



DISTRICT COUNCIL
North Oxfordshire

Equality

Impact Assessment Form

Impact Assessment Form

Part I: Initial Screening

1. Persons responsible for this Assessment:

Name:	Claire Taylor
Service:	Community and Corporate Planning
Directorate:	CEO
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Date of Assessment:	15/10/08

2. Name of the policy, service, strategy, procedure or function:

Name:	Consultation and Engagement Strategy
New or Existing:	New

3. Briefly describe its aims and objectives:

A corporate strategy that provides a series of key consultation products for use by the council and also maintains the framework under which consultation and community engagement should take place.

4. Who is intended to benefit from this and in what way:

Ultimately the beneficiaries are all residents and taxpayers, the people who are approached to participate in the consultation and engagement activities.

5. What outcomes are expected:

That service managers use the results of consultation to inform their plans, projects and service development. That the council can demonstrate it is accessible and responds to the needs of service users. That the council meets the duty to involve.

6. Have you consulted on this policy, service, strategy, procedure or function:

No
Details:

7. What evidence has been used for this assessment:

Annual project reviews and sample profiles for the consultation. Specific consultation with representatives from the equalities strands has not been undertaken as part of this assessment. Steps taken to mitigate against any negative impacts have been outlined.

8. Could a particular group be affected in either a negative or positive way:

	Negative	Positive	Evidence
Age	There is a potential negative impact as some consultation techniques may disadvantage or		Research practice, methodology and past response rates indicate that consultation

	ignore some groups.		techniques must be chose carefully to ensure that they do not disadvantage any particular groups.
Disability	There is a potential negative impact as some consultation techniques may disadvantage or ignore some groups.		Research practice, methodology and past response rates indicate that consultation techniques must be chose carefully to ensure that they do not disadvantage any particular groups.
Gender (including transgender)	There is a potential negative impact as some consultation techniques may disadvantage or ignore some groups.		Research practice, methodology and past response rates indicate that consultation techniques must be chose carefully to ensure that they do not disadvantage any particular groups.
Race (including Gipsy and Traveller)	There is a potential negative impact as some consultation techniques may disadvantage or ignore some groups.		Research practice, methodology and past response rates indicate that consultation techniques must be chose carefully to ensure that they do not disadvantage any particular groups.
Religion or Belief	There is a potential negative impact as some consultation techniques may disadvantage or ignore some groups.		Research practice, methodology and past response rates indicate that consultation techniques must be chose carefully to ensure that they do not disadvantage any particular groups.
Sexual Orientation	There is a potential negative impact as some consultation techniques may disadvantage or ignore some groups.		Research practice, methodology and past response rates indicate that consultation techniques must be chose carefully to

			ensure that they do not disadvantage any particular groups.
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Are there any other policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If Yes, please identify which groups are affected	Yes	This relates to consultation that is undertaken as part of the service and financial planning process (initial impact assessment undertaken) and the community planning process (initial impact undertaken).
Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment?	Yes	
If the answer is no please give reasons for this decision		
Date by which full Equality Impact Assessment is to be completed	Date: April 2009	

Declaration

We are satisfied that an initial screening has been carried out on this policy, service, strategy, procedure or function (delete those which do not apply) and a full Equality Impact Assessment is required.

We understand that the Equality Impact Assessment is required by the Council and that we take responsibility for the completion and quality of this assessment

Completed by: Claire Taylor

Date: 15/10/08

Role: Community and Corporate Planning Manager

Countersigned by Head of Service

Date:

Date for Review: 06/09

Please forward an electronic copy to the Access & Inclusion Officer by emailing it to: equalities@cherwell-dc.gov.uk

Print and sign a hard copy and store both the electronic copy and signed hard copy in a safe place. These should be available from your team for audit purposes when requested.

Part 2: Full Assessment

9. Summarise the negative impacts for each group(s) identified in section 8:

Group	Negative Impact

10. What previous consultation has taken place or will take place with each equality group either externally or internally?

11. Who was consulted and/or what research material was used?

12. What does the consultation indicate about the negative impact?

13. If there is still a negative impact see Guidance Notes

14. If there is a negative impact what will you do to promote equality and improve relations within equality groups?

15. What monitoring, evaluation or review has been set up to carry out checks on the policy, service, strategy, procedure or function?

16. When will it be reviewed?

17. What changes do you propose to make to the policy, service, strategy, procedure or function as a result of research and/or consultation?

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/No	Resource Implications	Comments

Completed by:		Date Started:		Date completed:	
Role:					

I am satisfied that a full Equality Impact Assessment has been undertaken in respect of _____(Name of policy, service, strategy, procedure or function)

I understand that this Equality Impact Assessment is required by the Council and we take responsibility for its completion and quality

Countersigned by Head of Service

Date:

Date for Review:



Guidance Notes

Carrying out Equality Impact Assessments

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What is an Equality Impact Assessment?

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Cherwell District Council by making sure it does not discriminate and that, where possible, it promotes equality. It is a way to make sure individuals and teams think carefully about the likely impact of their work on equality target groups and take action to improve policies, services, strategies, procedures and functions. It involves anticipating the consequences of policies and projects on the target groups and making sure that, as far as possible, any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.

Where does an EqIA come from?

Equality Impact Assessments originate from the Race Relations (amendment) Act 2000, the Disability Discrimination Act 2005, as well as the Equality Standard for Local Government (ESLG), all of which place obligations on local authorities and public sector organisations to carry out impact assessments.

The Equality Standard is a Best Value Performance Indicator and as such is audited in the same way as any other BVPI. The Equality Standard has been developed as a tool to enable organisations to mainstream gender, race, disability, age, sexual orientation and religion or belief into policy and practice at all levels.

The Council process is therefore aimed at assessing the impact of policies, strategies, functions or projects across the six equality groups.

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What is meant by “Impact”?

The Council will look at two possible impacts in its assessment:

(a) A negative or adverse impact:

This is an impact that could disadvantage one or more equality groups. This disadvantage may be differential, where the negative impact on one particular group of individuals or one equality group is likely to be greater than on another. The Equality Impact Assessment provides an opportunity to assess this.

For example: an event that was held in a building with no induction loop would have a negative or adverse impact on some attendees with a hearing impairment.

(b) A positive impact.

An impact that could have a positive impact on one or more equality target groups, or improve equal opportunities and/or relationships between groups. This positive impact may be differential, where the positive impact on one particular group of individuals or one equality group is likely to be greater than on another.

For example: A targeted training programme for black and minority ethnic women, would have a positive differential impact on black and minority ethnic women compared with its impact on white women and all men. It would not, however, necessarily have an adverse impact on white women or men.

When should an Equality Impact Assessment be carried out?

An equality impact assessment should be carried out when:

(a) Developing a new policy, service, strategy, procedure or function.

- (b) Reviewing existing policies, services, strategies, procedures or functions.
- (c) A policy, procedure, function or strategy has been identified as requiring an EqIA by partnership working, directorates, Executive or elected members.

All managers are responsible for incorporating equalities into their policies, procedures, functions or strategies, and for assessing the equalities impacts. This should be a continuous cycle, starting at the very beginning of the process. If there is any doubt as to whether a policy, service, strategy, procedure or function requires initial screening, managers should contact their representative on the Equality Group.

The Equality Impact Assessment consists of two parts:

- (a) The initial screening process.
- (b) The more thorough full assessment if the initial screening has identified an adverse/negative impact.

Initial Screening

This part of the Equality Impact Assessment form should be completed during the development or review stage before approval for the policy, service, strategy, procedure or function. Once initial screening has been completed, a full assessment is only required if:

- (a) Any equality group was identified as being disadvantaged or negatively impacted by the policy, strategy, project or function.
- (b) The impact was assessed as being of high significance.
- (c) The impact was not intentional and/or illegal, i.e. discriminatory under anti discrimination legislation.

Completing an EqIA is similar to a risk assessment as it involves predicting and assessing the implications of a policy, service, strategy, procedure or function on a wide range of people with different needs. Furthermore, this should not be carried out in isolation, but with the support and advice of others. Effective consultation with stakeholders is a key ingredient in conducting EqIAs.

At the screening stage, you should be assessing obvious negative/positive impact or gaps in knowledge about likely impacts. It should be a relatively short process which makes use of previous consultation results, personal knowledge and experience, research and reports, internet searches, internal and external specialist advice, staff with previous experience of similar strategies or projects etc. In Part 7 it should be noted if there is a lack of data or information concerning a particular area, that this should not be a reason to stop the process. If the likely impact on a particular group is unknown, then action needs to be taken to acquire this information.

Full Impact

This part provides an opportunity to assess the evidence for a possible negative impact. It ensures that research and consultation with the equality target groups has been carried out and leads to an improvement plan aiming to minimise the negative impact and, where possible, maximise the positive impact. The EqIA

improvement plan template (see Part 15) lists any recommendations that have been identified to improve the policy, procedure, function or strategy as a result of the EqlA along with the resources and timescales needed to achieve them.

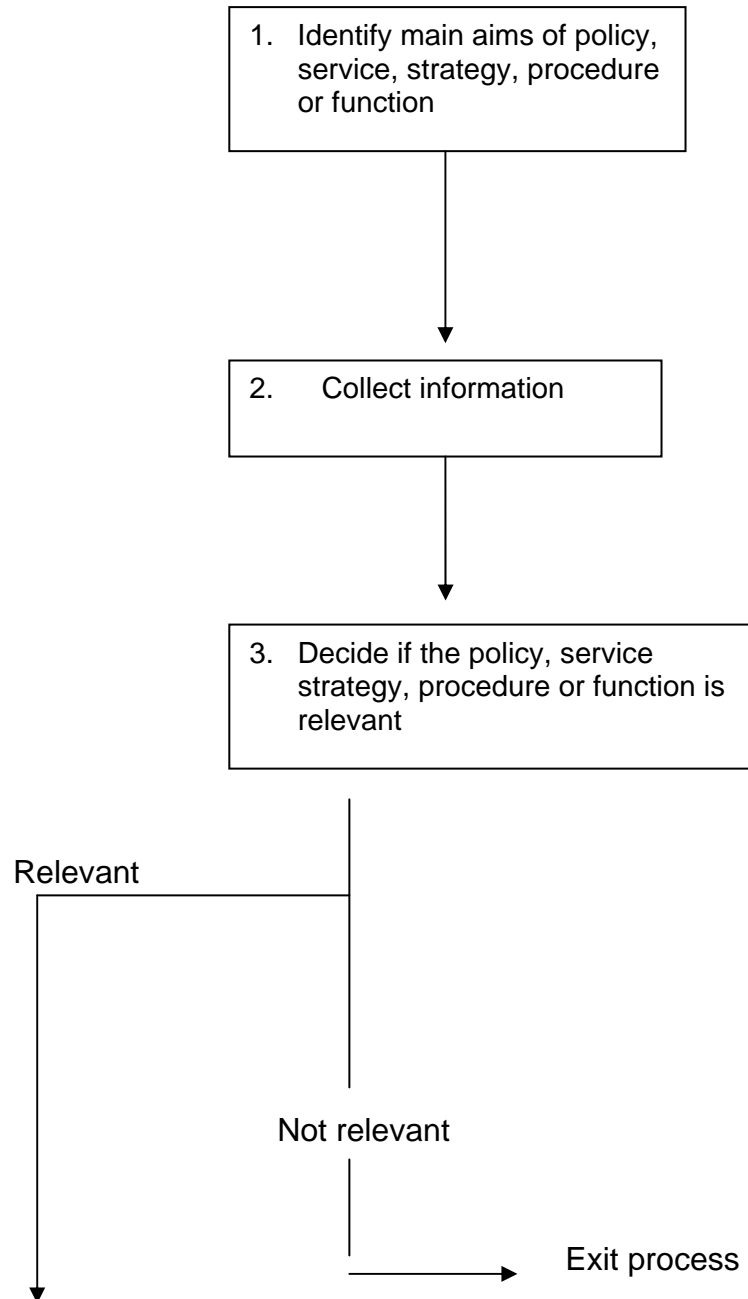
Consultation involves engaging with representatives from equality groups who are likely to be affected by the policy, strategy or project. This could include engaging with staff and members, staff networks or trade unions, other public bodies or voluntary and community groups. It is important to ensure sufficient time and resources are dedicated to the consultation process to encourage full participation, particularly by those groups we have traditionally failed to reach. For further guidance on consultation please refer to the consultation strategy. This outlines the core principles and practice for consultation and engagement with staff, partners, stakeholders and members of the public.

The public will be able to examine completed EqlAs if they request to see them and summary information about EqlAs should be made available on the council's website and staff Intranet. Publishing the results of EqlAs is key to establishing accountability and maintaining public confidence. It will demonstrate that the District Council is committed to promoting equality, monitoring, assessing and consulting on the effects of its policies, services, strategies, procedures or functions.

Flowchart: the Impact Assessment Process

Look at policy, service, strategy, procedure or function

INITIAL SCREENING



Full Assessment

