

# EQUALITY AND DIVERSITY IMPACT ASSESSMENTS

Please transfer any actions you intend to take to the Action Plan at the end (as Service Plan)

## ASSESSING FUNCTIONS AND POLICIES GUIDANCE FOR STAFF

1. As a result of this exercise, you will have checked that your policy or function does not have adverse impact on target groups and you will have identified relevant action that you need to take, and the likely costs/resources associated with any new service developments. The areas covered are: Race, Gender, Disability, Age, Sexual Orientation, and Religion/belief .

**This is not simply a paper exercise - it is designed to make sure that your policy and service development is delivered fairly and effectively to all sections of our local community.**

2. We have tried to simplify the assessment process as much as possible and have devised a questionnaire template that covers all the issues that need to be addressed. It should be emphasised that most, if not all, of the activities covered should already be part of your current service planning process, and as such, should not mean any significant additional work.
3. Useful definitions –

- **Direct discrimination** – treating one person less favourably than another on racial, disability or gender grounds – this is Unlawful

- **Indirect discrimination** – this occurs when a rule or condition which is applied equally to everyone:
  - Can be met by a considerably smaller proportion of people from a particular group
  - Is to the disadvantage of that group, and
  - Cannot be justified

Indirect discrimination is also unlawful under the SDA, DDA and the RRA. However, the legislation allows positive action as a way of overcoming inequality

**Positive action** - allows you to provide facilities or services (in training, education or welfare) to meet the particular needs of people from different groups  
e.g. English language classes or training courses for women into management

- Target job training at those groups that are under represented in particular areas of work, and
- Encourage applications from groups that are under represented in particular areas of work

Positive action plans are only meant to be as temporary solution, and you may need to review them regularly. You should not use them if the under representation or particular need no longer exists.

(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 facilities 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.*

#### 4. Private or voluntary organisations carrying out functions for the Council –

When a local authority has a contract or other agreement with a private company or voluntary sector organisation to carry out a function, and the duty to promote race equality applies to these functions, the local authority remains responsible for meeting the duties that apply, and therefore should consider what arrangements it needs. It may be appropriate for example to incorporate these duties among the performance or monitoring requirements for the delivery of the service e.g. a contractor could be required to monitor service users by their racial group or gender. In addition, local authorities may promote race equality by encouraging contractors to draw up policies that will help the contractor to avoid unlawful discrimination and promote equality of opportunity

5. Please note that the Council is required to publish the results of these assessments, and updates. Therefore **your completed questionnaire will be a public document.**
6. This questionnaire is for use regardless of whether your function or policy is aimed at external customers or internal staff. Please also be aware that this applies to staffing human resources issues as much as external service delivery issues.

**YOUR FUNCTION OR POLICY AREA:**

**OFFICER(S) COMPLETING THE ASSESSMENT:**

**TEL:**

**SERVICE:**

**DATE:**

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NO.	QUESTION
<b>GENERAL</b>	
1	Please provide a brief description of the function and/or related policy(ies) including its aims and objectives
2	Please list the main stakeholders/beneficiaries in terms of the recipients of the function or the target group at whom the policy is aimed
3	If the function is provided by another organisation or agency on behalf of the Council, please give the names of these organisations/agencies
<b>CONSULTATION</b>	
4	Please list any consultation activity with internal or external customers carried out over the last year: e.g. satisfaction surveys, focus groups,etc

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5	Please list any alternative arrangements <b>you have made or are planning</b> for consulting with hard-to-reach groups within the community
6	Please list the equality groups you have consulted with?
7	Please state how you consult with members of your staff about your function/policy
8	Please list any changes to your function or policy that <b>you have made, or you plan to make</b> as a result of consultation with different groups. (Include this in your improvement plan summary attached)
<b>DISCRIMINATION</b>	
9	Please list any evidence you have of the function or policy having an adverse impact on different groups – this can be internal or external

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10	Could the function or policy have an adverse impact on relations <b>between</b> different groups? If so, please describe
	<b>SERVICE DELIVERY</b>
11	Please list any alternative ways designed to improve <b>access to or use of</b> your service by different groups, (and include this in your improvement plan summary attached)
12	Please list any alternative ways designed to improve <b>access to information</b> about your service by different groups (and include this in your improvement plan summary attached)
13	Please describe how you carry out monitoring of take up of your function/policy
14	How are the results of any monitoring analysed, reported and publicised?

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15	Does an analysis of your customer base against baseline population figures for the district show that you are reaching all groups in the Stroud District? If not, which groups are adversely affected?
16	Please list any changes to your function or policy that <b>you have made or plan to make</b> as a result of monitoring
<b>MISCELLANEOUS</b>	
17	If your function is provided by a private sector or voluntary sector organisation on a contract basis, please list any arrangements <b>you have made or plan to make</b> to ensure that these comply with equality
18	Have you received any complaints about your function/policy in respect of equality issues? If so, please give a brief description

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19	Please list any staff training issues on equality arising from this assessment, (and include this in your improvement plan summary attached)
20	Does your function or policy result in any financial support being given to any equality groups within the voluntary and community sector. If yes, please list organisations and amounts

## EQUALITIES ACTION PLAN

The Service area will contribute to the Service and Council Equalities agenda through the following activities:

Ref	Action	Lead officer	When	Resource	Target/ Objective	Update/Outcome