

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, gender reassignment), Race (colour, ethnic or national origin, nationality) Religion or Belief, Sexual Orientation,

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	Safeguarding
Is this a new or existing Policy, Strategy or Function?	Existing
Person responsible for the assessment	Will Herbert
Service Area	Community Services
Head of Service	Charmaine Dean
Date	03/02/2011

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

The purpose of this policy is to raise overall awareness of safeguarding and provide guidance to employees and managers in recognising the signs of abuse and information on what to do if they suspect abuse is taking place.

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

BDC Managers and Staff.

Partner Agencies

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

Members of the public, BDC Staff, Volunteers, contractors, and Partner Agencies.

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)
Performance Indicators/Targets	
User Satisfaction Surveys	
Consultation results (new and existing)	
Staff monitoring data	
Complaints information	Complaints Information will be used
Demographic profiles (census, etc)	The Districts demographic profiles will be used
Local Needs Analysis (internal or external sources)	
Staff Survey results	
Research reports	
Best Practice Information	
Benchmarking data	
Expert views of people representing the equality groups	
Legislation	Children Act 2004
Government Guidance	Working together to Safeguard Children (March 2010), No Secrets (March 2000)
Other – please state	Safeguarding Audits, Case Reviews, and Referrals, BDC Policies including; Whistle blowing,

Disciplinary, Safer Recruitment, and Volunteer Policies.
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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	Category	Positive Impact	Negative Impact/ Risk	Explanation
Age	Children 0-16	Yes		<p>The policy is in place to safeguard and promote the wellbeing of vulnerable adults and children. This covers those under 18 years old, and anyone over 18 who is unable to take care of themselves, or protect themselves from significant harm or serious exploitation.</p> <p>Whilst this policy will not directly impact on those over 18 with no physical or mental disabilities it is not considered that it will have a negative impact as they are not vulnerable under the definitions provided by legislation and government guidance.</p>
	Young People 17-25	Yes		
	Ages 26-59	Yes		
	Older People 60+	Yes		
Disability	Blind/Partially Sighted	Yes		<p>People with a physical or mental disability are likely to be deemed as a vulnerable adult under the guidance of this policy.</p>
	Deaf/Hearing Impaired	Yes		
	Wheelchair user/mobility difficulties	Yes		

	Learning Difficulties	Yes		<p>Children and young people with a disability will fall within the scope of the policy as children and upon their 18th birthday move to the vulnerable adult category.</p> <p>The policy also references the risk assessment procedures adopted by BDC in order to ensure efforts are made to minimize the risk of harm to any vulnerable person taking part in a BDC supported activity.</p> <p>As well as its primary aim of safeguarding and promoting well being it offers guidance to those employed by or carrying out an activity on behalf of BDC. This benefit can extend to those beyond the scope of the primary aim.</p>
	Mental Health Difficulties	Yes		
	Learning Difficulties	Yes		
Gender	Women	Yes		<p>The policy applies equally to any gender.</p>
	Men	Yes		
	Transgender	Yes		
Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify	Yes		<p>This policy promotes the safeguarding and wellbeing of children, young people, and vulnerable adults of any race.</p> <p>There is a section with in the policy highlighting the importance of sensitivity towards the differing family</p>
	Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify	Yes		

	Black including Caribbean, Somali, Other African, Other Black background – please specify	Yes		<p>patterns and lifestyles, and to child rearing patterns between ethnicities and cultures when handling safeguarding concerns.</p> <p>Where any practices or behaviours conflict with UK legislation the law will take precedence.</p>
	Mixed Dual Heritage including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify	Yes		
	Gypsies/Travellers	Yes		
Religion/Belief	Buddhist	Yes		<p>This policy promotes the safeguarding and wellbeing of children, young people, and vulnerable adults of any religion or belief.</p> <p>There is a section with in the policy highlighting the importance of sensitivity towards the differing family patterns and lifestyles, and to child rearing patterns between ethnicities and cultures, religion or belief when handling safeguarding concerns.</p> <p>Where any practices or behaviours conflict with UK legislation the law will take precedence.</p>
	Christian	Yes		
	Hindu	Yes		
	Jewish	Yes		
	Muslim	Yes		
	Sikh	Yes		
	Other – please specify	Yes		
Sexual Orientation	Lesbian Gay men Heterosexual Bi-sexual	Yes		<p>This policy promotes the safeguarding and wellbeing of children, young people, and vulnerable adults of any sexual orientation.</p> <p>The policy also raises awareness of where the abuse is motivated by the sexual orientation of the victim, and where this can be reported.</p>

Social Inclusion	People living in rural areas	Yes		<p>For people living in rural areas all staff they have contact with will need to be aware of the policy and should there be any safeguarding concerns follow the procedures outlined in the policy.</p> <p>Any activities conducted by or on behalf of BDC in these areas will have to follow the guidance contained in the policy.</p>
	People living in urban areas	Yes		<p>As above staff will be required to follow the policy when handling safeguarding concerns including those raised by people in urban areas.</p> <p>Any activities conducted by or on behalf of BDC in these areas will have to follow the guidance contained in the policy.</p>
	People on low incomes	Yes		The policy impacts upon all vulnerable adults and children in the District.
	English not first language	Yes		<p>The policy impacts upon all vulnerable adults and children in the District.</p> <p>The policy notes that it is important to consider the background of a person when applying the policy.</p>
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 racial or ethnic origin, gender, religion or belief, disability, age 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	No	No	
Disability	No	No	
Gender	No	No	
Race	No	No	
Religion/Belief	No	No	
Sexual Orientation	No	No	
Social Inclusion	No	No	

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

No negative impacts have been identified at this stage of the policy's development. The monitoring and review process will help to ensure that any potential negative impacts are identified early and minimized where possible.

- 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.**

- 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.**

The policy will be monitored and reviewed to ensure it meets the needs of BDC. Throughout the monitoring and review process the needs of equality groups will be considered.

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

Equality Impact Assessment	Action
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

Assessment Completed by (name & signature)	
Senior Manager (name & signature)	
Date:	

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