

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	Community wellbeing
Is this a new or existing Policy, Strategy or Function?	Existing function
Person responsible for the assessment	
Service Area	Community
Head of Service	Charmaine Dean
Date	4/01/11

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

The function is to provide direct and indirect delivery of support advice and activities to improve the health and the wellbeing of the Braintree District.

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

Stake holders, i.e. funding agencies, community clubs and other organisations and agencies.

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

We deliver the function to the residents of the Braintree District: local communities, schools, sports clubs, Parish Councils

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	Active people survey
User Satisfaction Surveys	
Consultation results (new and existing)	Written and email Responses to Dec 2010-Jan 2011 Consultation 'Your Council Your Say'
Staff monitoring data	
Complaints information	
Demographic profiles (census, etc)	
Local Needs Analysis (internal or external sources)	
Research reports	Sport England, Youth Sports Trust and Mid Essex NHS
Best Practice Information	
Benchmarking data	
Expert views of people representing the equality groups	
Monitoring information of externally funded projects	Active Braintree
	People's Panel

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		Y	General reduction in Council support
	Young People 17-25		Y	
	Ages 26-59		Y	
	Older People 60+		Y	
Disability	Blind/Partially Sighted		Y	<p>This is a target group for our development work to increase participation and improve access to sports and physical activities,</p> <p>General reduction in Council support</p>
	Deaf/Hearing Impaired		Y	
	Wheelchair user/mobility difficulties		Y	
	Learning Difficulties		Y	
	Mental Health Difficulties		Y	
	Learning Difficulties		Y	
Gender	Women		Y	This is a target group for our development work to increase participation and improve access to sports and physical activities
	Men		Y	General reduction in Council support
	Transgender			

Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify		Y	General reduction in Council support
	Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify		Y	
	Black including Caribbean, Somali, Other African, Other Black background – please specify		Y	
	Mixed Dual Heritage including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify		Y	
	Gypsies/Travellers		Y	
Religion/Belief	Buddhist		Y	General reduction in Council support
	Christian		Y	
	Hindu		Y	
	Jewish		Y	
	Muslim		Y	
	Sikh		Y	
	Other – please specify		Y	
Sexual Orientation	Lesbian Gay men Heterosexual Bi-sexual		Y	General reduction in Council support
Social Inclusion	People living in rural areas		Y	General reduction in Council support
	People living in urban areas		Y	
	People on low incomes		Y	
	English not first language		Y	

Other (optional)	Use to define Impact on any groups specific to this Strategy, Policy or Function not listed above.			
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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	yes	Disabled people will be adversely affected as the current programme of work and activities is aimed at increasing the participation in sporting and activities among this group.
Gender	no	yes	Women will be adversely affected as the current programme of work and activities is aimed at increasing the participation in sporting activities among women
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?

Discussion will need to be taken place with Mencap on how they would continue with the project, once the service is reduced
 Discussion with the DC Leisure and other organisations regarding ways in which some sports development work can be continued eg signposting information to users/clubs, promotion of opportunities for identified priority groups.

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.

The need to made savings all across all areas of Council Services mean that discretionary services, such as this one, are the priority services from which savings are sought.

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.

n/a

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)	Taiwo Ajayi/Angela Verghese
Senior Manager (name & signature)	
	Charmaine Dean

Date:	1/2/2011

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
Disability groups	Current work programme and activities aimed at increasing participation	Need to discuss with the groups on how to continue this function once the service is stopped	Angela Verghese/Taiwo Ajayi	March 2011	May 2011
Women and Girls	Current work programme and activities aimed at increasing participation	Discussions with DCL to identify if any areas of development could be pursued	Angela Verghese/Taiwo Ajayi/Joby Humm	March 2011	September 2011

ACTION PLAN MONITORING

How will you monitor progress of your Action Plan? And at what intervals?	Regular meetings/reports
How frequently will this monitoring take place?	Monthly
Who will be responsible for this?	Angela Verghese/Joby Humm

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