

# **BRAINTREE DISTRICT COUNCIL - IMPACT ASSESSMENT**

## **WHY DO I NEED TO DO AN ASSESSMENT?**

This Impact Assessment isn't designed to 'catch you out'. It is designed to help you think about and improve the way you deliver your services by ensuring that they are as inclusive as possible.

It will help you to test the impact on people when reviewing or developing new policies, strategies and functions to find out if there is any adverse impact or illegal discrimination or any unmet need or requirements.

Legislation imposes duties on local authorities to promote equality and tackle discrimination related to Age, Disability, Gender (includes marital status, pregnancy and childbirth, gender reassignment), Race (colour, ethnic or national origin, nationality) Religion or Belief, Sexual Orientation. These are known as 'protected characteristics'.

However, we have also included discretionary but important additional categories relevant to our District in this assessment process: People Living in Rural Areas, People living in Urban Areas, People on Low Incomes and People for whom English is not their first Language.

To comply with legislation the Council is required to publish its Impact Assessments and these will be made available on our website.

## **WHAT HAS TO BE IMPACT ASSESSED?**

You need to do an Assessment when reviewing, making changes to or developing new and existing policies, strategies and functions that are relevant to equality. This can be determined as follows:

### **RELEVANT – Impact Assessment must be done**

- The policy, strategy or function will impact on people (residents, staff or people living, visiting or working in Braintree District)
- The policy, strategy or function may benefit some people or communities and not others

### **NOT RELEVANT – Impact Assessment not needed**

- No intended impact on people
- The policy, strategy or function is administrative only

## **HOW DO I DO THIS ASSESSMENT?**

By answering the questions in the following Assessment template you will be able to consider any possible positive or negative impacts that a new or existing policy, strategy or function may have on defined groups, using data as evidence, and take action accordingly.

## IMPACT ASSESSMENT – INITIAL SCREENING

Name of Policy, Strategy or Function being assessed	Renewal of Service Level Agreements with BDVSA & CAB with a reduction in funding provided for the CAB
Is this a new or existing Policy, Strategy or Function?	
Person responsible for the assessment	Angela Verghese
Service Area	Community Wellbeing
Head of Service	Nicola Beach – Corporate Director
Date	<b>4th November 2011</b>

### 1. What is the main purpose of the Policy, Strategy or Function?

To provide funding for core services of BDVSA and CAB to enable the provision of advice to voluntary organisations by BDVSA and individual citizens of the District by the CAB

### 2. Who else will be involved in the delivery of this Strategy, Policy or Function?

**If so, state who they are. They will need to be involved in producing this Impact Assessment**

BDVSA  
CAB

### 3. Who are you delivering your service to/who will be affected by the Strategy, Policy or Function?

BDVSA, CAB deliver their services to the District's voluntary organisations and citizens

### 4. To ensure that you have all available information that could help you to undertake this Impact Assessment complete the following table to evidence which of the following sources of information you are using, or intend to use, to assess the impact of the Policy, Strategy or Function on people within the following **equality groups:** Disability, Race (colour, ethnic or national origin, nationality) Religion or Belief, Sex (marital status, gender reassignment), Sexual orientation, Age, People living in rural areas, People living in urban areas, People on low incomes, People for whom English is not their first language. **The sources listed are for guidance so please add/substitute your own categories as appropriate.**

Source	Reference (date/ relevant publication, etc)
Braintree Joint Strategic Needs Assessment	2008
Health Profile Braintree District	2011
Summary Profile of Braintree District	Feb 2011
Braintree District Local Compact	
6 monthly monitoring information provided by the CAB and BDVSA for the years from 1 <sup>st</sup> April 2009 to 30 <sup>th</sup> September 2011	1/4/2009 to 30/9/2011
The Economic Impact of the Voluntary Sector on the Braintree Economy	November 2010
Communities & Local Government Best Value Local Guidance	September 2011
Consultation with BDVSA and CAB	August – October 2011

5. Based on the data indicated in question 4, assess the impact that the Policy, Strategy or Function could have on the groups below. The impact could be positive ie it will benefit this group, it could help to promote equality, access, or improve relations within equality groups. The impact could be negative i.e. it could disadvantage them. You need to explain the reasons for the impact assessment you have made

Equality Group	Protected Characteristics	Positive Impact	Negative Impact/ Risk	Explanation
Age	Children 0-16			<p>All negative impacts related to the proposed changes to the CAB's Service Level Agreement</p> <p>They provide wide ranging advice to individuals across all protected characteristics. However, the reduction in funding under the SLA will impact adversely on the level of service that can be provided due to the loss of the Advice Services Manager post. This is likely to have most impact on service delivery with people from the protected characteristics indicated being particularly affected</p> <p>BDVSA: No negative impacts</p>
	Young People 17-25			
	Ages 26-59		✓	
	Older People 60+		✓	
Disability	Blind/Partially Sighted			
	Deaf/Hearing Impaired		✓	
	Wheelchair user/mobility difficulties		✓	
	Learning Difficulties		✓	
	Mental Health Difficulties		✓	
Gender	Men			
	Women			
	Transgender			
	Pregnancy & Maternity		✓	
	Marriage & Civil Partnership		✓	
Race	<p>White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify</p> <p>Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify</p>			

	<b>Black</b> including Caribbean, Somali, Other African, Other Black background – please specify			
	<b>Mixed Dual Heritage</b> including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify			
	<b>Gypsies/Travellers</b>			
Religion/Belief	Buddhist			
	Christian			
	Hindu			
	Jewish			
	Muslim			
	Sikh			
	Other – please specify			
Sexual Orientation	Lesbian			
	Gay men			
	Heterosexual			
	Bi-sexual			
Social Inclusion	People living in urban areas			
	People living in rural areas			
	People on low incomes		✓	
	English not first language		✓	
Other (optional)	Use to define Impact on any groups specific to this Strategy, Policy or Function not listed above.			

**6. Based on your answer to question 5, could the Policy, Strategy or Function discriminate against any of the groups below either directly or indirectly**

**NOTE: Direct Discrimination** occurs when a person is treated less favourably than another in a comparable situation because of their age, disability, gender, racial/ ethnic origin, religion/ belief or sexual orientation.

**Indirect Discrimination** occurs when an apparently neutral provision or practice would disadvantage people on the grounds of racial or ethnic origin, gender, religion or belief, disability, age or sexual orientation, unless the practice can be objectively justified by a legitimate aim

Group	Direct Yes/No	Indirect Yes/No	If Yes state how
Age		Yes	Reduction in advice and support across all protected characteristics. However, given the client user profile of the CAB, this will have most impact on some of the groups indicated, many of whom are amongst the most vulnerable in the District
Disability		Yes	
Gender		Yes	
Race		yes	
Religion/Belief			
Sexual Orientation			
Social Inclusion		yes	

**7. Referring to your answers to questions 5 and 6, can you easily minimize or remove any negative impacts identified and if so how?**

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No

- 8. If the negative impacts cannot be minimized or removed, they need to be justified. Please explain how and what the evidence for this is.**

**You may want to refer back to the monitoring data you listed in Question 4 to answer this question.**

A reduction in support (a combination of funding and in kind support) under the Service Level Agreement is required in order to meet the Council's budgetary constraints.

The previous 3 Service Level Agreement included a one off payment of £15,000 for the period 2008/9 to 2011/12, therefore the base grant level in Year 3 (2011/12) was £132,840. This £15,000 funding will now cease, however, the base level grant will increase in line with CPI in 2012/13

Due to changes in occupation of BDC premises, arrangements which were previously provided at a peppercorn rent cannot continue but a compensatory ring fenced payment of £29,000 per annum will be incorporated into the Service Level Agreement for 2012/13 in order to offset the CAB's increased costs of hiring premises.

- 9. If you have identified any impacts as positive in Question 5, are there any further ways in which you can adapt the policy, strategy or function to increase or extend its positive benefits for equality groups? Please explain your reasoning.**

**10. Based on the information you have now provided in this assessment please proceed as follows:**

<b>Equality Impact Assessment</b>	<b>Action</b>
No negative impacts have been identified and this has been justified with evidence	Go to Q11 and Sign Off
Negative impacts were identified but have been minimized or removed	Go to Q11 and Sign Off
There is insufficient evidence to reach a valid conclusion on the Impact	Go back and collect additional evidence/data and then complete a new Assessment
Negative impacts were identified but have not been minimized, removed or justified	Complete the Action Plan below and then sign off by completing Q11

**11. Sign Off**

<b>Assessment Completed by (name &amp; signature)</b>	<b>Angela Verghese</b>
<b>Senior Manager (name &amp; signature)</b>	<b>Nicola Beach</b>
<b>Date:</b>	<b>15th November 2011</b>

**A copy of the signed Impact Assessment and any Action Plan should be retained and appended to the relevant Policy/Strategy document or Business Plan. A signed hard copy and an electronic copy should be sent to Charmaine Dean, Head of Community Services. It is a statutory requirement to publish the results of Equality Impact Assessments. We will make these available on our website.**



## IMPACT ASSESSMENT ACTION PLAN

You now need to develop and implement an Action Plan to address the negative impacts identified that could not be minimized, removed or justified.

This should include more detailed research, further data collection or consultation with representatives from the equality group(s) who you have identified as being likely to suffer a negative impact/be disadvantaged by the Policy, Strategy or Function being assessed.

### ACTION PLAN

Equality Group (eg young people, blind/partially sighted, etc)	Negative Impact Identified	Action	By Who	Start Date	End Date

### ACTION PLAN MONITORING

How will you monitor progress of your Action Plan? And at what intervals?	
How frequently will this monitoring take place?	
Who will be responsible for this?	

Now go back to question 11 to complete and sign off this Assessment