

Equality Impact Assessment / Equality Analysis

Title of service or policy	Parish Charter
Name of directorate and service	Resources Strategy and Performance
Name and role of officers completing the EIA	Andy Thomas - Strategic Manager Communities Alison Wells – Community Engagement Officer
Date of assessment	20 th March 2018

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version (including the action plan section) being published on the Council's and NHS Bath and North East Somerset's websites.

1. Identify the aims of the policy or service and how it is implemented.		
	Key questions	Answers / Notes
1.1	Briefly describe purpose of the service/policy e.g <ul style="list-style-type: none"> • How the service/policy is delivered and by whom • If responsibility for its implementation is shared with other departments or organisations • Intended outcomes 	<p>The Parish Charter is a framework for Bath & North East Somerset Council to work with the parishes in its area to serve the people of Bath and North East Somerset.</p> <p>Responsibility for its implementation is shared by all Council departments and the parishes.</p> <p>The intended outcomes are:</p> <ul style="list-style-type: none"> • greater understanding of and respect for the role of parishes among Council staff and members. Parishes are able to raise a precept and have budgets and powers to deliver services in their area • greater understanding by parishes of the resourcing challenges faced by Bath & North East Somerset Council • greater co-operation with parishes, particularly on services that they may wish to manage directly • Improved communications between the Council and parishes – they are statutory consultees for some services but also have requested improved feedback on issues raised by them to the

		<p>Council. Advances in the Digital by Choice programme will assist in facilitating this, with Fix My Street being particularly well received by clerks.</p> <ul style="list-style-type: none"> • Encouragement of parishes to work together to share good practice and resources. • Enhanced services for local residents as parishes are well placed to understand and address local issues and concerns.
1.2	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> • Is it a new service/policy or review of an existing one? • Is it a national requirement? • How much room for review is there? 	<p>The Parish Charter is the latest in a series of protocol documents dating from 1999. The existing Parish Charter was adopted in 2006. This latest revision takes into account changes over the last decade (eg increased financial pressures) but also opportunities (eg digital technology).</p> <p>While it is not a statutory document, a number of Local Authorities have Parish Charters to facilitate the relationship with parishes.</p> <p>The revised Charter and associated documents will be reviewed within the first year of its operation. The working group established to oversee the redrafting of the Charter and associated consultation with parishes will continue in a monitoring role as well as having input into agenda planning for Parish Liaison meetings. It will be possible, at the Avon Local Councils Association (ALCA) AGM, for parishes to elect future members for this group annually.</p>
1.3	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>The Parish Charter contributes to the Corporate Strategy and its priorities of:</p> <ul style="list-style-type: none"> • A strong economy and growth • A focus on prevention • A new relationship with customers and communities • An efficient business

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	<p>The Charter will be delivered by Bath and North East Somerset Council and the parishes.</p> <p>Bath and North East Somerset Council’s workforce is diverse in terms of protected characteristics. The workforce profile is being updated and further information will be added when it is available. However, there were 2596 employees working on 31st March 2017 comprising 63% female and 37% male employees.</p> <p>There are 51 parishes in Bath and North East Somerset and currently, the gender split of their councillors is 70% male and 30% female. Of parish clerks, 66% are female and 34% male.</p> <p>Of the B&NES Councillors, 68% are male and 32% female.</p>

2.2	What equalities training have staff received?	Many Council staff will have received some form of equalities training, either as ongoing professional development or as part of their induction. Parishes must comply with the Equality Act 2010 and training is available for parish clerks and councillors from B&NES and other sources (see 2.4 below).
2.3	What is the equalities profile of service users?	Primarily the Charter will benefit B&NES residents in parished areas. Further information on equality mapping in B&NES can be found on the Council's website: http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping
2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	A survey of parishes was undertaken in 2016 including questions to determine the services they run, training undertaken and any training needs. 4 of the 51 parishes expressed interest in Equalities Training and two sessions were offered. The Council is currently able to offer further equalities training for parishes. The process of reviewing the Charter has highlighted the importance of updating the parish survey so it will be undertaken again.
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	While consultation took place with parishes between May and November 2017 on the content of the revised Charter, no consultation specifically on equalities has been undertaken.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	It would be timely to revisit the survey to parishes and obtain more detail on their equalities profile, training and training needs.
3. Assessment of impact: 'Equality analysis'		
	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:	

		<ul style="list-style-type: none"> • Meets any particular needs of equalities groups or helps promote equality in some way. • Could have a negative or adverse impact for any of the equalities groups 	
		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	All groups	<p>Parish Councils could undertake a number of activities to make sure they are operating in accordance with the Equality Act 2010. For example:</p> <ul style="list-style-type: none"> • Making sure that meetings are accessible to everyone, and that they are conducted in a way that is fair and inclusive • Making sure that consultation events are organised in a way that attracts a diverse range of people to take part • Considering how decisions might impact upon a diverse range of people and groups • Recruiting staff in a fair and equitable way. 	
3.2	Gender – identify the impact/potential impact of the policy on women and men.	The role of parish clerk often attracts women as it is part-time and locally based, with some working from home.	There should be no negative impact on the basis of gender.
3.3	Pregnancy and maternity	There could be a positive impact for service users if this life phase leads to them spending more time in their local community and their	There should be no negative impact on the basis on pregnancy and maternity.

		parish/community delivers enhanced local services.	
3.4	Transgender – – identify the impact/potential impact of the policy on transgender people	None identified.	There should be no negative impact on transgender people.
3.5	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	<p>There could be a positive impact for service users that spend more time in their local community if their parish/community delivers enhanced local services.</p> <p>Recent examples include Westfield and Peasedown St John Parish Councils which chose to spend their Community Empowerment Fund grants on a disability swing and accessible gates in play areas respectively.</p>	There should be no negative impact on the basis of disability.
3.6	Age – identify the impact/potential impact of the policy on different age groups	None identified.	There should be no negative impact on the basis of age.
3.7	Race – identify the impact/potential impact on different black and minority ethnic groups	Bath and North East Somerset Council has access to translation and interpreting services to support communication for those who need it. These services include written translation, interpretation and British Sign Language.	There should be no negative impact on the basis of race.
3.8	Sexual orientation - identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual people	None identified.	There should be no negative impact on the basis of sexual orientation.

3.9	Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	None identified.	There should be no negative impact on the basis of marriage and civil partnership.
3.10	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	None identified.	There should be no negative impact on the basis of religion/belief.
3.11	Socio-economically disadvantaged* – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).	There could be a positive impact for service users if their parish and community provide enhanced local services. There are numerous examples across B&NES including a hub in Peasedown St John with free wi-fi, computer access and support to assist people with applying for jobs and benefits.	For parishes to provide or support enhanced local services may require an increase in the precept they charge to residents. This can be mitigated by parishes understanding the needs and priorities of their local communities and the Council can support them in identifying these if required.
3.12	Rural communities* – identify the impact / potential impact on people living in rural communities	The majority of parishes are in rural or semi-rural parts of the district. There could be a positive impact for service users if their parish and community provide enhanced local services reducing the need to travel elsewhere to access them. Examples include the Village Agents who work with parish councils to identify individuals that might benefit from their services. They also offer drop in sessions in community buildings in rural areas.	For parishes to provide or support enhanced local services may require an increase in the precept they charge to residents. This can be mitigated by parishes understanding the needs and priorities of their local communities and the Council can support them in identifying these if required.

*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
No equalities profile or knowledge of training undertaken by parish councillors	Revisit survey to parishes to map this. Also to identify which parishes have an equalities policy.		Alison Wells	March 2019
There is an opportunity to re-establish a networking group enabling parish clerks to meet with B&NES officers to share concerns, good practice and facilitate communication. This could include equalities awareness.	Seek approval from parishes to re-establish this group.		Alison Wells	Sept 2018

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by:

(Divisional Director or nominated senior officer)

Date: