

Mid Suffolk District Council Equality Impact Assessment

What is this template for?

This tool helps you to assess the impact of existing or new strategies, policies, projects, contracts, decisions (major decisions that affect services) or functions on Mid Suffolk District Council staff and residents. It will help you to deliver excellent services and ensure that the Council is an excellent employer, by making sure that its services reflect the needs of all Mid Suffolk District Council staff and residents who are included under current legislation and Mid Suffolk District Council's equality policies.

Equality groups that will be included within this assessment reflect those mentioned in the Council's Comprehensive Equality Scheme as well as any groups emerging locally. The groups include:

- Race/ ethnic origin;
 - Disability;
 - Gender;
- Transgender;
 - Age;
- Religion/ belief;
- Sexual orientation;
- Caring responsibilities;
- Working non-standard working patterns;
- Trade union membership or non-membership;
- Social inclusion (income, rural isolation, class)

What should be equality impact assessed?

You need to equality impact assess all strategies, policies, projects, contracts, decisions or functions. You may find that after completing the first part of the assessment (yellow headings) you do not need to proceed on to the rest of the assessment.

How do I use the template?

The template is easy to use. You do not need specialist knowledge to complete it. It asks you to make judgements based on evidence.

**Summary of activity for completion of EqlA for
Mid Suffolk District Council Gender Equality Scheme 2010 - 2013**

Section	On	By
Section 1-2(a)	13 January 2010	Breige Convery, Aimi Serjeant
Section 3-9	26 th March 2010	Breige Convery, Aimi Serjeant
Section 17-18	26 th March 2010	Breige Convery, Aimi Serjeant

1) General information			
1a) Is the document being assessed a strategy, policy, project, contract, decision or function?	Strategy (scheme)		
1b) What is the name of the strategy, policy, project, contract, decision or function being assessed?	Gender Equality Scheme		
1c) Who are you targeting with the strategy, policy, project, contract, decision or function? (Please tick any that are applicable)	Residents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Any specific equality group (s) <input checked="" type="checkbox"/>
If specific 'equality group (s)' please state ...	Relates to gender: males, females, transgender people		
1d) Are there any other individuals, departments or partners involved in the delivery of the strategy, policy, project, contract, decision or function?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If yes please state who ...	All MSDC departments, statutory and voluntary sector partners, Service User representatives.		
1e) Is it a new or existing strategy, policy, project, contract, decision or function?	New <input type="checkbox"/>		Existing <input checked="" type="checkbox"/>
1f) What is the main purpose of the strategy, policy, project, contract, decision or function?	1) Comply with the gender equality general and specific duties 2) Identify and address needs for violence against women services in the district 3) Promote gender equality within the organisation and the population for men, women and transgender people 4) Promote good relations between people of all genders		

2) Gathering information to help the assessment		
2a) How will you assess the impact of the strategy, policy, project, contract, decision or function? (Please tick any that are applicable) Please note: full scale research is not needed each time an assessment is carried out. You can use existing internal or external information available to monitor potential impacts.	Performance indicators/targets	
	Benchmarking with other organisations	<input checked="" type="checkbox"/>
	Complaints information	<input checked="" type="checkbox"/>
	Consultation results	<input checked="" type="checkbox"/>
	External verification, i.e. expert views of stakeholders/employers organisations representing equality group(s)	<input checked="" type="checkbox"/>
	Service uptake data	
	Staff monitoring data	<input checked="" type="checkbox"/>
	Staff survey results	
	User satisfaction survey results	<input checked="" type="checkbox"/>
	Other, please state...	<input checked="" type="checkbox"/>
	Equality Framework for local government, As part of Comprehensive Area Assessment	

Provide a summary of all evidence gathered i.e. document titles, where found etc	Audit inspection reports/CAA reports Benchmarking information-Range of schemes from other councils MSDC Complaints Old or recent consultation results Consultation on the scheme's contents Partner information Staff monitoring data (including Human Resources work force data) Staff survey results Literature search Profile of Mid Suffolk (demographic) Health Profile of Mid Suffolk Suffolk Joint Strategic Needs Assessment 2008-11																								
2b) Which equality group (s) relate to the above information? (Please tick any that are applicable)	<table border="1"> <tr><td>Race/ ethnic origin</td><td>√</td></tr> <tr><td>Disability</td><td></td></tr> <tr><td>Gender</td><td>√</td></tr> <tr><td>Transgender</td><td>√</td></tr> <tr><td>Age</td><td>√</td></tr> <tr><td>Religion/ belief</td><td></td></tr> <tr><td>Sexual orientation</td><td></td></tr> <tr><td>Caring responsibilities</td><td>√</td></tr> <tr><td>Working non-standard working patterns</td><td>√</td></tr> <tr><td>Trade union membership or non-membership</td><td></td></tr> <tr><td>Social inclusion (income, rural isolation, class)</td><td>√</td></tr> <tr><td>None</td><td></td></tr> </table>	Race/ ethnic origin	√	Disability		Gender	√	Transgender	√	Age	√	Religion/ belief		Sexual orientation		Caring responsibilities	√	Working non-standard working patterns	√	Trade union membership or non-membership		Social inclusion (income, rural isolation, class)	√	None	
Race/ ethnic origin	√																								
Disability																									
Gender	√																								
Transgender	√																								
Age	√																								
Religion/ belief																									
Sexual orientation																									
Caring responsibilities	√																								
Working non-standard working patterns	√																								
Trade union membership or non-membership																									
Social inclusion (income, rural isolation, class)	√																								
None																									

3) Type of impact					
3a) Using the information gathered in Q2a, please indicate if the impact of the strategy, policy, project, contract, decision or function is the same for equality groups as it is for Mid Suffolk District Council staff and residents as a whole.	Equality groups	Same impact	Not same impact		Insufficient evidence
			Positive	Negative	
	Race/ ethnic origin	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
	Disability	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gender	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
	Transgender	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
	Age	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Religion/ belief;	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sexual orientation	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Caring responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
	Working non-standard working patterns	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
	Trade union membership or non-membership	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Social inclusion (income, rural isolation, class)	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
	Other, please state...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) Identifying potential negative impacts			
	Equality group	What the potential negative impact is	Evidence of potential negative impact (if any)
<p>4a) List and explain each negative impact identified in Q3a, providing details of the equality group (s) affected, and what the negative impact is.</p> <p>Please state any evidence of the impacts you have identified including document titles / names / dates / where they have been found.</p> <p>Note: When providing the evidence for potential negative impacts, use the information you gathered in Q2a. If you have no evidence of the negative impact, please say.</p>	Race/ethnic origin	Gypsies and Travellers/Black and Minority Ethnic Groups- 1) experiencing higher level of health problems increasing the potential of domestic abuse, particularly for women. 2) Cultural barriers to accessing services	Suffolk Joint Strategic Needs Assessment 2008-11
	Gender	Males equally accessing domestic violence services	Gender Equality Scheme Consultation Results January 2010
	Transgender	Lack of awareness of transgender people in MSDC. Lack of awareness of monitoring of transgender people	Gender Equality Scheme Consultation Results January 2010
	Caring responsibilities	Unaware of those in MSDC with caring responsibilities and what their needs might be	1) Gender Equality Scheme Consultation Results January 2010 2) Staff monitoring data
	Working non-standard working patterns	Equal access to Part-time, Full-time and flexible working	1) Gender Equality Scheme Consultation Results January 2010 2) Human Resources work patterns data

	Social inclusion (rurality)	1) Impact of rurality and car ownership on women's access to services. 2) Issues of safety in rural areas, particularly for women.	1) Gender Equality Scheme Consultation Results January 2010 Social inclusion (rurality) 2) Benchmarking from a range of other schemes 3) Partner information
	Social inclusion (income)	Pay gap information unknown in MSDC	1) Staff monitoring data 2) Literature search

5) Uptake of services impact

5a) Will people from equality groups take up services associated with the strategy, policy, project, contract, decision or function at the same rate as Mid Suffolk District Council staff or residents as a whole?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Insufficient evidence <input type="checkbox"/>
If no, please provide details...			
5b) Is your strategy, policy, project, contract, decision or function likely to exclude or disadvantage people belonging to an equality group in the longer term?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Insufficient evidence <input type="checkbox"/>
Please provide details...			

6) Delivery impacts

6a) Please check the delivery arrangements for the strategy, policy, project, contract, decision or function against the criteria (please tick appropriate boxes)	Are premises accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
	Is computer software and infrastructure accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
	Is consultation and participation inclusive of all?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
	Are public events and meetings accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
6b) If you answered 'no' to any of the above, please explain why, giving details of any legal justification if you can...	Attempted inclusive consultation in a limited amount of time so received a limited response. Consultation was not targeted enough. Actions in place to improve in future.			

7) Communication impacts

7a) Please check the accessibility of your information and communication arrangements for the strategy, policy,	Are customer contact methods accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
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project, contract, decision or function against the criteria (please tick appropriate boxes) 7b) If you answered 'no' to any of the above, please explain why, giving details of any legal justification if you can...	Is electronic, web based and paper information accessible for all?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Are publicity campaigns inclusive of all?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Are images and text in documents representative of all?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Note: We will be adding a summary of the scheme on the website soon after the scheme is published which will be translated into easy read. In the meantime we will be using the translation box on the document.			

8) Making improvements			
8a) If you have identified any potential negative impacts in Q3-7, can they be easily addressed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8b) If yes, please list negative impact(s) and state how they may be addressed.	Negative Impact	How it will be addressed	
	Race/ethnic origin	Objective and actions within the scheme around Black and Minority Ethnic groups including Gypsy and Traveller people, in terms of improving consultation, access to domestic violence services (particularly women) and cultural awareness raising	
	Gender	Objective and actions within the scheme around male victims of domestic violence, increasing reporting and increasing the awareness of reporting mechanisms	
	Transgender	Objective and actions within the scheme to improve the understanding of legislation in MSDC, and to raise awareness of the needs of transgender people	
	Caring responsibilities	Objective and actions within the scheme to carry out an internal audit of caring responsibilities	
Working non-standard working patterns	Objective and actions within the scheme to ensure no direct or indirect discrimination in Part-time, Full-time or flexible working arrangements in MSDC		

	Social inclusion (rurality)	Objective and actions within the scheme around working with partners to make services accessible in rural areas and to make mobile services available, specifically relating to domestic abuse
	Social inclusion (income)	Objective and action within the scheme to carry out a pay audit within MSDC
8c) If negative impact (s) cannot be addressed for legal reasons please explain giving details of any legislation if you can...		

9) Making a decision		
Decision (please tick one box)		Action to take
9a) The evidence has identified no negative impacts	<input type="checkbox"/>	Go to Q17
9b) The evidence indicates that there are negative impacts but they can be easily addressed	<input checked="" type="checkbox"/>	Go to Q17 and implement any actions you have identified in Q8b
9c) The evidence indicates potential negative impacts that cannot be easily addressed	<input type="checkbox"/>	Action planning required. Go to Action planning Q15
9d) A negative impact was identified but it can be legally justified	<input type="checkbox"/>	Go to Q17
9e) There is not enough evidence to say whether or not there is a negative impact	<input type="checkbox"/>	Additional evidence needed. Go to Additional evidence gathering Q10

10) Additional evidence gathering

General information	
Names of other people involved in additional evidence gathering	
Responsible Department	
Responsible Head of Service	

Notes:

Your assessment so far has identified insufficient evidence to make a judgement about whether your policy, project, contract, decision or function potentially negatively impacts on any of the equality groups. You will therefore need to undertake some additional evidence gathering before making a final decision.

a) For advice on where to gather information please contact:

- Lead Officer for Equality Impact Assessment Sub Group
- Lead Officer for Equality and Diversity
- Lead Officer for Equality Mapping Sub Group
- Lead Officer for Access

b) Contact details for the above Officers can be found on InfoWeb:

<http://pan/C16/Equality%20Impact%20Assessments/default.aspx>

c) Available information already gathered can be found on InfoWeb:

<http://pan/C10/C5/Mid%20Suffolk%20District%20datainfor/default.aspx>

d) To discuss any proposed consultation please contact:

- The Lead Officer for Community Engagement Strategic Priority Group 6 (SPG6)

e) Contact details for the SPG6 Lead Officer can be found on InfoWeb:

<http://infoweb.mid-suffolk.local/C4/C1/Community%20Engagement/default.aspx>

11) Gathering additional information		
Gather and analyse relevant additional information to address the gaps in your knowledge, enhance your understanding of the issues and inform options for addressing these.		
11a) What additional evidence are you going to gather? (Please tick)	Advice from experts	
	Data about the physical environment, i.e. housing market or workforce	
	Demographic profile, i.e. Census	
	Existing consultation results	
	External verification i.e. expert views of stakeholders organisations representing equality group(s)	
	Local needs analysis	
	National best practice information i.e. Audit Commission reports	
	New consultation with a specific group(s)	
	Research reports on experiences of diverse group(s)	
	Specialist staff expertise	
	Other, please state...	
11b) Please give a summary of the additional evidence you have gathered.	Document details (title / names / dates)	Brief summary

12) Uptake of services impact		
Having now gathered additional evidence, please answer the questions below again...		
12a) Will people from equality groups take up services associated with the strategy, policy, project, contract, decision or function at the same rate as Mid Suffolk District Council staff or residents as a whole? If no, please provide details...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13b) Is your strategy, policy, project, contract, decision or function likely to exclude or disadvantage people belonging to an equality group in the longer term? Please provide details...	Yes <input type="checkbox"/>	No <input type="checkbox"/>

13) Making improvements		
13a) Having gathered additional evidence, have you now identified any potential negative impacts for any equality groups?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

13b) Can the negative impact(s) be easily addressed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13c) If yes, please list the negative impacts and state how they can be addressed	Negative Impact		How it will be addressed

14) Making a decision		
Decision (please tick one box)		Action to take
14a) The evidence has identified no negative impacts	<input type="checkbox"/>	Go to Q17
14b) The evidence indicates that there are negative impacts but they can be easily addressed	<input type="checkbox"/>	Go to Q17 and implement any actions you have identified in Q13c
14c) The evidence indicates potential negative impacts that can not be easily addressed	<input type="checkbox"/>	Go to Action planning Q15
14d) A negative impact was identified but it can be legally justified	<input type="checkbox"/>	Go to Q17

15) Action planning

General information	
Names of other people involved in action planning	
Responsible Department	
Responsible Head of Service	

Notes:

a) Draw up an action plan to address the negative impact(s) you have found:

Identify clearly in your action plan the following:

- Equality group(s) affected
- Potential negative impact(s)
- Action(s) to be taken to address negative impact(s)
- Named person responsible for action(s)
- Time by which action(s) will be achieved
- Resources required to achieve action(s)
- Progress report section

b) Use your additional evidence gathering to develop actions for addressing any negative impacts identified that have not been addressed.

c) Please attach a copy of your action plan to this form ensuring it is updated at intervals specified in Q16a.

16) Monitoring arrangements	
16a) When will you monitor and update the action plan? (if at intervals please state)	
16b) Who will be responsible for monitoring the action plan?	

16c) What is the final date all actions are to be implemented by?		
16d) Will actions be implemented immediately?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16e) If no, please give details of the strategy or service plan the action(s) will be integrated into if known		
16f) How will the continuing impact of the strategy, policy, project, contract or decision be monitored?		
16g) Any other comments		

17) Monitoring arrangements for the strategy, policy, project, contract or decision			
17a) When will you monitor the strategy, policy, project, contract or decision (if at intervals please state)	Informal annual progress reviews, first in January-March 2011. Full three yearly review in January – March 2013		
17b) Who will be responsible for monitoring the strategy, policy, project, contract or decision?	Policy Officer, Organisational Development (Lead for E&D)		
17c) How do you intend to monitor the impact of the strategy, policy, project, contract, decision or function? (Please tick any that are applicable)	Performance indicators/targets		
	Benchmarking with other organisations	√	
	Complaints information	√	
	Consultation results	√	
	External verification, i.e. expert views of stakeholders/employers organisations representing equality group(s)	√	
	Service uptake data	√	
	Staff monitoring data	√	
	Staff survey results	√	
	User satisfaction survey results	√	
	Other, please state...	√	
	Please provide details of how monitoring will take place	<ol style="list-style-type: none"> 1) E&D Working Group Meeting Minutes 2) MSDC Committee Meeting Minutes (in terms of approving EqIAs) 3) EqIA Weekly Surgeries feedback 4) Risk Management register 5) Quarterly reports to Management Board and Executive Committee 6) External and Internal audit reports 7) CSD records and statistics 8) HR Work Force Plan Reports 9) Violence Against Women reporting mechanisms via domestic abuse forums and partnerships in Suffolk 10) New consultation results (from reviews of Scheme) 11) Literature search 	
	Please move on to Q18 for 'Completion'		

18) Completion	
Name	Aimi Serjeant and Breige Convery
Job title	Housing Policy Officer / Policy Officer (OD)
Service Area	Organisational Development
Date of completion	26.03.2010
Date of next equality impact assessment, if relevant (This should be in line with next review date of strategy, policy, project, contract, decision or function).	January-March 2011
Head of Service Sign Off (Please print name in block capitals)	JONATHAN FREE Head of Organisational development 30 March 2010

Notes:

When completed, a copy of this form (with the action plan attached if appropriate) should be saved with the policy, strategy, project, contract or decision. The details of the form should be recorded in your service area's policy register and the form should be published on the Council's website if the policy, strategy, project, contract or decision is for external publication.

-END-