

# **SINGLE EQUALITY SCHEME 2016 - 2020**



**EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL**

**SINGLE EQUALITY SCHEME 2016 - 2020**  
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## **1. FOREWORD**

At East Cambridgeshire District Council, we want to help create a district in which inequality is tackled effectively, and where people from all backgrounds live and work together with mutual understanding and respect. As a community leader, service provider and employer, we will work to ensure that everybody has the opportunity to fulfil their potential, and that our neighbourhoods are places where people get on well together and prosper.

We recognise that our residents and employees come from different communities and different circumstances, and we are committed to making use of this local knowledge to help to create a fairer society. We understand that our ambition to achieve a fairer district cannot be realised without the support of our community partners and local residents.

This Scheme sets out the council's commitment to how we will meet the responsibilities placed on us by the equalities legislation. We want our approach to equality and diversity to make a difference. To make this district an even better place to live, work and visit.

Councillor James Palmer  
Leader of the Council

John Hill  
Chief Executive

## **2. INTRODUCTION**

### **2.1 The Legal Context**

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone.

It is against the law to discriminate against anyone because of:

- Age
- Disability
- Race
- Sex
- Sexual Orientation
- Gender Re-assignment
- Marriage and Civil Partnership
- Religion or Belief
- Pregnancy and Maternity

These are called 'protected characteristics'.

The Equality Act introduced a new Public Sector Equality Duty that came into force in April 2011. This means that all public bodies have to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees.

The general duty has three main aims. It requires public bodies to have 'due regard' to:

- 1) eliminate discrimination;
- 2) advance equality of opportunity; and
- 3) foster good relations between different people when carrying out their activities.

Having 'due regard' means consciously thinking about the three aims of the equality duty as part of the process of decision making. This means that consideration of equality issues must influence the decisions reached by the Council such as how it acts as an employer, how it develops, evaluates and reviews policy or how it designs services. Undertaking equality impact assessments is an excellent tool for demonstrating due regard.

The Equality Act 2010 (Specific Duties) Regulations came into force in September 2011 designed to help public bodies meet the general duty. The specific duties require public bodies to publish relevant, proportionate information showing compliance with the Equality Duty, and to set equality objectives.

## **2.2 About the Single Equality Scheme**

The Council introduced a Single Equality Scheme to develop an overall view of equality and diversity. We have published two previous schemes covering the periods 2009-2011 and 2012-2015.

The aims and principles underpinning our single equality scheme are to:

- Meet the responsibilities placed on us by the equalities legislation.
- Ensure that equalities issues influence decision making.
- Identify what barriers people face and take steps to remove them.
- Develop measures and actions to tackle discrimination.
- Challenge discrimination against people who work for the Council or who use our services.
- Raise staff awareness and understanding of these issues.

The Equalities Action Plan (Appendix 1) is our public commitment of how we plan to meet the duties placed upon us by the equality legislation, and reinforces our commitment to promoting and valuing equality and diversity in all that we do.

We recognise that the Council and the environment in which it operates are not static and believe that both the Scheme and the action plan should be living documents which are flexible and which meet the needs of the communities we serve.

### 3. ABOUT EAST CAMBRIDGESHIRE AND THE COUNCIL

#### 3.1 Our Community

The District of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at approximately 86,700<sup>1</sup>.

The profile of the population is set out below:

Protected Characteristic	Variable	% of Population	
a)	Gender <sup>1</sup>	Females Males	50.7 49.3
b)	Age <sup>2</sup>	0-15 16-24 25-44 45-59 60-64 65+	19.6 9.1 27.6 20.1 6.5 17.1
c)	Ethnic Group <sup>2</sup>	White Mixed Asian Black Other	96.2 1.4 1.4 0.5 0.3
d)	Religion <sup>2</sup>	No religion Christian Muslim Buddhist Hindu Jewish Sikh Not stated	28 62 0.4 0.3 0.2 0.1 0.1 8.9
e)	Disability <sup>2</sup>	Yes No	15.4 84.6
f)	Sexual Orientation <sup>3</sup>	N/a	There is no data on sexual orientation because it was not included in the 2011 UK Census. The Lesbian, Gay and Bisexual charity, Stonewall, estimate that between 5 to 7%

<sup>1</sup> ONS 2014 mid-year population estimates ([www.neighbourhood.statistics.gov.uk](http://www.neighbourhood.statistics.gov.uk))

<sup>2</sup> ONS 2011 Census

<sup>3</sup> <http://www.stonewall.org.uk/>

			of the population is gay, lesbian or bisexual.
g)	Gender Re-assignment <sup>4</sup>		No local data is available on the transgender and transsexual community in East Cambridgeshire. The Gender Trust estimates that 1% of an organisation's employees and service users may be experiencing some degree of gender variance.
h)	Marriage and Civil Partnership <sup>2</sup>	Single Married Civil Partnership Separated Divorced Widowed	27.1 54.9 0.3 2.4 8.7 6.6
i)	Pregnancy and Maternity <sup>2</sup>	Dependents No Dependents	40.7 59.3

### 3.2 **The Council as a Service Provider**

This is how the Council is actively promoting equality in the access to, and delivery of, its services.

#### 3.2.1 **Commercial and Corporate Services**

- Providing accessible buildings and sites through dedicated disabled parking bays, ramps at entrances and exits, power assisted doors, accessible toilets, a hearing loop for people who are hearing impaired, and an accessible lift.
- Providing an interactive kiosk at the Oliver Cromwell House visitor attraction so that any visitors unable to access the whole building can obtain a feel of the attraction via an interactive screen.
- Providing support, advice and funding, through the Stepping Stone Service, to adults and young people (14+) with a disability or long term physical, sensory or health need to get involved in sport: [Stepping Stone](#)

<sup>4</sup> <http://gendertrust.org.uk/>

- Providing disabled facilities at the Council owned swimming pool, including a hoist to help people in and out of the pool, and a stair lift to access the balcony and meeting room.
- Supporting female entrepreneurs in East Cambridgeshire because it has been identified that it can be more difficult for women to start up and run a business in the UK than in comparable economies. The Council's e-space business centres and Ely Business Hub help to support and signpost them to the relevant support groups and resources available, e.g. [The Enterprising Women](#) website and the [Women in Business Roadshows](#) being run by the Bratton Group.
- Promoting consultation and community engagement through the Council's [Consultee Register](#).
- Providing electrically powered scooters and manual wheelchairs to help people who have limited mobility to shop and use the other facilities in Ely, through the Ely Shopmobility Scheme. There is no charge for using the mobility aids but the service must be pre-booked.
- Working with the Community Safety Partnership to support initiatives around referring young people at risk of offending and from disadvantaged backgrounds into sports and leisure activities.
- Providing market stalls and stands for raising awareness on key issues affecting young people including drug and alcohol awareness, anti-social behavior and signposting them to services and support.
- Providing a range of leisure activities for the over 50's through the Council's [Mature and Active Programme](#) to keep active and to maintain and improve their health and wellbeing.
- Offering [Heart Beat Health Walks](#) across the district for people who may be less active but who would like a healthier lifestyle. Walks are for 30 minutes on routes accessible for wheelchairs and prams and are open to everyone of all abilities.
- Providing free bus travel across East Cambridgeshire through the Concessionary bus fare scheme (administered by Cambridgeshire County Council): [Concessionary Fares](#)

### **3.2.2 Regulatory Services**

- Providing assisted collections to residents that are unable to put out their waste and recycling because of a serious long-term illness or disability.
- Offering assistance for Mandatory Disabled adaptations up to a maximum of £30,000 (subject to a test of resources). For those that are eligible, some are able to receive a grant to pay for the full cost of the adaptation, others may have to make a contribution towards the cost of the work (based on income and savings): [Disabled Adaptations](#)
- Delivering inclusive environments through the Council's planning processes. An 'inclusive' environment is one that can be properly accessed and used by everyone. Considering all accessibility



problems for wheelchair users, people with ambulant and/or visual impairments, and providing facilities that physically welcome all members of the public.

- Ensuring, through the Council's Local Plan, that a proportion of all new housing is suitable, or easily adaptable for occupation by the elderly or people with disabilities, and that Sheltered schemes with communal facilities are provided where required.
- Providing three caravan sites for travellers: Burwell (8 pitches), Earith Bridge (13) and Wentworth (8), because with a tradition of seasonal agricultural work, the district has a high traveller population.
- Providing home visits for housing advice and assistance to people who are unable to visit the Council, this often includes hard-to-reach groups such as disabled residents, Travellers and migrant workers.
- Providing advice and support for men and women affected by domestic violence (DV), including domestic abuse outreach sessions and a Domestic Violence Directory that lists contact details of organisations that can help you or someone you know who is being affected by this: [Domestic Violence](#). The Council's DV web pages include 'hide my visit' icons to immediately redirect viewers to another website if they are interrupted and worried about their safety.
- Offering emergency refuge accommodation to women escaping abusive relationships through the Cambridge Women's Aid Refuge (CWA) (in Wisbech and Cambridge City) and providing 'move-on' accommodation in the community for those leaving refuge.
- Providing dedicated officers within the Council's Housing team to work closely with migrant workers and people suffering from domestic violence.

### **3.2.3 Support Services**

- Electronically enabling services through the Council's website making them more accessible to disabled service users, including the provision of Access Keys and 'Listen to this page' functionality.
- Providing online language translation on the [Council's website](#) as a basic tool to help service users access the website in as many different languages as possible. Once translated, the service user is then able to navigate the entire site in their chosen language (translation not 100% accurate or fluent).
- Providing the services of a professional translator if a translation is required into another language or an alternative format, i.e. large print, Braille, audio cassette/CD: [Translation Service](#)
- Producing a [Live Safe](#) leaflet for migrant workers in Polish, Portuguese, Lithuanian and English because the district is attracting people as a place to live and work from across the world and in particular from Eastern Europe. This is becoming an

established pattern, which is supporting the local economy (particularly in agriculture) and meaning that East Cambridgeshire is becoming a more culturally diverse district. Migrants can experience a number of different issues when working and living in the district and this leaflet informs them of their rights and responsibilities.

### **3.3 The Council as an Employer**

We have a duty to make sure that the policies and practices that affect our staff are fair and promote equality. We want to protect our staff from unfair treatment, uphold our obligations to provide job profiles, SMART performance indicators and appraisals, and give them support, development opportunities and training.

#### **3.3.1 Our Staff**

The Council employs 184 staff (as at 31 December 2015), and the profile of the workforce can be summarised as follows:

- 115 (62.5%) are female and 69 (37.5%) are male.
- 3.3% consider themselves to have a disability.
- 96% are white, 2% are black and 2% are of mixed ethnic origin.
- 57% are Christian, the remainder have declined to state or are of no religion.
- 1.1% are aged 16-19, 3.8% are aged 20-24, 14.7% are aged 25-34, 24.5% are aged 35-44, 30.4% are aged 45-54, 20.1% are aged 55-64, and 5.4% are 65 and over. The average age is 45.
- 5 females (56%) and 4 males (44%) make up the top 5% of earners.
- There are no Black and Minority Ethnic (BME) staff or disabled employees at senior grades.

#### **3.3.2 Promoting Equality as an Employer**

This is how the Council is actively promoting equality as an employer:

- Offering learning and development opportunities to all staff, and working in a targeted way to ensure that all staff can access the training required for their career progression.
- Extending the right to request flexible working to all employees.
- Offering employees over the age of 55 have the right to request flexible retirement.
- Offering a Childcare Scheme where eligible employees (male or female) can apply for a contribution towards the cost of childcare of ninety pence per hour, which can be claimed for each whole hour of childcare paid for by staff up to a maximum of £155 per month.
- Providing equalities training for all Council staff.

- Offering support to staff on a range of issues that may affect their personal well-being, financial and mental health, including counselling and 'mini medicals' with the Occupational Health Advisor.
- Ensuring that processes are in place to effectively manage reasonable adjustments and redeployment requests through the Council's Managing Attendance and Stress at Work Policy and Procedure.
- Liaising with Access to Work to provide specialist equipment for disabled staff where required.
- Ensuring that effective HR policies are in place, e.g. Disciplinary, Grievance and Dignity at Work, for dealing with any complaints made under the Equality Act 2010.
- Ensuring that systems are in place within HR to monitor cases of discipline and grievance against equalities data.
- Having in place an Equal Opportunities Working Group that meets every 6 months.

## **4. DEVELOPMENT OF THE SINGLE EQUALITY SCHEME**

### **4.1 Gathering Data and Using Information**

One of the duties that must be carried out by any public sector authority is the gathering of information. This includes information on the profile of the workforce, information on the profile of the resident population, and how people are affected by the Council's policies and practices both in employment and service delivery.

The Council has gathered and will continue to gather this information in the following ways:

- Local population data, e.g. Census statistics
- Staff statistics and recruitment monitoring forms in relation to age, gender, ethnic origin, religion/belief, disability, marital status
- Flexible working applications
- Applications for training and development
- HR monitoring data, e.g. grievance, disciplinary etc.
- Staff surveys
- Staff engagement workshops
- Customer satisfaction surveys
- Equality Impact Assessments (EIAs)
- External stakeholder workshops

### **4.2 Consultation and Engagement**

The Council recognises the importance of consultation in the development and implementation of this Scheme. Involvement and consultation helps to give everyone, including minority groups, an opportunity to provide input about the provision of services.

Consultation will take place with Council staff, Councillors, local residents, community groups, partner organisations, parish councils and other associations during April and May 2016 on this new scheme.

### **4.3 Equality Impact Assessment (EIAs)**

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in

employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

A checklist is available to guide Council officers through the impact assessment process (see Appendix 2). In the first instance, the officer would complete an Initial Screening Template (see Appendix 3) to scope the impact and decide whether a full impact assessment (EIA) is required. If this identified the need for a full impact assessment, then the officer would complete the detailed EIA template (see Appendix 4).

The Council's Committee report template makes reference to equality impact assessments. If a new/revised policy is being presented to committee, the officer should use the committee report template to indicate if an impact assessment has or has not been completed. If an impact assessment has been completed, then a copy should be attached to the committee report. If the impact assessment identifies barriers, the officer's report should make reference to the main findings and any proposed actions so this can inform decision making.

The Council has set up Scrutiny and Verification Panels, comprising of two to four members of the Council's Equal Opportunities Working Group to review and challenge completed impact assessments prior to publication.

The Council is committed to publishing the results of our [Equality Impact Assessments](#) on our website. Copies can also be made available on request.

**5. Our Equality Objectives for 2016-2020**

The Council has identified the following equality objectives for the period 2016-2020.

1	As a <b>Community Leader</b> , we are committed to working together with community partners and local residents to create a district in which inequality is tackled effectively, and where people from all backgrounds live and work together with mutual understanding and respect.
2	As a <b>Service Provider</b> , we recognise that our residents and visitors come from different communities and different circumstances, and we are committed to making use of this local knowledge to help to create a fairer society.
3	As an <b>Employer</b> , we are committed to eliminating discrimination in employment through the establishment of good employment practices applied equally to all employees.

APPENDIX 1: Equalities Action Plan 2016-2020

	Equality Objective	Action	Responsible Officer	Timescale
1.	As a <b>Community Leader</b> , we will:			
1.1	Understand the profile of our resident population and service users	Continue to collect and analyse statistical data on the local population	HR Manager	By 31 <sup>st</sup> March each year
		Monitor take up of information requested in other languages and formats	HR Manager	By 31 <sup>st</sup> March each year
1.2	Continue to work to improve access to and take-up of Council services from all residents and communities	Continue to assess the equality impacts of all decisions, policies and projects which have an impact on residents and visitors	Corporate Management Team (CMT) Service Leads HR Manager	Ongoing
1.3	Commit publicly to improving the equality outcomes for the local community	Support the Cambridgeshire Equality Pledge with our local partners	Chief Executive Chair of Regulatory & Support Services Committee HR Manager	Launched in November 2015
1.4	Ensure that corporate and service level structures are in place to deliver and review the equalities agenda	Hold Equal Opportunities Working Group meetings every 6 months	HR Manager Equal Opportunities Working Group (EOWG)	Every 6 months
		Ensure the Council has a compliant Single Equality Scheme in place	HR Manager	By April 2016
		Continue to deliver equalities training to new staff and Elected Members	HR Manager Democratic Services Manager	By 31 <sup>st</sup> December 2016
		All Council publications to reflect a diverse community in terms of content and images	Reprographics Manager	Ongoing
		Ensure Council publications are available in accessible formats	CMT Service Leads Customer Services Team	As required

2.	As a <b>Service Provider</b> , we will:			
2.1	Ensure our services are accessible	Continue to provide accessible buildings, facilities and open spaces to improve access for disabled people	Open Spaces and Facilities Manager	Ongoing
		In the development of the Council's new website, ensure that accessibility issues (e.g. access to different languages and formats) are taken into account	Customer Services Manager	By 31 <sup>st</sup> December 2017
2.2	Consult with local residents and service users so that they feel empowered to influence decision making	Use the Council's Register of Consultees to give local residents, community groups the opportunity to get involved in local decision making	CMT Service Leads Community Development Officer	Ongoing
2.3	Provide activities to promote physical activity and help reduce the social isolation of older people in the district	Continue to run and promote the Mature and Active programme for people over the age of 55	Community Development Officer	Weekly
2.4	Work with local communities to reduce domestic violence and abuse	Improve responses and interventions which support victims of sexual violence including DV and rape	Housing Options Manager	Ongoing
3.	As an <b>Employer</b> , we will:			
3.1	Understand the profile of our workforce	Analyse available data to understand how representative the Council's workforce is and identify any issues that need to be addressed	HR Manager HR Support Officer	By 31 <sup>st</sup> March each year
3.2	Ensure that the Council's policies and practices are non-discriminatory and compliant with Equalities legislation	Carry out EIAs on new and revised employment policies and publish them on the Council's website	HR Manager HR Support Officer	Ongoing



	(Continued) Ensure that the Council's policies and practices are non-discriminatory and compliant with Equalities legislation	Use the Council's Recruitment and Selection Policy to promote fair and equal treatment for job candidates	HR Manager HR Support Officer	Ongoing
		Implement the new pay and grading structure	HR Manager HR Support Officer	By 31 <sup>st</sup> March 2017
		Ensure that the harassment of staff is dealt with promptly in accordance with the Council's Dignity at Work Policy	HR Manager	As required
3.3	Ensure that policies are in place to meet the varying needs and work/life responsibilities of employees	Development and implementation of new Guidance on Family Friendly Working	HR Manager	By 31 <sup>st</sup> March 2016
3.4	Consult on the way in which policies are developed and implemented	Circulate all new and revised policies to CMT, Service Leads and Unison prior to implementation	HR Manager	Ongoing

## **APPENDIX 2: EQUALITY IMPACT ASSESSMENTS (EIA) – A CHECKLIST FOR OFFICERS**

### **What is an Equality Impact Assessment (EIA)?**

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

**The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.**

Complete

<b>1</b>	<b><u>EIA - INITIAL SCREENING TEMPLATE</u></b>	
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To be completed when developing a new or reviewing an existing policy. Use the Initial Screening Template (IST) to scope the impact and decide whether a full equality impact assessment (EIA) is required.

The following questions can help you to determine whether a full EIA is required:

- Does the policy affect service users or the wider community?
- Is it a major policy, with a significant effect on how functions are delivered?
- Will it have a significant effect on how other organisations operate?
- Does it involve a significant commitment of resources?
- Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?

If a full EIA is required, go to Stage 2. If not, your IST will need to be countersigned by your Service Lead Officer and forwarded to the HR Manager (go to Stage 3).

<b>2</b>	<b><u>EQUALITY IMPACT ASSESSMENT (EIA)</u></b>	
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a)	Establish clear aims and objectives <i>Questions (a) to (b)</i>	<ul style="list-style-type: none"> <li>▪ What is the aim/purpose of the policy?</li> <li>▪ Who is the policy intended to benefit and how?</li> <li>▪ What outcomes do we want to achieve from the policy?</li> <li>▪ How will the policy be put into practice?</li> </ul>
b)	Gather information/data <i>Question (c)</i>	<ul style="list-style-type: none"> <li>▪ Is the EIA informed by any data? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction/feedback data, access audits, census data, benchmarking, workforce profile etc.</li> </ul>
c)	Assess likely impact and opportunities to promote equality <i>Questions (d) to (g)</i>	<ul style="list-style-type: none"> <li>▪ What do you already know about equality impact or need?</li> <li>▪ Is there a higher or lower take-up by particular groups?</li> <li>▪ Have there been any demographic changes/trends locally?</li> <li>▪ Are there any barriers to accessing the policy or service?</li> <li>▪ Is there a differential impact on different groups?</li> <li>▪ Is the differential impact an adverse one?</li> <li>▪ Is the policy directly or indirectly discriminatory?</li> <li>▪ Is the policy intended to increase equality of opportunity through positive action?</li> </ul>

d)	Involvement and consultation <i>Questions (h) to (j)</i>	<ul style="list-style-type: none"> <li>▪ How have you engaged stakeholders in gathering evidence or testing the policy proposals? <i>The Consultation Register is available to assist staff in consulting with the Council's stakeholders.</i></li> <li>▪ Who was involved, how and when where they engaged?</li> <li>▪ Does the evidence show potential for differential impact?</li> <li>▪ How will you mitigate any negative impacts?</li> </ul>								
e)	Make a judgement on the policy in light of data, alternatives and consultation <i>Questions (k) to (l)</i>	<table border="1"> <tr> <td>Option 1:</td> <td><b>No major change</b> - the evidence shows that the policy is robust and no potential for discrimination.</td> </tr> <tr> <td>Option 2:</td> <td><b>Adjust the policy</b> - to remove barriers or to better promote equality.</td> </tr> <tr> <td>Option 3:</td> <td><b>Continue the policy</b> - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.</td> </tr> <tr> <td>Option 4:</td> <td><b>Stop and remove the policy</b> – if the policy shows adverse effects that cannot be justified.</td> </tr> </table>	Option 1:	<b>No major change</b> - the evidence shows that the policy is robust and no potential for discrimination.	Option 2:	<b>Adjust the policy</b> - to remove barriers or to better promote equality.	Option 3:	<b>Continue the policy</b> - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	Option 4:	<b>Stop and remove the policy</b> – if the policy shows adverse effects that cannot be justified.
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Option 4:	<b>Stop and remove the policy</b> – if the policy shows adverse effects that cannot be justified.									

Your EIA will need to be countersigned by your Service Lead Officer and forwarded to the HR Manager.

<b>3</b>	<b>SCRUTINY &amp; VERIFICATION (S&amp;V) OF COMPLETED EIA</b>	<input type="checkbox"/>
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S&V Panel meeting to be held. The Panel will comprise of a panel of 2-4 Council Officers/members of EOWG. The Lead Officer responsible for completing the EIA may be asked to attend the panel session at an allotted time to summarise the findings of their EIA to the panel. Attendance will not be required for completed Initial Screening Templates (ISTs).

The purpose of the panel is to review and challenge completed impact assessments. They will decide if the IST/EIA needs to be referred back to the completing officer for further action. Where only an IST has been completed, the Panel may instruct the officer to undertake a full EIA if necessary.

<b>4</b>	<b>COMMITTEE REPORT (IF APPLICABLE)</b>	<input type="checkbox"/>
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If your new/revised policy is being presented to committee, you should use the committee report template to indicate if an impact assessment has or has not been completed. Attach a copy of the completed IST/EIA to the committee report. **If the IST/EIA identifies barriers, your report should make reference to the main findings and any proposed actions so this can inform decision making.**

<b>5</b>	<b>PUBLICATION OF EIA</b>	<input type="checkbox"/>
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The Council is committed to publishing the results of our [impact assessments](#) on the Council's website. When the IST/EIA has been approved by the S&V Panel, then the final version of the completed IST/EIA should be forwarded to the HR Manager who will arrange for the documents to be published. You will need to send any background papers or appendices that are relevant. Copies of impact assessments can also be made available on request.

<b>6</b>	<b>MONITOR &amp; REVIEW</b>	<input type="checkbox"/>
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Impact assessments are an ongoing process that do not end once a document has been produced. A review that considers the actual impact of the policy should be undertaken no later than one year after its introduction. This is not repeating the IST/EIA, but going back to the original assessment and using the information and experience gained through implementation to check the findings and make any necessary adjustments.

**APPENDIX 3: EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)**

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

<b>Name of Policy:</b>	
<b>Lead Officer (responsible for assessment):</b>	
<b>Department:</b>	
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date Initial Screening Completed:</b>	

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

(c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

**Ethnicity**   
**Gender**   
**Disability**   
**Gender Reassignment**   
**Pregnancy & Maternity**

**Age**   
**Religion or Belief**   
**Sexual Orientation**   
**Marriage & Civil Partnership**

**Please explain any impact identified:** i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

- |                                                                                                                          |           |
|--------------------------------------------------------------------------------------------------------------------------|-----------|
| (e) Does the policy affect service users or the wider community?                                                         | YES/NO/Na |
| (f) Does the policy have a significant effect on how services are delivered?                                             | YES/NO/Na |
| (g) Will it have a significant effect on how other organisations operate?                                                | YES/NO/Na |
| (h) Does it involve a significant commitment of resources?                                                               | YES/NO/Na |
| (i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc? | YES/NO/Na |

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

**Signatures:**

**Completing Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Service Lead Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX 4: EQUALITY IMPACT ASSESSMENT (EIA) FORM**

<b>Name of Policy:</b>	
<b>Lead Officer (responsible for assessment):</b>	
<b>Department:</b>	
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date EIA Completed:</b>	

**What is an Equality Impact Assessment (EIA)?**

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

**The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.**

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

(c) **Is the EIA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

**(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics? (please tick all that apply)**

**Ethnicity**  
**Gender**  
**Disability**  
**Gender Reassignment**  
**Pregnancy & Maternity**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Age**  
**Religion and Belief**  
**Sexual Orientation**  
**Marriage & Civil Partnership**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Please explain any impact identified:** i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

**(e) Does the policy have a differential impact on different groups?**

YES/NO/Na
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**(f) Is the impact *adverse* (i.e. less favourable)?**

YES/NO/Na
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**(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?**

YES/NO/Na
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**(h) How have you engaged stakeholders in gathering evidence or testing the policy proposals? Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.**

\* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

**(i) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).**

**(j) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements?** i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

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**(k) Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.**

Option 1:	<b>No major change</b> - the evidence shows that the policy is robust and no potential for discrimination.	
Option 2:	<b>Adjust the policy</b> - to remove barriers or to better promote equality.	
Option 3:	<b>Continue the policy</b> - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	
Option 4:	<b>Stop and remove the policy</b> – if the policy shows adverse effects that cannot be justified.	

**(l) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified?** Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

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This completed EIA will need to be countersigned by your Service Lead Officer and forwarded to the HR Manager.

All completed EIAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to meet with the Scrutiny and Verification panel to summarise the findings of your EIA.

**Signatures:**

**Completing Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Service Lead Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_