

Equality Impact Assessment Form

Name of Strategy/Policy:	Organisational Development Plan	
Officer Name(s):	Liz Murphy	
Job Title & Location:	Head of People and Policy	
Department/Service Area:	People and Policy	
Telephone & E-mail Contact:	01706 252452 Liz murphy@rossendalebc.gov.uk	
Date Assessment:	Commenced: 6 th March 2008	Completed: 21 st August 2008

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).

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

New/proposed

Modified/adapted

Existing

The procedure is currently being reviewed as part of a complete review of the Council's Constitution.

- c) Who will be the main beneficiaries, targets or users of this strategy, policy, project or procedure?

- Customers/citizens of the district**
- Elected Members/Councillors**
- Staff/employees (in their contractual position) and/or potential employees/trainees.**

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**”).

No specific Equality Groups

- 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.

Consultation has been undertaken with the Community Involvement Working Group, Elected Members and the Democratic Services Team.

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

Yes No

(If yes then complete Consultation 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 of all races and nationalities				√
	Men				√
Race (Ethnicity or Nationality)	Asian or Asian British people				√
	Black or black British people				√
	Chinese or other ethnic people				√
	Irish people				√
	White people				√
	Chinese people				√
	Other minority communities not listed above e.g. traveller/European (please state below):				√

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

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?

No further information required.

- 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.

no

3. Impact – Nature/Type

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

NO

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

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

Yes

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

Key Actions:

An Equality Checklist has been introduced for all training venues
 All training providers have to meet the Equality requirements for Contractors
 Training is provided for Members and Employees on different aspects of Equality and Diversity
 The number of employees who have a PDR is monitored within the People and Policy Team
 Data according to each of the Equality Strands is monitored and reported to the O and S Committee

- 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:
No further action required

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:
No further action required

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:

No particular issues.

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):

- 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:

The Policy will be reviewed annually and updated

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

The Policy will be reviewed annually and data is reported to Overview and Scrutiny Performance Committee

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: Annually.....)

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
Training Venues may not be DDA compliant	An Equality Checklist has been introduced for all training venues	HR Advisor	Delivered	None	
Training Providers may not embody principles of Equality	All training providers have to meet the Equality requirements for Contractors	HR Advisor/Procurement Officer	Delivered	None	
Employees/Members may not be aware of their legal obligations in relation to Equalities	Training is provided for Members and Employees on different aspects of Equality and Diversity	HR Advisor/Head of People and Policy/Democratic Services Mgr	Ongoing part of annual programme	Financed from within existing budgets	
Training could be prioritised in a discriminatory manner	The number of employees who have a PDR is monitored within the People and	Head of People and Policy	Planned as part of ongoing work	Within existing resources	

	Policy Team Data according to each of the Equality Strands is monitored and reported to the O and S Committee		programme		
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Equality Impact Assessment

Checklist & Signature Sheet

Name of Strategy/Policy:	Domestic Abuse
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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: Liz Murphy.....

Job Title: Head of People and Policy..... Department:
.....

Date commenced Assessment: August 2008..... Date completed:
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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 OBB
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:.....