

## DIVERSITY IMPACT ASSESSMENT QUESTIONNAIRE

<b>SERVICE: Registrars</b>	<b>DIRECTORATE: Chief Executive</b>
<b>Responsible Officer: Jean Elwin</b>	<b>Date of Assessment 11/06/07</b>

### **Introduction:**

As a requirement under the Race Relations (Amendment) Act 2000 all of the council's services have to undergo an impact assessment (IA) to determine their potential impact on the promotion of equalities.

The IA looks at how a service promotes, monitors and consults in their area to ensure that equalities are promoted. Completion of the IA will help the organisation understand what areas need assistance and where best practice can be shared. The information will be used to determine the extent to which services meet the requirements of the Equality Standard for Local Government, the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995. On completion of the IA action plans will be developed which will link to teams service plans. For the year 2006/07 the IA process will be integrated into the service planning process.

In order to complete the IA questionnaire, the following questions, which will enable you to measure your service, will need to be answered.

Where you can provide information and examples please do so, as this will help you to judge the level of impact your service has on the promotion of equalities.

Should you need any help / advice when completing the questionnaire, please refer to the guidance notes issued with this questionnaire or contact Rosie Barnard 823091.

**Q.1 Is your service accessible to all groups /individuals within the community? (i.e are there for example, physical, cultural, linguistic, or geographical barriers to persons wishing to use your service)**

<b>Group</b>	<b>Yes</b>	<b>To some extent</b>	<b>No</b>	<b>If yes, what evidence do you have to demonstrate this?</b>	<b>If no, what do you plan to do?</b>
Racial (inc. culture and nationality)		Yes		Use of language line. Leaflets available in large print. Some leaflets in Braille.	
Religious Belief	Yes				
Gender (inc. transvestite, transgender & transsexual)	Yes				
Sexuality (e.g. homosexuality, lesbian & bisexuality)	Yes				
Disabled (i.e a physical and or mental impairment)	Yes				

Age	Yes				
Geographical Location	Yes				
Any other status (e.g. people with dependants and/or caring responsibilities or people with criminal record/an offending past)	Yes				

**Q.2 (a) For whatever reason, does your service treat any group differently from its other customers?**

Yes

To some extent

No  **No**

If you have answered 'yes' or to 'some extent' , please specify those individuals or groups affected and whether the impact has the potential to be adverse.

**Q.2 (b) Where the impact is considered to be adverse, can it be justified, for example, on grounds of promoting equal opportunity for another group?**

**Q.3. (a) Do you promote equality within your service? (e.g. through the use of briefings at team meetings or the circulation of leaflets and/or other equalities related awareness raising materials)**

Yes  Yes

To some extent

No

**(b) How often do you take the opportunity to promote equality within your service?**

Regularly  Yes – monthly team meetings

Occasionally

As issues arise

Not at all

**Q.4. Are there plans in place within your service to promote equality more effectively?**

Yes  Yes

No

**If yes, please outline what you intend to do:**

Coroner informs us of any special needs/requirements of next of kin.

**Q.5 Have you consulted in the past three years with any of the following groups regarding the delivery of and access to your service?**

<b>Group</b>	<b>Yes</b>	<b>To some extent</b>	<b>No</b>	<b>If yes, what evidence do you have to demonstrate this?</b>	<b>If no, what do you plan to do?</b>
Racial (inc. culture and nationality)	Yes			Series of questions asked at Citizens panel giving people the opportunity to express their views on the service offered.	
Religious Belief	Yes			As a result use of St Mary's Hospital four mornings per week to register births and deaths.	

Gender (inc. transvestite, transgender & transsexual)	Yes			Pre Civil Partnership Bill 2004 a number of meetings were held to discuss the legislation and discuss the format of the partnership.	
Sexuality (e.g. homosexuality, lesbian & bisexuality)	Yes				
Disabled (i.e a physical and or mental impairment)	Yes				
Age	Yes				
Geographical Location	Yes			See above	
Any other status (e.g. people with dependants and/or caring responsibilities or people with criminal record/an offending past)	Yes				

**Q.6 Do you train your staff on equality issues?**

Yes

To some extent  Yes

No

**If you have answered yes, or to some extent, what training is available, who provides/delivers it and what areas does it cover? (e.g. Disability, Race, Gender, Age, Sexual Orientation, Religious Belief or location)**

Garnet Foundation training.

DDA training provided by the Riverside Centre.

Changes in registration legislation dictates new training issues is provided by General Register Office.

Training from sight awareness, CRUSE, given at team meetings.

**If you have answered no, have you explored the availability of suitable training for your staff? Who have you consulted with?**



**Q.7 Have you received any equality/diversity complaint/comment about your service?**

Yes  Yes

No <sup>1</sup>

**If yes how was this dealt with:**

Widow who was visually impaired did not receive notification that her late husband's death had been registered. No procedure in place for the passing of this information to be recorded.

**What changes were made as a result of any action taken:**

New procedures in place:

1. Everyone attended a customer care course.
2. Coroner's office notifies any special needs/requirements of next of kin.
3. Inquest registrations checked by superintendent registrar on a regular basis.
4. Copies of correspondence kept on file.

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<sup>1</sup> Impact Assessment Feb 2005

**Q.8 Is there any evidence to suggest that policies/strategies/practices through their implementation that there is (a) higher or (b) lower participation or uptake by different minority ethnic groups?**

(a)  N/A

(b)

If you answered (a) please provide further information and give examples including monitoring data:

If you answered (b) please state below how you will incorporate the General Duty in the review of policy/strategy/practices:

**Q.9 Any additional comments:**

Legislation dictates the way we work and people have a legal obligation to register a birth, death or marriage. Couples have the choice of religious marriage or a civil marriage. If they opt for a religious marriage it usually takes place at the one where they usually worship. Couples are given the opportunity to personalise their civil marriage ceremonies provided nothing of a religious nature is included.

**List of useful contacts:**

**CRE – Commission for Race Equality – [www.cre.gov.uk](http://www.cre.gov.uk)**

**DRC – Disability Rights Commission – [www.drc.gb.org](http://www.drc.gb.org)**

**Disability info – [www.disability.gov.uk](http://www.disability.gov.uk)**

**Equal opportunities Commission – [www.eoc.org.uk](http://www.eoc.org.uk)**

**Employers Organisation – [www.lga-employers.gov.uk](http://www.lga-employers.gov.uk)**

**Local Government Association – [www.lga.gov.uk](http://www.lga.gov.uk)**

**RNIB – Royal National Institute for the Blind - 522205**

**RNID – Royal National Institute for the Deaf – IW contact Sound Advice – Joyce Love 529533**

**Victim Support IW – 530530**

**DIAL – Disability information IW – The Riverside Centre – 522823**

**WIM (Women Into Management) Network – IWC Prue Grimshaw (82)3411 Claire Shand (82)3120**

**DDA – Island Access Group – IWC Rosie Barnard – (82)3091**

**BME (Black Minority Ethnic) Cross Directorate Group – IWC Prue Grimshaw (82)3411 Rosie Barnard 520600 ex 2236**

**Race & Diversity Standing Forum – IWC Rosie Barnard (82) 3091**

**Unison – Equality Rep – Joyce Milford (82) 3093**

**HR – Equality & Diversity Policy - related to employment – Claire Shand (82)3120**

**Vectis Equality Group (BME Group representing IW Communities and individuals) [jane.mckean@iow.nhs.uk](mailto:jane.mckean@iow.nhs.uk)**