

# Equality Impact Assessment Form

A copy of this form is available on the Intranet.

## Screening

Name of strategy, project or policy:

CODE OF PRACTICE FOR CARRYING OUT SURVEILLANCE UNDER THE  
REGULATION OF INVESTATORY POWERS ACT 200 (RIPA)

Officer completing assessment:

CLARE BIRTWISTLE

Telephone:

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1. What is the main purpose of the strategy, project or policy?

TO ENABLE THE COUNCIL TO COMPLY WITH ITS STATUTORY OBLIGATIONS AND PROVIDE CLEAR AND PRECISE GUIDANCE TO THOSE POTENTIALLY CAUGHT BY THE LEGISLATION, HIGHLIGHTING THE RESPONSIBILITIES OF STAFF/MANAGERS UNDER THE SAME.

2. List the main activities of the project, policy (for strategies list the main policy areas)

OUTLINES INTERNAL PROCEDURES FOR GAINING AUTHORISATIONS FOR RIPA TO ENSURE A UNIFORM APPROACH ACROSS THE VARIOUS DEPARTMENTS CAUGHT BY THE LEGISLATION

OUTLINES THOSE PERSONS ABLE TO GRANT AUTHORISATIONS AND THE CIRCUMSTANCES WHEN AUHTORISATION WILL BE REQUIRED.

OUTLINES THE PROVISION FOR STORAGE AND MAINTENANCE OF RECORDS.

DETAILS THE FORMS TO BE USED BY ROSSENDALE BOROUGH COUNCIL

GENERAL ADVICE AND GUIDANCE ON RIPA.

3. Who will be the main beneficiaries of the strategy, project or policy?

THE COUNCIL AND ITS STAFF

4. Use the table below to tick:

- (a) Where you think that the strategy, project or policy could have a negative impact on any of the equality groups i.e. it could disadvantage them.
- (b) Where you think that the strategy, project, policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups.

**THIS POLICY WILL BE APPLICABLE ACROSS THE WHOLE COUNCIL AND WILL NOT HAVE ANY IMPACT, NEGATIVE, POSITIVE OR OTHERWISE. IT IS IN RESPONSE TO LEGISLATION THAT THE COUNCIL IS BOUND TO COMPLY WITH TO ENSURE THAT INDIVIDUALS' RIGHTS ARE PROTECTED WHILST ALSO ENSURING THAT LAW IS ENFORCED.**

		<b>Positive Impact</b> – it could benefit	<b>Negative Impact</b> – it could disadvantage	<b>Reason</b>
<b>Gender</b>	Women			
	Men			
<b>Race</b>	Asian or Asian British people			
	Black or black British people			
	People of mixed race			
	Irish people			
	White people			
	Chinese people and other minority ethnic communities not listed above			
<b>Disability</b>	Physical/learning/mental health			
<b>Sexuality</b>	Lesbians, gay men and bisexuals			
<b>Gender</b>	Transgender people			

<b>Identity</b>				
<b>Age</b>	Older people (60+)			
	Younger people (17-25), and children			
<b>Belief</b>	Faith groups *			
<b>Equal opportunities and/or improved relations eg Rural</b>				

**Notes:**

\* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

5 If you have indicated there is a negative impact on any group, is that impact:

Legal? YES  NO

(i.e. it is not discriminatory under anti-discriminatory legislation)

Intended? YES  NO

Level of impact HIGH  LOW

If the negative impact is possibly discriminatory and not intended and/or of high impact you must complete section two of this form. If not, complete the rest of section one below and consider if completing section two would be helpful in making a thorough assessment.

6 a) Could you minimise or remove any negative impact that is of low significance?

Explain how:

THERE IS NO IMPACT
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a) Could you improve the strategy, project or policy's positive impact?

Explain how:

THERE IS NO IMPACT
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*You may wish to use the action sheet at the end of Section two.*

7 If there is no evidence that the strategy, policy or project promotes equality, equal opportunities or improved relations – could it be adapted so that it does?

How?


Please sign and date this form, keep one copy and send one copy to the Head of Human Resources.

Signed: .....

Date: .....11<sup>TH</sup> OCTOBER 2006.....

**APPENDIX A**

**Section Two – Full Assessment**

Name of strategy, project or policy:

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Date: .....11<sup>TH</sup> OCTOBER 2006.....

Part a

1. Looking back at section one of the EQIA, in what areas are there concerns that the strategy, policy or project could have a negative impact?

- Gender
- Race
- Disability
- Sexuality/Transgender
- Age
- Faith

2. Summarise the likely negative impacts.

THERE IS NO IMPACT

3. What previous or planned consultation on this topic/policy area/project has taken place/will take place with groups/individuals from equality target groups?

If there has already been consultation what does it indicate about negative impact of this strategy, project or policy?

<b>Equality target groups</b>	<b>Summary of consultation carried out or planned</b>
Women	
Black and minority ethnic communities	
Disabled people	
Lesbians, gay men, bisexuals or trans people	
Older people	
Young people/children	
Faith groups	

4. What consultation has taken place/or is planned with Council staff – including staff that have, or will have, direct experience of implementing the strategy/ policy/ working on the project?

THERE IS NO IMPACT.

5. Check that research /studies/reports concerning the equality target groups and the likely impact have been used to plan the project and guide it or indicate what research you intend to carry out.

<b>Equality target groups</b>	<b>Title/type/details of report/research</b>
Women	
Black and minority ethnic communities	
Disabled people	
Lesbians, gay men, bisexuals or	

trans people	
Older people	
Young people/children	
Faith groups	

6. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues.

YES  *(Please list them and explain how you will obtain their views)*


NO

**Part b**

**Complete this section when consultation and research has been carried out**

7. a) As a result of this assessment and available evidence collected, including consultation, state whether there will need to be any changes made/planned to the policy, strategy or project.
- b) As a result of this assessment and available evidence is it important that the Council commissions specific research on this issue or carry out monitoring/ data collection?

*(You may wish to put this information directly onto the action sheet at the end of this form)*

8. Will the changes planned ensure that negative impact is:

Legal?   
*(not discriminatory, under anti-discriminatory legislation)*

Intended?

Low impact?

9. a) Have you set up a monitoring/evaluation/ review process to check the successful implementation of the strategy, project or policy?

YES  NO

b) How will this monitoring/evaluation further assess the impact on the equality target groups/ensure the strategy/project/policy is non-discriminatory?

Details:


***Please complete the action form below, sign the EQIA, retain a copy and send a copy of the full EQIA, including the Action Plan, to the Head of Human Resources.***

Signed: *(completing officer)*

Date:

### **Equality Impact Assessment Action Plan**

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

<b>Issue</b>	<b>Action required</b>	<b>Lead officer</b>	<b>Timescale</b>	<b>Resource implications</b>	<b>Comments</b>