

Equality Impact Assessment Form

Name of Strategy/Policy:	Civic Protocol	
Officer Name(s):	Heather Moore	
Job Title & Location:	Committee and Member Services Manager	
Department/Service Area:	Democratic Services	
Telephone & E-mail Contact:	01706 252423	
Date Assessment:	Commenced: 18/2/08	Completed: 22/2/08

1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure or project (refer to “**Notes for Guidance**” for details).

The Civic Protocol sets out

The Protocol was developed by the Civic Matters Working Group which comprises the Mayor, the Deputy Mayor, the Leader of the Council, Leaders of the Opposition Groups, Committee and Member Services Manager and Civic Services Officer/Leader’s PA.

- b) Is the policy under review (please tick)

New/proposed

Modified/adapted

Existing

- c) Who will be the main beneficiaries, targets or users of this strategy, policy, project or procedure?
- ✓ Customers/citizens of the district
Targeted/specific groups of customers/citizens (indicate below in [d]).
 - ✓ Elected Members/Councillors
 - ✓ Internal colleagues/customers or other public authorities e.g. government agencies
 - Community Groups/voluntary sector groups or campaign/interest groups
 - Staff/employees (in their contractual position) and/or potential employees/trainees.
Any other stakeholder e.g. trade unions, contractors, suppliers, district partners, public agencies (not directly under Council control), intermediaries representing interest groups e.g. tenants, developers, legal agencies or third parties.

Specify in box below:

- d) Please detail below specific equality groups – for example disabled citizens, elderly or infirm/female or non-traditional users who are seen as intended beneficiaries from this policy/strategy/project/procedure (see “**Notes for Guidance**”).

Key equality groups as intended beneficiaries (where appropriate):

The policy is not directed at any specific equality group.

e) To assist with the assessment you may need to consider collecting the following information you require, before completing the table in Section 2:

- NATIONAL DATA eg surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA eg demographics, service mapping studies & relevant research.
- MANAGEMENT INFO eg data collected for operational/financial or other purposes.
- MONITORING DATA eg information already available or collected. For example: disability type, age band, gender, location. (ref existing BVPIs).
- CONSULTATION/CONTACT DATA eg user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK eg results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
- Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
- OTHER eg frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

f) Is further consultation, data collection or research still required?

Yes

No

X

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):

2. Impact – Evidence

- a) Using the table below please tick whether you have evidence that the policy/strategy has a negative, positive or neutral impact on any of the equality groups listed below

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
Gender	Women	Yes		Informs people about the Mayoralty	
	Men	Yes		As above	
Race (Ethnicity or Nationality)	Asian or Asian British people	Yes		As above	
	Black or black British people	Yes		As above	
	Chinese or other ethnic people				
	Irish people	Yes		As above	
	White people	Yes		As above	
	Chinese people	Yes		As above	
	Other minority communities not listed above e.g. traveller/European (please state below):	Yes		As above	
Disability	Physical/learning/mental health	Yes		As above	

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
Sexuality	Lesbians, gay men and bisexuals	Yes		As above	
Gender Identity	Transgender people	Yes		As above	
Age	Older people (60+)	Yes		As above	
	Younger people (17-25), and children	Yes		As above	
Belief	Faith groups *	Yes		As above	
Other Groups (e.g. carers, rural isolation)		Yes		As above	
Equal opportunities and/or improving relations	Note impact on group relations <u>between</u> and any effects on social cohesion.	Yes		As above	

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.

- b) If the table above is not fully completed, what further information does the Assessor need?

N/A

- c) Based on a summary of the evidence obtained, are there specific equality groups more affected than others by this policy/project etc area? If so indicate briefly below.

There are no specific equality groups more affected than others.

3. Impact – Nature/Type

- a) Could you further improve the strategy, project, policy or procedure's positive impact?

YES NO

If "Yes", briefly summarise below how the positive impact could be improved upon.

Key Actions:

Must ensure that the policy is available in other formats to meet equality requirements, having regard to language, Braille, audio, large print, etc.

- b) If you indicated that there is neutral impact, could this be changed to become positive?

YES NO

If yes, briefly summarise below how this impact could be minimised or removed:

Key Actions:

N/A

- c) You need to think about how you can mitigate any adverse or negative impact or use the policy to promote a positive impact. If the proposed policy or project has a:

High Impact – you have identified that the policy or project will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

Or:

Lower Impact – if you have identified that the policy would have a negative or adverse impact (that may not be lawful) you will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy, stating what the changes should be
- Revise the policy, stating the revisions
- Consult further if you feel that you do not have enough information

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions:

N/A

4. Impact Assessment - Summary

a) Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council:

Key Findings:

- Must ensure that the policy is available in all equalities formats.

b) "Public Duty" Issues

Refer to "**Notes for Guidance**". Given the three strands of legal duty, please identify which particular issues are essential for the Council to address:

N/A

5. Impact Assessment – Further Action

a) As a result of collecting evidence (including consultation) have any changes been made, or are planned, to this policy, strategy, procedure or project?

Yes No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s) or political body as required):

N/A

b) Has a monitoring/evaluation/review process been set up to check the successful implementation of the policy/strategy including improved outcomes?

Yes No

If yes, briefly summarise below:

- c) Please briefly describe how the above monitoring/evaluation will ensure the policy/strategy will be reviewed/monitored for impact (indicate timescale):

N/A

Please complete the Action Plan overleaf

- d) If no further action is to be taken as a result of this assessment:

1. Are you convinced that no discriminatory action is evident in the implementation of this policy, procedure, etc?

Yes No

2. Have you weighed up and considered any negative impact and the options to change, alter or adapt?

Yes No

3. Do you intend/recommend a further review? If yes, indicate timescale.

Yes No (Timescale:.....)

IMPACT ASSESSMENT ACTION PLAN

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments
Access to procedure.	Ensure available in all equalities or disability formats.	Heather Moore	When Protocol implemented	Costs relating to transferring into other format.	Ensure equalities text is put on explaining that it is available in other formats.

Equality Impact Assessment

Checklist & Signature Sheet

Name of Strategy/Policy:	Civic Protocol
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Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed
- Notified all relevant Officers/Service Areas/Partners

Signed:Heather Moore.....

Job Title: ...Committee and Member Services Manager. Department: Democratic Services
Date commenced Assessment:...18/2/2008 Date completed: ...22/2/2008

Date received in HR:.....

Received in HR by:

Please sign the EQIA as indicated above, retain a copy and send a copy of the full EQIA, including the Action Plan, to:

Liz Murphy
Head of Human Resources
Kingfisher Business Centre, Futures Park
Bacup
OL13 0BB
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of HR)

- Referred back to Assessor for amendment(date)
- Refer to Committee (specify committee & date)
- Considered by Corporate Equalities Implementation Group..... (date)
- Published/made publicly available on (date)

Signed:..... (Head of HR) Date:.....

Date of Review:.....