

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

Legal Service (excluding CIU)

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

Helen Miles, Sue Dasent, Janet Barker, Kate Hill, Gill Lacey, Sonia Cooper, Ben Gard

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

To support the whole organisation through the provision of efficient and effective legal advice

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

All Council Officers/services (Members receive advice to ensure appropriate decision making). Council Officers will benefit from professional legal advice.

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

Through Corporate Induction, e-induction, newsletter made available to all staff. Legal Services training. Informally through committee process and Officer pro-activity.

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

Supporting enforcement of the law, protecting rights for individuals and groups of the community. Advice on contracts, protection of vulnerable people within our society on the Island.

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

The corporate aims and vision of the Council are carried out with the support of the Legal Services Team to ensure that they are lawful.

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?

The Legal Services Team work across each of the equality strands to ensure legal compliance or signposting is achieved and promoted in everything they do.

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 service operates on a daily basis to support the council to promote equality of opportunity.

Ensuring legal support and advice is readily available. The Head of Legal Services is responsible for the delivery of the day to day activities of the service.

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

The nature of the Legal Services Team work does not rely on in-depth knowledge of our local community as we have to work within a legal framework.

2.2 Equalities profile of users and beneficiaries

All those who come into Legal Services are treated in the same way, if however we need to issue information in alternative formats, we will do that.

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

None to date.

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

Not specified in 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	None	None	None	None	None	None
Neutral impact	None	None	None	None	None	None
Positive impact	1, 2 + 3 below	1, 2 + 3 below	1, 2 + 3 below	1, 2 + 3 below	1, 2 + 3 below	1, 2 + 3 below

1. Legal Services signpost Council Officers to correct legal advice regarding Equality and Diversity.
2. When Legal Services deal with people acting in person they are advised to seek their own legal advice.
3. Child Care Court forms require us to input any details of disability relating to the parties so that regard can be given.

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)?

Continual review to consider any complaints, or following changes in legislation, or in 3 years or earlier if needs identified.

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

By updating our induction process and scheduling training.

4.6 As 4.5 above please identify training requirements

To provide any refresher training for whole team to ensure identification of and effective signposting within team for Equality and Diversity issues and to include specific element within Legal Services induction.

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?

Relevant, regular training and induction.

5.3 Summary of recommendations for improvement

Regular updates for existing staff and specific element in induction.

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

Call Over – for committee reports, file review procedure under office manual.

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

N/A

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	<ol style="list-style-type: none">1. To provide refresher training for whole team to ensure effective signposting within team for Equality & Diversity issues2. Inclusion in Legal Services Induction of specific element to cover Equality & Diversity	Helen Miles Helen Miles	1 May 2010 1 April 2010	Refresher has to be provided by in house Lawyer – so time commitment. To be drafted in house	

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 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 checked="" type="checkbox"/> | All | <input type="checkbox"/> |