

# **BRAINTREE DISTRICT COUNCIL - EQUALITY IMPACT ASSESSMENT 2 STAGE MODEL**

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

Various legislation imposes duties on local authorities to promote equality and tackle discrimination related to Disability, Race (colour, ethnic or national origin, nationality) Religion or Belief, Sex (marital status, gender reassignment), Sexual orientation, Age. This Assessment Template will help you to test the impact on people of new and existing policies, strategies and functions to find out if there is any adverse impact or illegal discrimination or any unmet need or requirements. We have included discretionary but important additional categories in this assessment: People Living in Rural Areas, People on Low Incomes and People for whom English is not their first Language.

Completing this assessment will help you to improve the way that your services are delivered.

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

You only need to do an Assessment on new and existing policies, strategies and functions that are relevant to equality. This can be determined as follows:

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

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

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

You will be asked to consider any possible positive or negative impacts that a new or existing policy, strategy or function may have on defined groups by using data as evidence. Follow the steps in the Assessment Form and use the attached guidance notes.

This isn't trying to 'catch you out' but to help you to improve the way you deliver your services by ensuring that they are as inclusive as possible.

## EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

Name of Policy, Strategy or Function being assessed	Anti-Social Behaviour Minimum Standards
Is this a new or existing Policy, Strategy or Function?	Adopted & implemented by the Community Safety Partnership's Responsible Authority Group on the 17 <sup>th</sup> March 2010.
Person responsible for the assessment	Jayne Wakeling
Service Area	Community Safety & Development
Head of Service	Charmaine Dean
Date	21 <sup>st</sup> February 2011

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

The policy consists of a set of eight minimum standards defining how the Community Safety Partnership will deliver on Anti-Social Behaviour.

The standards were developed following an announcement by the Home Secretary in October 2009 stating that by March 2010 there was the expectation that all Community Safety Partnerships (CSP) will deliver on a minimum set of Anti-Social Behaviour (ASB) standards. On the 5th March 2010, Essex Police hosted a multiple agency Pan-Essex consultation workshop whereby a set of eight minimum standards for ASB was agreed to be formally put forward to each CSP for recommending the adoption and implementation of the standards locally.

The consultation and adoption of the standards demonstrates the partner's commitment to tackling and reducing Anti-Social Behaviour across the Braintree district. The standards will enable the Community Safety Partnership to build on the existing good work that is already being done and assist in continuing to reduce ASB even further.

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**2. Are other services or partners involved in the delivery of the Policy, Strategy or Function?  
If so, state who they are. They will need to be involved in producing this Equality Impact Assessment**

Yes, on the 17<sup>th</sup> March 2010 the Braintree District Community Safety Partnership formerly adopted the standards and commissioned a local mapping exercise to provide colleagues with a base line of how the Braintree District CSP meets the Minimum Standards and to identify gaps and improvements that BDCSP need to implement. Members of the partnership include the following agencies:

Core members :

Braintree District Council  
Essex Police  
Essex Probation  
Health (Mid Essex Primary Care Trust)  
Essex County Council  
Essex Police Authority  
Essex County Fire & Rescue Service

Non-core members:

Education  
Greenfield's Community Housing  
Braintree District Neighbourhood Watch

All the partnership group members have responsibility for delivering on the standards although input from each individual agency will vary; the lead agencies are Essex Police and Braintree District Council.

**3. Who are the audience, users, customers who will be affected by the Policy, Strategy or Function?**

Any member of the public visiting or resident of the district reporting an incident of ASB. The minimum standards exist for the benefit of all members of the public (victim of ASB and perpetrator) irrespective of Disability, Race (colour, ethnic or national origin, nationality) Religion or Belief, Sex (marital status, gender reassignment), Sexual orientation, Age. The standards have been promoted across the partnership including members of the former thematic groups of the CSP and the Joint Action Groups.

**4. How do you monitor, or how do you intend to monitor 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 on low incomes, People for whom English is not their first language.

Performance Indicators/Targets	BVPi 174 as racial reports may constitute ASB as well as criminal behaviour. Including former National Indicator targets NI17, NI21, NI27, NI22, NI42 and local performance indicators LPI1 & LPI 7.2 now rescinded by the newly formed (May 2010) coalition government.
User Satisfaction Surveys	Satisfaction surveys of the various organisations, recorded compliments and annual monitoring questionnaires issued at individual community consultation events to ensure continual monitoring of community needs.
Consultation results (new and existing)	Individual consultation events with community groups whereby ASB has been raised as a concern or/and was instrumental in part to the development of that community group.
Staff monitoring data	
Complaints information	Levels of reported complaints of ASB across the district, Neighbourhood Action Panels and Joint Action Groups.
Demographic profiles (census, etc)	Census data (current data available is based on 2001 census) Data from the 27 <sup>th</sup> March 2011 census will not be available until 2012 and data from the Experian Mosaic District Profiles
Local Needs Analysis (internal or external sources)	Information received from a variety of sources; including: Registered Social Landlords, Community Groups, Voluntary Sector, Joint Action Groups (JAGs), Neighbourhood Action Panels (NAPs),
Staff Survey results	

Research reports	Research undertaken to produce the Annual Strategic Assessment – this includes information from partner agencies within the CSP, voluntary and community groups (where data/information is available, this is usually in the form of consultation with specific community groups)
Best Practice Information	Home Office documentation, feedback from Actionline, liaison with supporting and advisory groups (for example Age Concern, Victim Support Essex and additional best practice drawn from ASB practitioner’s representative at the Essex ASB Forum. Information derived from the risk assessing of ASB complaints and cases.
Benchmarking data	CSP Annual Hallmark evaluation, IQANTA data – CSP family grouping and Police Most Similar Forces (MSF),
Expert views of people representing the equality groups	The standards have been developed from an Essex wide perspective which included representation from the Independent Advisory Group and the voluntary sector.
Other – please state	Discussion and feedback from the Essex Wide ASB Forum, Crime & Disorder Network Executive and Safer Essex,

**5. Based on the information indicated in question 4. above complete the following table to assess the impact that the Policy, Strategy or Function could have on the groups below. The impact could be positive ie it could help to promote equality, equal opportunities, or improve relations within equality target 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 could promote equality and/or benefit this group	Negative Impact or Risk that this group could be disadvantaged	Explanation
Age	Children 0-16	✓		

	Young People 17-25	✓		
	Older People 60+	✓		
Disability	Blind/Partially Sighted	✓	✓	<b>This equality group may have difficulty seeing/reading the standards.</b>
	Deaf/Hearing Impaired	✓		
	Wheelchair user/mobility difficulties	✓		
	Learning Difficulties	✓		
	Mental Health Difficulties	✓		
Gender	Women	✓		
	Men	✓		
	Transgender	✓		
Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify	✓		
	Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify	✓		
	Black including Caribbean, Somali, Other African, Other Black background – please specify	✓		
	Mixed Dual Heritage including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify	✓		
	Gypsies/Travellers	✓		
Religion/Belief	Buddhist	✓		
	Christian	✓		
	Hindu	✓		
	Jewish	✓		
	Muslim	✓		
	Sikh	✓		

	Other – please specify	✓		
Social Inclusion	People living in rural areas	✓		
	People on low incomes	✓	✓	People on low incomes may not have access to the standards which are publicised on the internet.
	English not first language		✓	The minimum standards are published in English which may not be understood by all ethnic minorities where English is not their first language.
ALL GROUPS		✓ As above		The ASB minimum standards set out the level of response that partner agencies should be applying to investigations into complaints of ASB. The standards are designed to ensure that individual residents and the wider community receive a high quality of service when making a complaint of ASB.

**6. Based on your answer to question 5 above 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			
Disability		Yes	Individuals within this equality section may have difficulty reading the standards due to their text format.
Gender			
Race			
Religion/Belief			
Social Inclusion		Yes	Individuals within this equality section may not have access or be able to understand the document because it is accessible via the internet and is written in English.



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

Where a request is made the ASB Minimum Standards will be made available in an alternative format e.g. written, alternative language, large print or verbal explanation.

Other negative impact can be minimized or removed by ensuring resources are accessed and utilised appropriate to each equality group as needed and that staff access the assistance of relevant support groups/agencies which are specifically designed to support and advise a specific equality group. The ASB Minimum Standards are specifically designed to ensure that all equality groups receive a fair, good quality service one that meets their specific needs. The CSP will draw on community groups, partner agency expertise, the voluntary sector and other relevant organisations (where applicable) to support victims of ASB and deal with perpetrators effectively.

**8. If the negative impacts cannot be minimized or removed, can they be justified? Please explain how. You may want to refer back to the monitoring data in Question 4 to evidence this**

N/A

**9. If you have not identified any positive impacts, can you adapt the policy, strategy or function in any way so that it does impact positively?**

The ASB Minimum Standards have been developed to provide a bench mark for the level of service that an individual or group should expect when making a request for service in dealing with an incident of ASB or when an agency/or agencies are working to address the behaviour of an individual perpetrator.

**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	Sign Off by completing 12. below
Negative impacts were identified but have been minimized or removed	Sign off by completing 12. below
There is insufficient evidence to reach a valid conclusion	Go back and collect additional evidence/data and then complete this Assessment
Negative impacts were identified but have not been minimized, removed or justified	Go to Full Equality Impact Assessment below

12.

<b>Assessment Completed by (name &amp; signature)</b>	<b>Jayne Wakeling ASB Liaison Officer</b>
<b>Head of Service (name &amp; signature)</b>	
<b>Date:</b>	

**A copy of the signed Equalities 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 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.**

### **FULL EQUALITY IMPACT ASSESSMENT**

**You now need to complete a Full Equality Impact Assessment because you identified a negative impact of the Policy, Strategy or Function in relation to equality groups that could not easily be minimized or removed.**

**You will need to complete the Action Plan below to show what you will do to address this. This should include 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**

<b>Equality Group</b>	<b>Negative Impact Identified</b>	<b>Action</b>	<b>By Who</b>	<b>Start Date</b>	<b>End Date</b>


**ACTION PLAN MONITORING**

<b>How will you monitor progress of your Action Plan? And at what intervals?</b>	<b>Specific requests for the ASB Minimum Standards to be made available in an alternative format will be recorded in the action plan above where they will be reviewed one month later to ensure the negative impact has been remedied.</b>
<b>How frequently will this monitoring take place?</b>	<b>Negative impact requests recorded will be monitored monthly. This document will be reviewed annually.</b>
<b>Who will be responsible for this?</b>	<b>Jayne Wakeling</b>

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