

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

IWC Cease tripartite agreement for secretariat to the Isle of Wight Association of Local Councils (IWALC) and the Isle of Wight Society of Local Council Clerks (IW SLCC).

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

Emma Goldring, Member Service Deputy Manager.

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

The original aim of the agreement was to provide support and development to Parish & Town Councils and enhance partnership working.

The aim of the cessation of the tripartite agreement and subsequent redirection of resources, within the Member Services Team, is to focus on ensuring that our core services are maintained and delivered and to contribute to the future stability of IWC budgets.

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

All IWC Members and Parish & Town Councils. The Isle of Wight Council tax payers will benefit from a council tax rise of less than 5% for the financial year of 2010/11. The cessation of the tripartite agreement and subsequent redirection of resources, within the Member Services Team will contribute to the 8 million pounds of budget savings that must be identified.

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

A meeting was held with the Isle of Wight Association of Local Councils (IWALC) Chair and Vice Chair and a telephone call was made to the Chair of the Isle of Wight Society of Local Council Clerks (IW SLCC) to explain the cessation of the tripartite agreement and the reasons for withdrawal by the Isle of Wight Council. An email was sent to all Parish & Town Councils, IWALC, IW SLCC and the County Training Partnership Chair on 25th November 2009 to inform them of the cessation, the Parish Liaison role that will continue and provides alternative contact information after the end of the agreement.

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

The cessation of the agreement and subsequent redirection of resources follows a set programme of Parish & Town Council support and development of Emparishment, Empowerment and Excellence. The Team has now reached the stage of Excellence from achieved success

through the Emparishment and Empowerment stages of development. Excellence is boasted by Parish & Town Councils working closely with all community groups and partnerships across the sector.

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

Establishment of the new administration post election.

The expected outcomes of these strategic service objectives are not hindered by the cessation of the agreement or redirection of staff resources. Core work tasks and the Parish Liaison role will continue to deliver these objectives.

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 against any particular group of individuals, community group, and partnership, Parish/Town Council or IWC Member; instead it promotes greater equality of opportunity.

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

IWALC and IW SLCC will need to appoint a new secretary and agree a relevant handover process and period with IWC. The redirected resources within the Member Services team will be put into practice on 1st December 2009. The Head of Democratic Services, Mr Chris Mathews, is responsible for the Member 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

Email sent to Parish & Town Councils on 25th November 2009 informing of the Parish Liaison role that will continue after the cessation of the agreement.

Democratic Services Team Plan 2009/10.

Parish & Community Development Team Plan 2009/10.

Member Support Team Plan 2009/10.

Corporate Plan

Personal Development Review records and 1:1 meeting records

2.2 Equalities profile of users and beneficiaries

As above available via the Head of Service.

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

No complaints received on the grounds of discrimination.

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

Reduced resources provided to the Parish & Town Councils by IWC.

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

Equality of service provision across the Cabinet and Members.

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	√	√	√	√	√	√
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

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?

Equal opportunities forms have been circulated to all IWC members for voluntary completion.

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

Not with the current resource base.

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

By consultation/communication with all IWC members put forward to Full Council (budget adoption), Parish & Town Councils, the Director of Corporate Services, Head of Democratic Services and all employees of the team.

4.6 As 4.5 above please identify training requirements

Mentoring and work shadowing of other PA's and more experienced team members.

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?

Monitoring of redirected resources.

5.3 Summary of recommendations for improvement

Continued monitoring of all customer feedback and complaints (if any).

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

Review survey to be sent to all IWC Members.

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

Continual reviewing of service provision will take place.

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					
Disability					
Age					
Religious and Philosophical belief					
Gender					
Sexual orientation					
Geographical location					
All of the above	Monitor current service provision by conducting a review survey	Sue Chilton	End January 2010	1 hour officer time	

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary and the 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

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

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