

Equality Impact Assessment Form

Revised June 2009



(Equality target groups are those which cover the 6 equality strands: race, disability, gender, age, sexual orientation and religious belief)

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

1.1 What is being assessed

Electoral Services – Community Governance Review 2010 – 2011: The Review will consider the boundaries, both internal and external, along with all other aspects of Electoral Arrangements for Parish and Town Councils on the Isle of Wight.

1.2 Officer(s) and section or service responsible for completing the assessment

Clive Joyes – Elections & Local Land Charges Manager

1.3 What is the main purpose or aims of the service, policy, procedure, practice or project

New consultation which aims to review the current arrangements of Parish and Town Councils within the area of the Isle of Wight Council, and to implement any alterations by May 2013.

1.4 Who is affected by the service, policy, procedure, practice or project? Who is it intended to benefit and how?

Potentially, all persons residing on the Isle of Wight Council, regardless of whether or not they are eligible to register as an elector, as the boundaries of Parish and Town Councils could be affected, along with the number of elected members for any given area.

Existing elected members of Parish and Town Councils will also be affected by any future changes to Electoral Arrangements.

1.5 Has the service, policy, procedure, practice or project been promoted or explained to those it might affect directly or indirectly?

Consultation documents will be sent to all parties identified on the Statement of Community Consultation, which also identifies Press Releases, Official Notices and possibly other forms of local advertising as suitable methods of conveying the existence of the Review to the public.

1.6 How does the service, policy, procedure, practice or project contribute to better community cohesion?

Being effectively represented by elected members of Parish and Town Councils allows members of the community to participate in the process that decides how the local area is governed and thus propagates an enhanced sense of belonging. This Review aims to ensure that members of the community enjoy the most effective and convenient structure of local governance.

1.7 How does the service, policy, procedure, practice or project fit in with the council's wider aims?

The One-Island Visions are:

- Drive the sustainable regeneration and development of the island

- Improve the health and well-being of the island communities
- Create safer and stronger communities
- Improve outcomes for children and young people
- High performing and cost effective council

The Community Governance review contributes to Creating Safer and Stronger Communities by allowing residents to influence the structure of local governance, thus making them feel more involved in, and so more likely to take an interest in their community.

This function also contributes to a High Performing and Cost Effective Council as we ensure that all aspects of the function are carried out within budget and timescales.

1.8 What is the relevance of the aims of the service, policy, procedure, practice or project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

This function does not discriminate any groups of individuals, and any person or group of persons may make a submission in response to the Review.

1.9 How is, or how will the service, policy, procedure, practice or project be put into practice and who is responsible for it?

The final outcome to the Review will be decided by Full Council in April 2011 (final date to be confirmed), and the Decision will be put into effect by way of an Order. The service is delivered by the Elections and Local Land Charges Manager, who reports to the Head of Democratic Services.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

None – this is a future Review, and no similar reviews have been conducted in the past.

The most recent and relevant consultations, which covered the whole of the Island, was the Polling Places and Districts Review in 2008. This consultation included issues related to physical access to Polling Stations. A review of Isle of Wight Council Electoral Divisions was carried out by The Boundary Committee, and implemented prior to the June 2009 elections.

2.2 Equalities profile of users and beneficiaries

Potentially, all persons residing on the Isle of Wight Council, regardless of whether or not they are eligible to register as an elector.

2.3 Evidence of complaints against the service, policy, procedure, practice or project on the grounds of discrimination

None.

2.4 What does the consultation, research and/or data indicate about the negative impact on the service, policy, procedure, practice or project

This function does not discriminate any groups of individuals, and any person or group of persons may make a submission in response to the Review. A separate Statement of Community Consultation will be issued at the start of the Review.

2.5 What does the consultation, research and/or data indicate about the positive impact on the service, policy, procedure, practice or project

This function does not discriminate any groups of individuals, and any person or group of persons may make a submission in response to the Review.

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the 6 strands of diversity covered in the Authority's single equality scheme.

3.1 Complete this section with the following information – relating to all of the identified groups: (please refer to the guidance for additional information)

	Reason, evidence, comment					
	Race	Disability	Gender	Sexual Orientation	Age	Religious Belief
Barriers, negative impact						
Neutral impact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Positive impact						

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: (please refer to the guidance for additional information)

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

N/A

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. if none were identified, identify how disproportionate or adverse effect could be avoided in the future

No adverse effects identified.

4.3 If there is no evidence that the service, policy, procedure, practice or project promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

N/A

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

N/A – The Service should be completely neutral in its approach.

4.5 How will any service, policy, procedure, practice or project be implemented?

The final outcome to the Review will be decided by Full Council in April 2011 (final date to be confirmed), and the Decision will be put into effect by way of an Order. The service is delivered by the Elections and Local Land Charges Manager, who reports to the Head of Democratic Services. Should the final outcome of the Review be that changes are made to Parish Electoral Arrangements then these will be communicated prior to the 2013 elections.

4.6 As 4.5 above please identify training requirements

Ongoing training to keep up to date with national developments in legislation and local developments in policy implementation.

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

5.1 Does the service, policy, procedure, practice or project comply with equalities legislation?

Yes – the service does not discriminate against any group of people.

5.2 What are the main areas requiring further attention?

Continuous review of systems to ensure that they provide a convenient and accessible service.

5.3 Summary of recommendations for improvement

Monitor points 4.6 & 5.2 above.

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

This Equality Impact Assessment will be reviewed annually.

5.5 When will the amended service, policy, procedure, practice or project be reviewed?

This Service will be reviewed annually.

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Race	None				
Disability	None				
Age	None				
Religious and Philosophical belief	None				
Gender	None				
Sexual orientation	None				
Geographical location	None				
All of the above	None				

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary and then publish your report using the Equality and Diversity pages of the Intranet. Your summary information and a copy of your completed report will then be made available to the public on the Council’s website.

Date of assessment	15 th September 2009		
Officer’s name	Clive Joynes	Role	Elections & Local Land Charges Manager
Service, policy, procedure, practice or project that was impact assessed	Electoral Services – Community Governance Review 2010 - 2011		
Summary of findings	No further action required.		
Summary of recommendations and key points of action plan	None.		

Groups that this policy will impact upon

Race	<input type="checkbox"/>	Gender	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	Age	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Religion or belief	<input type="checkbox"/>
Other	<input type="checkbox"/>	All	<input checked="" type="checkbox"/>