

## 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**

Strategic Asset Management Plan (SAMP) 2011

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

Barry Cooke, Strategic Manager Assets, Strategic Assets Team

#### **1.3 What is the main purpose or aims of the policy**

The SAMP outlines the Council's property strategy for the forthcoming year

#### **1.4 Who is affected by the policy**

The SAMP impacts on all Council staff, Services, service users, and residents.

#### **1.5 Has the policy been promoted or explained to those it might affect directly or indirectly?**

Services have been consulted through the service asset planning process.

#### **1.6 How does the policy contribute to better community cohesion?**

Undertaking strategic planning of the Council's assets enables optimisation of the utilisation of assets in terms of service benefits and financial returns.

#### **1.7 How does the policy fit in with the council's wider aims?**

Strategic asset planning is required to support delivery of all the Council's 7 key strategic corporate priorities.

#### **1.8 What is the relevance of the aims of the policy to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?**

The SAMP will impact equally across all the target groups, and will not discriminate against any. It is important to note that the SAMP is a high level strategy document which will lead to further property decisions on an individual basis. It is at this level that further EqIA's will be undertaken (as appropriate).

#### **1.9 How is, or how will the policy be put into practice and who is responsible for it?**

The SAMP is a dynamic document, with rationalisation and investment annexes that set out the work for the forthcoming year that will be implemented by the Strategic Assets Team.

## **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**

Transformation Programme documents; service reviews; service asset planning; area property reviews; SAMP Action Plans; Capital Receipts Programme; Lease Disposal Programme; Office/Administrative Buildings Rationalisation Schedule; CRC Energy Efficiency Scheme Action Plan; Corporate Plan; Technology Forge data base; Corvu; JCAD;

### **2.2 Equalities profile of users and beneficiaries**

All staff, Services, service users and residents.

### **2.3 Evidence of complaints against the policy on the grounds of discrimination**

None

### **2.4 What does the consultation, research and/or data indicate about the negative impact on the policy**

The SAMP is at a strategic level, and there is no direct impact. Individual EqIA's will be undertaken on a property by property basis (as appropriate) to judge such impacts of the target group.

### **2.5 What does the consultation, research and/or data indicate about the positive impact on the policy**

The SAMP is at a strategic level, and there is no direct impact. Individual EqIA's will be undertaken on a property by property basis (as appropriate) to judge such impacts of the target group.

### 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		X		As the SAMP is at a strategic level, and there is no direct impact
Disability		X		As the SAMP is at a strategic level, and there is no direct impact
Gender Reassignment		X		As the SAMP is at a strategic level, and there is no direct impact
Marriage & Civil Partnership		X		As the SAMP is at a strategic level, and there is no direct impact
Pregnancy & Maternity		X		As the SAMP is at a strategic level, and there is no direct impact
Race		X		As the SAMP is at a strategic level, and there is no direct impact
Religion / Belief		X		As the SAMP is at a strategic level, and there is no direct impact
Sex (male / female)		X		As the SAMP is at a strategic level, and there is no direct impact
Sexual Orientation (LGB&T)		X		As the SAMP is at a strategic level, and there is no direct 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?**

Not applicable

**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.**

Not applicable. Any possible future impacts will be dealt with on a property by property basis (as appropriate)

**4.3 If there is no evidence that the policy promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?**

The SAMP is at a strategic level, and there is no direct impact. Individual EqIA's will be undertaken on a property by property basis (as appropriate) to judge such impacts of the target group.

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

The SAMP is at a strategic level, and there is no direct impact. Individual EqIA's will be undertaken on a property by property basis (as appropriate) to judge such impacts of the target group.

**4.5 How will any policy be implemented?**

The rationalisation, investment and actions plans will be implemented as part of the Strategic Assets Team's business as usual

**4.6 As 4.5 above please identify training requirements.**

None specific

## **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 policy comply with equalities legislation?**

Yes

**5.2 What are the main areas requiring further attention?**

Individual property decisions on a case by case basis

**5.3 Summary of recommendations for improvement**

None

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

Not applicable

**5.5 When will the amended policy be reviewed?**

Annually

**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	Not applicable				
Disability	Not applicable				
Gender Reassignment	Not applicable				
Marriage & Civil Partnership	Not applicable				
Pregnancy & Maternity	Not applicable				
Race	Not applicable				
Religion / Belief	Not applicable				
Sex (male or female)	Not applicable				
Sexual Orientation	Not applicable				
Geographical location	Not applicable				
All of the above	Not applicable				

**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

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