

Equality Impact Assessment Form

Revised September 2010



(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)

When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project

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

The management of client finances.

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

Alia Noordin ~ Deputyship Section, Matt Porter ~ Charging & RAS

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

The main aim is to ensure proper and accurate management of client's finances within current protocol and procedures.

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

All clients who have their finances managed by the Deputyship Section at the Isle of Wight Council. Also, any staff who have dealings with this matter with Deputyship clients or others who may need assistance in this area.

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

Yes

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

The policy will ensure that financial management is carried out appropriately and in a manner that is most beneficial for the client.

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

The policy helps vulnerable clients who require this help are given the assistance as soon as possible. This will ensure safeguarding of their finances.

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?

All clients are treated in the same manner and given the same options for help.

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

Protocol is already in place for the Deputyship Section to receive referrals on this matter.

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

Data can be obtained from the Deputyship Section as required.

2.2 Equalities profile of users and beneficiaries

Policy will affect all clients that require assistance in managing their finances.

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

There is no evidence of complaint against the service at present.

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

There are no negative impacts.

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

Service ensures that finances are managed effectively for all clients requiring the service.

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 protected characteristics of the Equality Act 2010.

**3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics)
(please refer to the guidance for additional information)**

Protected Characteristics	Negative	Neutral	Positive	Comments
Age			✓	Over 18. All cases treated equally and responsibly regardless of protected characteristics.
Disability			✓	Lack of capacity. All cases treated equally and responsibly regardless of protected characteristics.
Gender Reassignment			✓	All cases treated equally and responsibly regardless of protected characteristics.
Marriage & Civil Partnership			✓	All cases treated equally and responsibly regardless of protected characteristics.
Pregnancy & Maternity			✓	All cases treated equally and responsibly regardless of protected characteristics.
Race			✓	All cases treated equally and responsibly regardless of protected characteristics.
Religion / Belief			✓	All cases treated equally and responsibly regardless of protected characteristics.
Sex (male / female)			✓	All cases treated equally and responsibly regardless of protected characteristics.
Sexual Orientation (LGB&T)			✓	All cases treated equally and responsibly regardless of protected characteristics.

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?

No

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.

N/a

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)?

No

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

Deputyship Section already in place.

4.6 As 4.5 above please identify training requirements.

None at present.

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

5.2 What are the main areas requiring further attention?

None

5.3 Summary of recommendations for improvement

N/a

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

Internal IWC

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

As needed.

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
Age	None				
Disability	None				
Gender Reassignment	None				
Marriage & Civil Partnership	None				
Pregnancy & Maternity	None				
Race	None				
Religion / Belief	None				
Sex (male or female)	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, which will be used to publish the results of your impact assessment on the council's website. Please access the Work tab of the council's intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment

Officer's name **Role**

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

Groups that this policy will impact upon

Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>