

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:	Single Equality Scheme 2016-2020
Lead Officer (responsible for assessment):	Nicole Pema, HR Manager
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	-
Date EIA Completed:	16 th March 2016

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?

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.

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

- Meet the responsibilities placed on us by the equalities legislation, specifically, the Equality Act and the Public Sector Equality Duty.
- 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 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.

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

Local residents and businesses, community groups and associations, Council staff, Councillors, partner organisations and Parish Councils.

(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.

The Single Equality Scheme and EIA is informed by the following:

- Local population data:
 - (1) Office for National Statistics 2014 mid-year population estimates
 - (2) Office for National Statistics 2011 Census
- Staff statistics and recruitment monitoring forms
- The Council's Sustainable Community Strategy 2011-2031
- The Council's Local Plan
- The East Cambridgeshire Domestic Violence Strategy
- The Council's Housing strategies and policies
- The Council's Community Safety Strategy
- Equality and Human Rights Commission (2011) Equality Act Codes of Practice (and associated guides)
- Government Equalities Office (2011) Equality Act 2010: What do I need to know? Quick Start Guides

(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 and 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?

The scheme aims to have a **positive** impact across all of the protected characteristics, ensuring that we:

- a) Meet the responsibilities placed on us by the equalities legislation.
- b) Take equalities issues into account when making decisions.
- c) Identify what barriers people face and take steps to remove them.
- d) Develop measures and actions to tackle discrimination.
- e) Challenge discrimination against people who work for the Council or who use our services.
- f) Raise staff awareness and understanding of these issues.

The District of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at approximately 86,700.

The profile of the population is set out below:

Protected Characteristic	Variable	% of Population
a) Gender	Females	50.7
	Males	49.3
b) Age	0-15	19.6
	16-24	9.1
	25-44	27.6
	45-59	20.1
	60-64	6.5
	65+	17.1
c) Ethnic Group	White	96.2
	Mixed	1.4
	Asian	1.4
	Black	0.5
	Other	0.3
d) Religion	No religion	28
	Christian	62
	Muslim	0.4
	Buddhist	0.3
	Hindu	0.2
	Jewish	0.1
	Sikh	0.1
	Not stated	8.9
e) Disability	Yes	15.4
	No	84.6
f) Sexual Orientation	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% of the population is gay, lesbian or bisexual.
g) Gender Re-assignment		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	Single	27.1
	Married	54.9
	Civil Partnership	0.3
	Separated	2.4
	Divorced	8.7
	Widowed	6.6

i)	Pregnancy and Maternity ²	Dependents	40.7
		No Dependents	59.3

As a service provider, the Council is actively promoting equality in the access to, and delivery of, its services. This includes:

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](#)
- 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](#)

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.

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 a different issues when working and living in the district and this leaflet informs them of their rights and responsibilities.

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

YES/NO/Na

(f) Is the impact *adverse* (i.e. less favourable)?

YES/NO/Na

(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

(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.

Consultation has already commenced internally with Corporate Management Team, Service Leads and Unison. Subject to committee approval, further consultation will now take place with Councillors, local residents, community groups, partner organisations, parish councils and other associations on the updated scheme.

* 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).

To date, all comments on the updated scheme have been positive. This EIA will be updated to include the findings of the extended consultation 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.

Potential risks of the Single Equality Scheme 2016-2020:

- Failing to comply with equality duties and/or other equalities legislation.
- Compliance notices and/or enforcement action being taken by the Equality and Human Rights Commission.
- Insufficient staff and/or lack of cooperation to take forward the Scheme's actions and priorities.
- Financial consequences of enforcement action/non-compliance.
- Financial consequences of discrimination/harassment claims.
- Impact on the Council's reputation if we are not perceived as an 'equal opportunities employer'.
- Risk of service exclusion if we do not know who are hard-to-reach groups are and how to engage with them.

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

Not applicable.

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:	<u>Nicole Pema</u>	Date:	<u>16/03/16</u>
Service Lead Officer:	<u>Nicole Pema</u>	Date:	<u>16/03/16</u>