

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

Transfer of Civic administration support for the Chairman and Vice Chairman of the Isle of Wight Council and support for additional Cabinet Member

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

Support Members (primarily the Cabinet Members) to assist them in the delivery of the Councils objectives

Ensure Members have access to training

Ensure Members statutory records are maintained and updated

Support Parishes in a liaison role and assist the Monitoring Officer on Code of Conduct issues

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

All IWC Members are affected. Additional Cabinet Member, Chairman and Vice Chairman will benefit.

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

No – impact is likely to be negligible to service users as the additions are to be absorbed within the existing resource.

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

Professional advice and support to the Cabinet, Chairman and Vice Chairman of the Council ensures decisions and activities are carried out within legislation and budget and in the best interests of community cohesion.

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

Enhance the Council's reputation.

Elected Members are supported to make decisions in accordance with statutory and ethical requirements.

Work consistently and cohesively with partners.

Support to Parish and Town Councils on Code of Conduct issues so there are fewer complaints.

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 and aims to enable members to engage more effectively with their electorates.

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 redirected resources within the Member Services team will be put into practice on 1st June 2010. 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 qualitative and quantitative data or any consultation information available that will enable the impact assessment to be undertaken

Democratic Services Team Plan 2010/11

Member Services Team Plan 2010/11

Corporate Plan 2010/11

Personal Development Review records and 1:1 meeting records

Annual Council minutes resolved to increase the Cabinet to 8

Paper setting out the areas of responsibility to be transferred from Civic Affairs to Members Services drafted and agreed by Claire Robertson and Chris Mathews on 23rd March 2010

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 all Members of the 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, Members Chairman and Vice Chairman

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 Head of Democratic Services, Head of Communications, Cabinet Members, including the Chairman and Vice Chairman, proposals put forward to Annual Council and all employees of the team.

4.6 As 4.5 above please identify training requirements

Mentoring and work shadowing of 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 2011	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	17/06/2010		
Officer’s name	Emma Goldring	Role	Member Services Deputy Manager
Service, policy, procedure, practice or project that was impact assessed	Transfer of Civic administration support for the Chairman and Vice Chairman of the Isle of Wight Council and support for additional Cabinet Member		
Summary of findings	The revised team and work tasks positively promotes the equality and diversity agenda across each of the 6 strands.		
Summary of recommendations and key points of action plan	Monitor current service provision by conducting an annual survey with all Isle of Wight Council Members		

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"/>