

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

Parish Consultation Protocol

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

Sue Chilton, Member Service Manager.

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

To establish a consultation protocol with parish and town councils

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

Parish and Town Councils

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

Yes by correspondence from the Leader of the Council

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

It sets out clearly what is expected of both the IW Council and Parish and Town Councils in terms of consultation

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

Work consistently and cohesively with partners.
Support to Parish and Town Councils matters of consultation

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, or partnership, Parish/Town Council or IWC Member; instead it promotes greater equality of opportunity and aims to enable a common approach to consultation.

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 revised protocol will form part of the council's constitution and has been circulated to all parish and town council clerks for future application. All Directors and Heads of Service have also

received a copy with instructions to keep local members informed of any consultation activity with parish and town councils.

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 qualitative and quantitative data or any consultation information available that will enable the impact assessment to be undertaken

Revised consultation protocol reviewed and agreed by Cabinet and Directors team

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

Parish and Town Councils will no longer be treated any differently or given special treatment when being consulted

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

The protocol promotes equality of opportunity and aims to enable a common approach to consultation

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?

n/a.

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

No – because it has delivered a standard and equal approach to consultation for all service users.

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

Through the Council Constitution

4.6 As 4.5 above please identify training requirements

n/a.

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

Common approach to consultation

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

Council constitution reviewed regularly.

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

Council constitution reviewed regularly.

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 protocol regularly as part of the review of the Council's Constitution	Chris Mathews	Ongoing	n/a	

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	4-Jan-11		
Officer’s name	Sue Chilton	Role	Member Services Manager
Service, policy, procedure, practice or project that was impact assessed	Parish Consultation Protocol		
Summary of findings	The revised protocol promotes the equality and diversity agenda across each of the 6 strands.		
Summary of recommendations and key points of action plan	Monitor protocol as part of the Council Constitutional review as and when appropriate		

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"/>