includes Exit procedures, Flexible working, Leave
Training and development

Medium relevance to the general duty

Functions and policies scoring 2-4 points will be reviewed in year two:

People Management Strategy

Exit procedures

Flexible working

Attendance Policy – includes sickness, absence and welfare

Job vacancies

Induction

Probation

Employment Stability Policy

Low relevance to the general duty

Functions and policies scoring 0-2 points will be reviewed in year three:

Contracts of employment

Data protection

Gifts and hospitality

Pensions

Relocation policy

Job sharing

Home working

Managing stress

The following functions and policies have been assessed as requiring priority attention during the first year (2006/2007) of this three year programme

Function or Policy	Service Area	A	B	C	D	E	F
Provision of sites for travellers	N & C	3	All	YES	2	3	5
Equal opportunities policy (includes employment practises)	P & P	3	All	YES	2	2	4
Advice & information on community safety issues	N & C	3	All	YES	1	2	3
Local working – engagement & participation framework	N & C	3	2	YES	2	1	3
Information & advice on employment, skills & training initiatives	N & C	1	All	NO	1	2	3
Information & advice on employment, skills & training initiatives	N & C	1	All	NO	1	2	3
Advice and information on support & for the development of co-operatives & other community enterprises.	N & C	1	1	NO	1	2	3
For co-operatives & community enterprises in the District	N & C	1	All	YES	1	2	3
Grants – Coalville initiatives fund	N & C	1	All	NO	1	2	3
Grants – smart sites	N & C	2	All	YES	1	2	3
Castle Donington Dual Use Scheme	L & C	3	All	YES	1	2	3
Tourist Information Centre & tourism information – Ashby	L & C	3	All	YES	1	2	3
Hermitage leisure centre	L & C	3	All	YES	1	2	3
Hood park leisure centre	L & C	3	All	YES	1	2	3
Ibstock Dual Use Scheme	L & C	3	All	YES	1	2	3
Sport & Physical Activity	L & C	2	All	YES	1	2	3
Heritage Arts & Events	L & C	3	All	YES	1	2	3
Childrens Services	L & C	3	All	YES	1	2	3
Work experience – students	HR	3	All	YES	1	2	3
Press – public relations	Comms	2	All	YES	1	2	3
Accommodation for the elderly	H	3	All	YES	1	2	3
Action to remedy defects/disrepair	H	1	All	YES	1	2	3
Advice & assistance on rented accommodation in the private sector.	H	2	2,3	YES	1	2	3
Council & Housing tax benefit	F	3	All	YES	1	2	3
Council tax payments	F	1	1	YES	1	2	3
Grants – housing	H	2	All	YES	1	2	3
Homelessness service	H	3	All	YES	1	2	3
Housing – council house repairs	H	2	All	YES	1	2	3
Housing applications	H	3	All	YES	1	2	3
Housing rents (council)	H	2	All	YES	1	2	3
Incidents in housing areas	H	3	All	YES	1	2	3
Recovery and arrears	H	3	All	YES	1	2	3
Rent account details	H	2	All	YES	1	2	3

Function or Policy	Service Area	A	B	C	D	E	F
Information regarding planning permissions	P & D	3	All	NO	1	2	3
Tenant participation	H	3	All	YES	1	1	2
Advice on community development & initiatives	N & C	1	All	YES	1	1	2
Enforcement of unauthorised development	P & D	2	1	YES	1	1	2
Introduction of kerbside glass collection	SS	1	All	NO	0	1	1

The following functions and policies have been assessed as the priorities for the calendar year 2007/2008.

Function or Policy	Service Area	A	B	C	D	E	F
Crime & Disorder Strategy	N & C	3	All	YES	2	2	4
Removal of unwanted graffiti.	SS	3	All	YES	1	2	3
Grants – Partnership, One-Off, Procurement	N & C	3	All	YES	1	1	2
Race & Hate Crime	N & C	2	All	NO	0	2	2
C.C.T.V	N & C	1	1	NO	1	1	2
Children's playgrounds	SS	1	All	YES	1	1	2
Provision & legal advice	L & D	1	All	YES	1	1	2
Agenda, minutes & membership, etc	L & D	1	All	NO	1	1	2
Council tenants wishing to buy their home.	H	3	All	NO	1	1	2
Information on Council meetings	L & D	1	All	NO	1	1	2
Voting rights, polling stations, postal votes, becoming a candidate or any other election matters	L & D	1	All	NO	1	1	2
Advice & enforcement of legislation for private sector houses	EH	3	All	YES	1	1	2
Non domestic rates advice & information	F	1	2,3	NO	1	1	2
Payment enquiries	F	3	All	NO	1	1	2
Recovery & arrears	F	2	All	NO	1	1	2
Warden call service – support to elderly people & people with disabilities.	H	1	All	NO	1	1	2
Advice & information on sources of external funding	P & D	1	All	YES	0	2	2
Advice & information on town centre regeneration initiatives	P & D	1	All	YES	1	1	2
Consent to display advertisements	P & D	1	All	YES	0	2	2
Grants - employment creation	P & D	1	All	YES	0	2	2
Unauthorised advertisements.	P & D	2	All	YES	0	2	2
Unauthorised development	P & D	2	All	NO	1	1	2
Domestic refuse collection, cycling bulky waste collection	SS	1	All	NO	1	1	2
Domestic Violence	N & C	3	1,2	NO	1	0	1

The following functions and policies will be assessed during the calendar year 2008/2009.

Function or Policy	Service Area	A	B	C	D	E	F
Commercial & Trade waste collection	SS	1	All	YES	1	1	2
Cemeteries & burials	SS	2	All	YES	1	1	2
Car parks & on play areas - Byelaw enforcement	SS	2	All	YES	0	1	1
Council's use of information technology	F	2	2,3	NO	0	1	1
E-Government access to services	F	1	All	NO	0	1	1
Eligibility to vote at both local, national and European elections	L & D	1	All	NO	1	0	1
The authority's performance.	P & P	1	All	NO	0	1	1
Information about councillors, ward surgeries, etc.	LS	2	All	NO	1	0	1
Members' services	L & D	1	All	NO	0	1	1
Energy efficiency in the home	H	1	1,2	NO	1	0	1
Adapting homes for people with disabilities - Council homes.	H	3	All	NO	0	1	1
Advice & information rural development programme	P & D	1	All	NO	0	1	1
Conservation areas	P & D	1	All	NO	0	1	1
Development, improvement, designation of land	P & D	1	All	NO	0	1	1
Information & advice on building control & regulations.	P & D	2	1	NO	0	1	1
Policies, allocation & amendments to the local plan	P & D	1	1	YES	1	0	1
Tree Preservation orders, planting grants and consent for works to protected trees	P & D	1	1	NO	0	1	1
Allotments	SS	1	1	NO	0	1	1
Direct Services Building maintenance and refuse collection	SS	2	All	NO	1	0	1
Information - car parks.	SS	1	1	YES	0	1	1
Information - litter bins & .	SS	1	All	NO	0	1	1
Street cleansing							
Data Protection	F	1	All	NO	0	1	1

The following functions will not be examined during the life of this programme

Function or Policy	Service Area	A	B	C	D	E	F
Parks & Open Spaces	SS	1	1	NO	0	1	1
To report fly tipping	SS	1	1	NO	0	1	1
How to present a petition to a meeting of the Council	L & D	1	All	NO	0	0	0
Meeting administration	L & D	1	All	NO	0	0	0
Petitions	L & D	1	3	NO	0	0	0
Road closures	L & D	1	1	NO	0	0	0
Sale of Council land or property.	L & D	1	1	NO	0	0	0
Searches on purchase or exchange of land or property.	L & D	1	1,3	NO	0	0	0
Advice & information on Business Support fund	P & D	1	1	NO	0	0	0
Allocated sites for industry & housing.	P & D	1	All	YES	0	0	0
Assistance & advice for businesses wishing to relocate to the district.	P & D	1	All	YES	0	0	0
Demolition of buildings	P & D	1	1	NO	0	0	0
Derelict land reclamation	P & D	1	1	NO	0	0	0
Details of companies in the District & information on sources of business advice & support	P & D	1	1	NO	0	0	0
For information on available business premises	P & D	1	1	NO	0	0	0
Information & advice on area regeneration programmes & assistance	P & D	1	1	NO	0	0	0
Information & advice on development opportunities & projects	P & D	1	All	NO	0	0	0
Information & advice on tree planting schemes	EH	1	1	NO	0	0	0
Information on land available for premises & business	P & D	2	All	NO	0	0	0
Numbering – New property or to change an existing name or number	P & D	1	1	NO	0	0	0
Protection of historic bldgs grants for repair & applications to alter.	P & D	1	1	YES	0	0	0
Safety of buildings	P & D	1	1	NO	0	0	0
Advice on dealing with asbestos.	H	1	1	NO	0	0	0
For help & advice to alleviate problems created by flooding.	P & P	1	1	NO	0	0	0
Information on available properties	P & D	1	All	NO	0	0	0
Provision & maintenance of street furniture	SS	1	All	NO	0	0	0
Public conveniences	SS	1	All	NO	0	0	0
Street furniture	SS	1	1	NO	0	0	0

Function or Policy	Service Area	A	B	C	D	E	F
Health & Safety	P & P	1	All	NO	0	0	0
Dog fouling – enforcement	SS	1	1	NO	0	0	0
Food Safety Information	EH	1	All	NO	0	0	0
Food Safety Visit	EH	1	All	NO	0	0	0
Food Safety Enforcement	EH	1	All	NO	0	0	0
Health & Safety Information	EH	1	All	NO	0	0	0
Health & Safety Visit	EH	1	All	NO	0	0	0
Health & Safety Enforcement	EH	1	All	NO	0	0	0
Pest Control Information	EH	1	All	NO	0	0	0
Pest Control Visit	EH	1	All	NO	0	0	0
Pest control Enforcement	EH	1	All	NO	0	0	0
Animal Welfare Information	EH	1	All	NO	0	0	0
Animal Welfare Visit	EH	1	All	NO	0	0	0
Animal Welfare Enforcement	EH	1	All	NO	0	0	0
Public Health Information	EH	1	All	NO	0	0	0
Public Health Visit	EH	1	All	NO	0	0	0
Public Health Enforcement	EH	1	All	NO	0	0	0
Environmental Protection Information	EH	1	All	NO	0	0	0
Environmental Protection Visit	EH	1	All	NO	0	0	0
Environmental Protection Enforcement	EH	1	All	NO	0	0	0
Licensing Information	EH	1	All	NO	0	0	0
Licensing Visit	EH	1	All	NO	0	0	0
Licensing Enforcement	EH	1	All	NO	0	0	0
Private Sector Housing Information	EH	1	All	NO	0	0	0
Private Sector Housing Visit	EH	1	All	NO	0	0	0
Private Sector Housing Enforcement	EH	1	All	NO	0	0	0
Strategy Information	EH	1	All	NO	0	0	0
Health Improvement Information	EH	1	All	NO	0	0	0

Key to Tables Above Columns

A Priority : 1 – Low, 2 – Medium, 3 – High

B Which of the 3 aspects does it relate to?

1. Eliminating Discrimination
2. Promoting Equal Opportunities
3. Promoting good Race Relations

C Is there evidence or reason to believe different ethnic groups could be differentially affected?

D Is there any existing evidence of differential outcomes for different groups?

0 to 1 = little evidence

2 = some

3 = substantial

E Is there any public concern that functions/policies are being operated in a discriminatory manner?

0 to 1 = little evidence

2 = some

3 = substantial

F Totals of Columns D and E

Key to Service areas:

- A - Audit
- C - Communications
- CS - Customer Services
- EH - Environmental Health
- F - Finance
- H - Housing
- HR - Human Resources
- I.C.T - Information, Communication and Technology
- L & C - Leisure and Culture
- L & D - Legal and Democratic
- N & C - Neighbourhoods and Communities
- P & D - Planning and Development
- P & P - Policy and Performance
- SS - Street Scene

EQUALITY IMPACT ASSESSMENT LIST
PROGRAMME OF WORK PER DIRECTORATE AREA
ENVIRONMENT DIRECTORATE

YEAR 1 – 2006/07	YEAR 2 – 2007/08	YEAR 3 – 2008/09	YEAR 4 – review priority of relevance
Information regarding planning permissions	Advice & information on sources of external funding	Advice & information rural development programme	Advice & information on Business Support fund
Introduction of kerbside glass collection	Advice & information on town centre regeneration initiatives	Conservation areas to include protection of historic buildings grants for repair & applications to alter	Allocated sites for industry & housing.
	Consent to display advertisements/ Unauthorised advertisements	Development, improvement, designation of land	Assistance & advice for businesses wishing to relocate to the district/available business premises.
	Grants - employment creation	Information & advice on building control & regulations.	Demolition of buildings
	Unauthorised development – advice and enforcement	Policies, allocation & amendments to the local plan	Derelict land reclamation
	Domestic refuse collection, cycling bulky waste collection	Tree Preservation orders, planting grants and consent for works to protected trees- information and advice	Details of companies in the District & information on sources of business advice & support
	C.C.T.V. – strategic and operational	Allotments – information & allocations	Information & advice on area regeneration programmes & assistance
		Direct Services Building maintenance and refuse	Information & advice on development opportunities

EQUALITY IMPACT ASSESSMENT LIST

YEAR 1 – 2006/07	YEAR 2 – 2007/08	YEAR 3 – 2008/09	YEAR 4 – review priority of relevance
		collection	& projects
		Information, advice and enforcement - car parks.	Numbering – New property or to change an existing name or number
		Information - litter bins & Street cleansing	Safety of buildings
			Provision & maintenance of street furniture
			Public conveniences
			Dog fouling – enforcement
			Food Safety Information
			Food Safety Visit
			Food Safety Enforcement
			Health & Safety Information
			Health & Safety Visit
			Health & Safety Enforcement
			Pest Control Information
			Pest Control Visit
			Pest control Enforcement
			Animal Welfare Information
			Animal Welfare Visit
			Animal Welfare Enforcement
			Public Health Information
			Public Health Visit
			Public Health Enforcement
			Environmental Protection Information
			Environmental Protection

EQUALITY IMPACT ASSESSMENT LIST

YEAR 1 – 2006/07	YEAR 2 – 2007/08	YEAR 3 – 2008/09	YEAR 4 – review priority of relevance
			Visit
			Environmental Protection Enforcement
			Licensing Information
			Licensing Visit
			Licensing Enforcement
			Private Sector Housing Information
			Private Sector Housing Visit
			Private Sector Housing Enforcement
			Strategy Information
			Health Improvement Information

EQUALITY IMPACT ASSESSMENT LIST

COMMUNITY DIRECTORATE

YEAR 1 – 2006/07	YEAR 2 – 2007/08	YEAR 3 – 2008/09	YEAR 4– review priority of relevance
Provision of sites for travellers	Crime and Disorder Strategy (COMPLETED)	Community safety issues (Q2)	
Information & advice on employment, skills & training initiatives	Grants – Partnerships, One-Off, Smart sites	Neighbourhood working (Q3)	
Advice and information on support & for the development of co-operatives & other community enterprises.	Children's playgrounds	Community development (Q4)	
For co-operatives & community enterprises in the District	Rent arrears (07/07) (COMPLETED)	Housing advice and options (Includes - Homelessness Service / Housing Applications / Allocations policy) (Q1)	
Grants – Coalville initiatives fund	Adapting your home (Includes - Aids and Adaptations/ Adapting homes for people with disabilities – Council Homes). (Q4)	Supporting people services (Includes - Piper Lifeline service / Review of supporting people service) (Q1)	
Castle Donington and Ibstock Dual Use Scheme	Breaches of tenancy conditions (Harassment, ASB domestic / Violence policies) (Q4)	Repairing and improving your home (Includes - Energy efficiency in the home / Decent Homes programme/plan / Advice on dealing with asbestos / Gas servicing / Repairs prioritisation) (Q2)	

EQUALITY IMPACT ASSESSMENT LIST

YEAR 1 – 2006/07	YEAR 2 – 2007/08	YEAR 3 – 2008/09	YEAR 4– review priority of relevance
Tourist Information Centre & tourism information – Ashby		Tenant participation and involvement (Includes - Tenant participation Compact & Strategy). (Q2)	
Hermitage Leisure centres – Hermitage & Hood Park (COMPLETED)		Customer services (Includes - Customer service provision / Customer Service Strategy) (Q2)	
Sport & Physical Activity		Setting and collecting your rent and other charges (Includes - Housing rents - rent setting process /Rent account payment options / Service Charges) (Q3)	
Heritage Arts & Events		The right to buy process (Includes - Right to Buy) (Q1)	
Children’s Services		Housing strategy (Includes - Housing advice on community development and I initiatives / Affordable Homes) (Q4)	
		Stock transfer (Test of relevance completed and EIA to be undertaken once transfer ballot timetable confirmed)	

EQUALITY IMPACT ASSESSMENT LIST

CORPORATE DIRECTORATE

YEAR 1 – 2006/07	YEAR 2 – 2007/08	YEAR 3 – 2008/09	YEAR 4– review priority of relevance
Equal Opportunities Policy(includes employment practises)	People Management Strategy	I.C.T	Health & Safety
Work experience placements/students	Attendance Policy – includes sickness, absence and welfare	E-government access to services	Road closures
Press - public relations	Induction & Probation	Data Protection	Sale of Council land or property.
Disciplinary and grievance procedures	Job vacancies	Eligibility to vote at both local, national & European elections	Searches on purchase or exchange of land or property.
Recruitment, Selection and Promotion - includes Exit procedures, Flexible working, Leave	Employment Stability Policy	Authority's Performance Management	
Training and development	Non Domestic rates – advice & information	Information about Councillors, Ward surgeries etc	
Council & Housing tax benefit	Payment Enquires	Member service's	
Council tax payments	Recovery & arrears	Contracts of employment	
Communication & Consultation	Provision & legal advice	Pensions	
	Information on Council meetings (agenda, minutes & membership) – includes how to present a petition to a meeting of the Council	Gifts and hospitality	
	Polling stations - Voting rights, postal votes or any other	Relocation policy	

EQUALITY IMPACT ASSESSMENT LIST

YEAR 1 – 2006/07	YEAR 2 – 2007/08	YEAR 3 – 2008/09	YEAR 4– review priority of relevance
	election matters		
		Job sharing	
		Home working	
		Managing stress	

The 4 principles should be considered when undertaking an EIA:

- Accessible information – includes offering information in different formats, web – site etc; physical accessibility to service
- Consultation and Engagement with designated community, staff and stakeholder groups on its service delivery
- Monitoring – this would include service take-up, compliments/ complaints
- Carrying forward objectives and targets from the EIA action plan into the services SMART Plan – achieve and review as planned

EQUALITY IMPACT ASSESSMENT LIST

Appendix 2

EQUALITY IMPACT ASSESSMENT

Name of the policy or service being assessed:

Service Area:

Date Impact Assessment completed:

Is this a policy or service? **Policy** **Service** **Procedure**

Is this a new or existing policy or function? **New** **Existing**

Names and roles of the people carrying out the Impact Assessment:

- 1.
- 2.
- 3.
- 4.
- 5.

Head of Service

Signature

Date

Once you have filled in this document please send a copy to the Policy and Performance Officer.
If you have any questions regarding this form please contact the Policy and Performance Team

EQUALITY IMPACT ASSESSMENT LIST

PART 1

AIMS AND IMPLEMENTATION OF THE POLICY

Identifying the aims of the policy

What is the policy? What is the aim, objective, or purpose of the policy?

Rationale behind the policy and its delivery

Who is affected by the policy? Who is intended to benefit from it and how?

Who are the main stakeholders in relation to this policy?

What outcomes would other stakeholders want from this policy?

Are there any groups, who might be expected to benefit from the intended outcomes but which do not?

EQUALITY IMPACT ASSESSMENT LIST

Policy Priorities:

(How does the policy fit in with the council's wider aims? Include Corporate and Local Strategic Partnership Priorities)

How does the policy relate to other policies and practices within the council?

What factors/forces could contribute/detract from the outcomes?

How the policy is implemented

Is the service/policy provided solely by one service or in conjunction with another service or through a Partnership?

If external partners are involved - what are the measures in place to ensure that they comply with the Council's Equal Opportunities policy?

EQUALITY IMPACT ASSESSMENT LIST

PART 2

CONSIDERATION OF DATA AND RESEARCH

List all examples of quantitative and qualitative data available that will enable the impact assessment to be undertaken
(include Information where appropriate from other directorates/services, Census data etc.)

Users and beneficiaries are:

(Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to reflect the Community).

Evidence of Complaints against the service on grounds of discrimination

(Is there any evidence of complaints either from customers or staff (Grievance) as to the delivery of the service, or its operation, on the equality target groups?)

Barriers

(What are the potential or known barriers to participation for the different equality target groups?)

EQUALITY IMPACT ASSESSMENT LIST

Recent consultation exercises carried out

(Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups)

Identify areas where more information may be needed and the action taken to obtain this data.

(You will need to consider data that is monitored but not reported, data that could be monitored but is not currently collected and data that is not currently monitored and would be impossibly/extremely difficult to collect).

Gaps in information:

Action needed:

(Include short-term measures to be taken to provide a baseline where no or little information is available)

EQUALITY IMPACT ASSESSMENT LIST

PART 3

ASSESSMENT OF IMPACT

Race – testing of disproportionate or adverse impact

Identify the effect of the policy on different **race** groups from information available above.

How is the race target group reflected in the take up of the service?

From the evidence above does the policy affect, or have the potential to affect, racial groups differently and if so do any of the differences amount to adverse impact or unlawful discrimination?

If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for one racial group or for another legitimate reason?

Could the policy discriminate, directly or indirectly and if so is it justifiable under legislation?
(Include information on adverse impact between different racial groups)

EQUALITY IMPACT ASSESSMENT LIST

Gender – testing of disproportionate or adverse impact

Identify the effect of the policy on **gender groups** from information available above.

How are the gender groups reflected in the take up of the service?

From the evidence above does the policy affect, or have the potential to affect, gender groups differently and if so do any of the differences amount to adverse impact or unlawful discrimination?

If there an adverse impact, can it be justified on the grounds of promoting equality of opportunity for one gender group or for another legitimate reason?

Could the policy discriminate, directly or indirectly and if so is it justifiable under legislation?

EQUALITY IMPACT ASSESSMENT LIST

Disability – testing of disproportionate or adverse impact

Identify the effect of the policy on the **disability (includes physical or mental health)** strand from information available above.

How are disabled people reflected in the take up of the service?

From the evidence above does the policy affect, or have the potential to affect, disability groups differently and if so do any of the differences amount to adverse impact or unlawful discrimination?

If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for one group or for another legitimate reason?

Could the policy discriminate, directly or indirectly and if so is it justifiable under legislation?

EQUALITY IMPACT ASSESSMENT LIST

Age – testing of disproportionate or adverse impact

Identify the effect of the policy on different **age** groups from information available above.

How are young and old people reflected in the take up of the service?

From the evidence above does the policy affect, or have the potential to affect, age groups differently and if so do any of the differences amount to adverse impact or unlawful discrimination?

If there is an adverse impact, can be justified on the grounds of promoting equality of opportunity for one group or for another legitimate reason?

Could the policy discriminate, directly or indirectly, and if so is it justifiable under legislation?

EQUALITY IMPACT ASSESSMENT LIST

Religion/Belief – testing of disproportionate or adverse impact

Identify the effect of the policy on different **religious / belief** groups from information available above.

How are the religious / belief groups reflected in the take up of the service?

From the evidence above does the policy affect, or have the potential to affect, religious / belief groups differently and if so do any of the differences amount to adverse impact or unlawful discrimination?

If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for one group or for another legitimate reason?

Could the policy discriminate, directly or indirectly, and if so is it justifiable under legislation?

EQUALITY IMPACT ASSESSMENT LIST

Sexual orientation - testing of disproportionate or adverse impact

Identify the effect of the policy on people who may be affected because of their **sexual orientation** from information available above.

How are Lesbian, Gay, Bisexual or Transgender groups reflected in the take up of the service?

From the evidence above does the policy affect, or have the potential to affect, the above groups differently and if so do any of the differences amount to adverse impact or unlawful discrimination?

If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for one group or for another legitimate reason?

Could the policy discriminate, directly or indirectly, and if so is it justifiable under legislation?

EQUALITY IMPACT ASSESSMENT LIST

Additional groups which may experience a disproportionate or adverse impact

Identify if there are groups, other than those already considered, that may be adversely affected by the policy?

For example those in poverty may be adversely impacted by the policy and it might be useful to consider them as a separate group in the light of the Council's overall policy objectives.

Additional factors which may influence disproportionate or adverse impact

Management Arrangements

How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups or what is the custom and practice in the provision or allocation of this service?

Could these have a disproportionate impact on the equality target groups?

EQUALITY IMPACT ASSESSMENT LIST

The Process of Service Delivery (In particular look at the arrangements for the service being provided).

Operation Times

When is the service provided - are there seasonal issues; are there barriers to the service based on the time and delivery of the service which may affect the target groups?

Methods of communication to the public (external) and internally

What methods do you use to communicate this service? Include review and assessment of methods, media, translations, interpretation etc, bearing in mind the extent to which these media forms are accessible to all sections of the community

Externally:

Internally:

Evidence of disproportionate or adverse impact

Is there any evidence or view that suggests those different groups, or other, target groups in the community have either a disproportionately high or low take up/impact of/from this service/function?

YES

NO

If yes, what and why (State below)

EQUALITY IMPACT ASSESSMENT LIST

PART 4

MEASURES TO REDUCE DISPROPORTIONATE OR ADVERSE IMPACT – POSITIVE IMPACT

Specify measures that can be taken to remove or minimise the disproportionate impact or adverse effect identified at the end of Part 3. If none were identified in Part 3, identify how disproportionate impact or adverse effect could be avoided in the future. (Consider measures to reduce any adverse impact and better achieve the promotion of equality of opportunity).

RACE:

GENDER:

DISABILITY:

AGE:

RELIGION/BELIEF:

SEXUAL ORIENTATION:

EQUALITY IMPACT ASSESSMENT LIST

PART 5

CONCLUSIONS AND RECOMMENDATIONS

Does the policy comply with equalities legislation, including the duty to promote race equality?

Take into account your findings from the impact assessment and consultations and explain how the policy was decided upon its intended effects and its benefits.

YES

NO

How will the results of the EIA feed into the Service and Financial planning process?

.

Future Monitoring and Consultation

How and when will the policy be monitored?

Identify areas for future consultation and any barriers to participation in consultation with proposals to overcome these.

EQUALITY IMPACT ASSESSMENT LIST

APPENDIX 3

SCREENING FOR IMPACT DECISION CHECKLIST

Name of policy	
Name and contact details of assessing official	
Purpose of policy	
Date received	
Deadline for response	
Your reasons for proceeding immediately with an equality impact assessment.	
Your reasons for not proceeding immediately with an equality impact assessment (e.g. insufficient time - describe other current priorities).	
Your reasons why it is not necessary to undertake equality impact assessment on this policy.	

Monitoring of screening process:

Actions agreed	
Signature and date (HoS)	