

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	Customer Services : Customer Services Duty Officers
Is this a new or existing Policy, Strategy or Function?	Update to Proposed Procedures – Reduction in Hours
Person responsible for the assessment	Anita Norgett, Customer Services Manager
Service Area	Customer Services Duty Officers
Head of Service	Cherie Root, Head of Business Solutions
Date	13 th January 2011

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

At present the CSDO's currently provide a 24/7 service to the organisation this service covers building security, out of hours calls, stray dog service, minor maintenance, CCTV monitoring, support to Reception and Mail Services, Meeting Room management and preparation, scanning and indexing service and general facilities duties for Causeway House – Proposal: Reduction in manned hours by closing the building at midnight during the week and from 3am Sunday to 6am Monday morning.

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

Head of Business Solutions, Senior CSDO and all CSDO's.

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

There will be no direct impact on the majority of external customers of the service being reduced, as there will be a CSDO on call via phone if required for emergencies.

Customers who find stray dogs will not be able to bring them into the council offices whilst there is no-one to receive them between Midnight and 6am Monday to Friday and 3am to Midnight Sunday.

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	N/A
User Satisfaction Surveys	Surveys are carried out on a quarterly basis.
Consultation results (new and existing)	
Staff monitoring data	SLA's.
Complaints information	Complaints are reviewed in accordance with Corporate Complaints Procedure although very few are received.
Demographic profiles (census, etc)	N/A.
Local Needs Analysis (internal or external sources)	N/A.
Staff Survey results	No
Research reports	Options & Appraisal and Benchmarking with Chelmsford & Colchester 2009.
Best Practice Information	Contained within Benchmarking data, above.
Benchmarking data	Contained within above.
Expert views of people representing the equality groups	Not Applicable
Other – please state	

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 i.e. 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	N/A	N/A	N/A
	Young People 17-25	N/A	N/A	N/A
	Ages 26-59	N/A	N/A	N/A
	Older People 60+	N/A	N/A	N/A
Disability	Blind/Partially Sighted	N/A	N/A	N/A
	Deaf/Hearing Impaired	N/A	N/A	N/A
	Wheelchair user/mobility difficulties	N/A	N/A	N/A
	Learning Difficulties	N/A	N/A	N/A
	Mental Health Difficulties	N/A	N/A	N/A
	Learning Difficulties	N/A	N/A	N/A
Gender	Women	N/A	N/A	N/A
	Men	N/A	N/A	N/A
	Transgender	N/A	N/A	N/A
Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify	N/A	N/A	N/A
	Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify	N/A	N/A	N/A
	Black including Caribbean, Somali, Other African, Other Black background – please specify	N/A	N/A	N/A
	Mixed Dual Heritage including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify	N/A	N/A	N/A

	Gypsies/Travellers	N/A	N/A	N/A
Religion/Belief	Buddhist	N/A	N/A	N/A
	Christian	N/A	N/A	N/A
	Hindu	N/A	N/A	N/A
	Jewish	N/A	N/A	N/A
	Muslim	N/A	N/A	N/A
	Sikh	N/A	N/A	N/A
	Other – please specify	N/A	N/A	N/A
Sexual Orientation	Lesbian	N/A	N/A	N/A
	Gay men			
	Heterosexual			
	Bi-sexual			
Social Inclusion	People living in rural areas	N/A	N/A	N/A
	People living in urban areas	N/A	N/A	N/A
	People on low incomes	N/A	N/A	N/A
	English not first language	N/A	N/A	N/A
Other (optional)	Use to define Impact on any groups specific to this Strategy, Policy or Function not listed above.	N/A	N/A	N/A

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
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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. The Head of Environment is assessing the impact on the customers of this service. It is very rarely used during the hours that the CSDOs will not be on duty and will have minimal impact.

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.

This proposal will save £45,000 per annum.

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

No.

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)	Anita Norgett & John Krischock
Senior Manager (name & signature)	Cherie Root
Date:	13.01.11

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?	
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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