

Bath and North East Somerset Council Equality Impact Assessment Toolkit

This toolkit or worksheet has been developed to use as a guide when conducting an Equalities Impact Assessment (EIA) on a policy, service or function*. It includes questions that need to be answered by the person/team conducting the EIA, plus questions that could be asked of key stakeholders during consultation phases. It is intended that this is used as a working document throughout the EIA process: the final written report of the EIA should follow the same format and cover each of the sections within it.

It is important to consider all available information that could help determine both whether the policy could have any potential adverse impact and whether it meets the particular needs of different equalities groups. Please attach examples of any monitoring information, research and consultation reports that you have used to assess the potential impact upon the six equalities strands.

* Throughout the document the term 'policy' has been used to include service, function or strategy.

NB - Only fill in the sections that are relevant

Title of policy being assessed	Culture Development Programme
Name of directorate and service	Improvement & Performance
Name and role of officers completing the EIA	William Harding, Head of Human Resources
Contact telephone number	01225 477203
Date of assessment period	June 2010

1. Identify the aims of the policy and how it is implemented.			
	Key questions	Answers / Notes	Actions required
1.1	Is this a new a new policy or a review of an existing one?	It is an ongoing process to improve the ways that we work as a Council. Targets and milestones are agreed with Divisional Directors and Strategic Directors appropriately.	None
1.2	What is its aim?	Its aim is to prepare and enable leadership, managers and staff to implement organisational change by developing the mindsets, attitudes and behaviours to make change successful.	None
1.3	Whose needs is it designed to meet?	By its nature it is designed to include everyone in the organisation.	None
1.4	Who defines or defined the policy ? (e.g is it a national requirement?). How much room for review is there?	The programme has been developed in consultation with the Leadership Group with external input and advice from consultants. It supports the Council's vision, priorities and principles. The programme is subject to ongoing review with monthly reports to the Board that manages the Council's Change Programme (the Change Board,) as well as annual reviews.	None
1.5	Who implements the policy?	The programme is delivered by external consultants and implemented by senior managers and managers. In procuring the external consultants European legislative procurement	Contract review meeting agendas to include equalities on a quarterly basis, and Equalities team input will be sought as part of annual review (to take place in June/July10).

		procedures were followed and assurance that consultants adhered to Equalities Legislation and standards was gained through using the Council's standard pre qualification questionnaire. The consultants have been selected on the basis of being able to satisfy these (and other) criteria. There is ongoing review of delivery as part of contract management arrangements.	
1.6	Are there any areas of the policy where those carrying it out can exercise discretion? If so is there clear guidance on this?	Programme is agreed with Strategic Directors Group (SDG) and Divisional Directors Group (DDG) and regularly checked at corporate and service level. Delivery strategy is agreed with SDG, the Council's Change Board and DDG. Delivered in accordance with Council policy/small discretion on day to day matters if necessary	None
1.7	What could stop the policy from meeting its aims? (see 1.2)	Aims being undefined/ hard to measure/ unrealistic Ineffective contract and programme management	These are risks captured on service risk register
1.8	Do the aims of this policy link to or conflict with any other policies of the Council?	No. It is part of the Workforce Development project in the Change Programme and is linked and coordinated by Change Programme.	None
1.9	Is responsibility for the implementation of this policy shared with other bodies?	Its implementation is the responsibility of senior managers across Council and Primary Care Trust.	Identify best way to ensure that anyone who is responsible for implementation of this policy has undertaken equalities training and implement by August 10.

2. Consideration of available data, research and information

	Key questions	Answers / Notes	Actions required
2.1	What do you already know about people who use and deliver the policy?	See 1.9 above for deliverers; Middle Managers should have completed equalities training as part of Council policy	None
2.2	What quantitative data do you already have? (e.g census data, staff data, customer profile data etc)	Service performance information from the Council's performance management system. Customer service data planned to be collated by Directorate; Human Resources staff data	Identify what and how data to be used and establish timescales for collection and analysis by August 10.
2.3	What qualitative data do you already have? (e.g results of customer satisfaction surveys, results of previous consultations, staff survey findings etc).	Surveys showing individuals' behavioural preferences Staff survey action plan, Human Resources information on service Feedback from staff feedback and evaluation forms The Council's staff survey last run in 2008	Identify how data to be used and establish timescales for collection and analysis by August 10. Meet with staff survey action plan lead and discuss potential opportunities for addressing equalities issues through culture development programme by July 10.
2.4	What additional information is needed to check that all equality groups' needs are met? (see section 4). Do you need to collect more data, carry out consultation at this stage?	Information and feedback to be sought specifically in relation to Equalities from the 3 workers' challenge groups.	Consult with the chairs of the 3 workers' challenge groups by August 10.
2.5	How are you going to go about getting the extra information that is required?	See 2.4	As 2.4

3. Formal consultation (include within this section any consultation you are planning along with the results of any consultation you undertake)

	Key questions	Answers/notes	Actions required
3.1	Who do you need to consult with?	<p>Consultation with the following groups has been undertaken since the programme started in 2005.</p> <ul style="list-style-type: none"> • Strategic Directors Group (SDG) & Divisional Directors Group (DDG) • Trade Unions as appropriate • Overview & Scrutiny as appropriate • Members <p>SDG and DDG have been consulted in the content and approach of the latest phase of the programme between June- September 09. Stakeholder consultation is under continuous review.</p>	None
3.2	What method of consultation can be used?	Face to face meetings most recently took place between June and September 09.	None
3.3	What consultation was actually carried out as part of this EIA and with which groups?	Consultation has not been carried out as part of this EIA.	Consult with the chairs of the Council's 3 Workers Challenge Groups by August 10.
3.4	What were the main issues arising from the consultation?	See 3.3	As 3.3

4. Assessment of impact

Based upon any data you have analysed, or the results of consultation or research, use the spaces below to list how the policy will or does actually work in practice for each equalities strand:

1. Consider whether the policy meets any particular needs of each of the six equalities groups.
2. Identify any differential impact (positive or adverse) for each of the six equalities groups
3. Include any examples of how the policy or service helps to promote race, disability and gender equality.

		Impact or potential impact (negative, positive or neutral)
4.1	Gender – identify the impact/potential impact of the policy on women, men and transgender people	At this point in time no equalities issues relating to gender have been identified, however further research, consultation and join up with the staff survey action plan is required before full review of impacts is possible. Impacts to be reviewed in August 2010.
4.2	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)	At this point in time no equalities issues relating to disability have been identified, however further research, consultation and join up with the staff survey action plan is required before full review of impacts is possible. Impacts to be reviewed in September 2010.
4.3	Age – identify the impact/potential impact of the policy on different age groups	At this point in time no equalities issues relating to age have been identified, however further research, consultation and join up with the staff survey action plan is required before full review of impacts is possible. Impacts to be reviewed in September 2010.
4.4	Race – identify the impact/potential impact on different black and minority ethnic groups	At this point in time no equalities issues relating to race have been identified, however further research, consultation and join up with the staff survey action plan is required before full review of impacts is possible. Impacts to be reviewed in September 2010.

4.5	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people	At this point in time no equalities issues relating to sexual orientation have been identified, however further research, consultation and join up with the staff survey action plan is required before full review of impacts is possible. Impacts to be reviewed in September 2010.	
4.6	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	At this point in time no equalities issues relating to religion/ belief have been identified, however further research, consultation and join up with the staff survey action plan is required before full review of impacts is possible. Impacts to be reviewed in September 2010.	
	Key questions	Answers/notes	Actions required
4.7	Have you identified any areas in which the policy is discriminatory? If you answer yes to this please refer to legal services on whether this is justifiable within legislation.	Data is/will be collected and changes made or referred as necessary.	Review EIA in October 2010 following completion of other actions.
4.8	If you have identified any adverse impact(s) can it be avoided, can we make changes, can we lessen it etc? (NB: If you have identified a differential or adverse impact that amounts to unlawful discrimination, then you are duty bound to act to ensure that the Council acts lawfully by changing the policy or proposal in question).	Data is/will be collected and changes made or referred as necessary.	Review EIA in October 2010 following completion of other actions.
4.9	Is there any additional action you can take to meet the needs of the six equalities groups above?	Data is/will be collected and changes made or referred as necessary.	Review EIA in October 2010 following completion of other actions.

5.	Internal processes for the organisation – to be explored at the end of the EIA process.		
Making a decision in the light of data, alternatives and consultations			
	Key questions	Answers/notes	Actions required
5.1	How will the organisation's decision making process be used to take this forward?	Review of this EIA and actions arising from it through the existing governance arrangements for the Culture Development programme: Steering Group (called the Design Group), through to SDG and the Change Programme Board as appropriate.	Include review of EIA actions in existing processes for monitoring programme and contract to start in July 10 and quarterly thereafter.
Monitoring for adverse impact in the future			
	Key questions	Answers/notes	Actions required
5.2	What have we found out in completing this EIA? What can we learn for the future?	Review of EIA to be built into existing review processes with more developed consultation and research.	Review actions
5.3	Who will carry out monitoring?	See 5.1	See 5.1
5.4	What needs to be monitored?	This EIA and the actions arising out of it will require reviewing.	Include review of EIA actions in existing processes for monitoring

			programme and contract to start in June 10 and quarterly thereafter.
5.5	What method(s) of monitoring will be used?	Existing forms of programme and contract monitoring including formal and informal feedback from participants and managers, monthly programme and contract review including monthly design and delivery meetings, annual programme and contract review.	See 5.1
5.6	Will the monitoring information be published?	Yes	Agree process and timescales for publication with the Equalities Team.
Publication of results of the equality impact assessment			
	Key questions	Answers/notes	Actions required
5.7	Who will write up the EIA report?	EIA will be shared with the external consultant to raise awareness	Share EIA with consultants once the EIA has been finalised by the Equalities Team.
5.8	How will the results of the EIA be published?	By Equalities Team.	

6. Bath and North East Somerset Council Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment (continue on separate sheets as necessary). These actions need to be built into the service planning framework and targets should be measurable, achievable, realistic and time bound.

Title of service/function or policy being assessed: Culture Development Programme

Name and role of officers completing assessment: William Harding, Head of Human Resources

Date assessment completed: June 2010

Issues identified	Actions required	Progress milestones	Officer responsible	By when
No specific reference is made to Equalities as part of delivery/ implementation.	Contract review meeting agendas to include equalities on a quarterly basis, and Equalities team input will be sought as part of annual review (to take place in May 10).	Quarterly review of equalities included in contract review meetings	W Longhurst	June 10
		Equalities Team input into annual programme review	W Longhurst	July 10
Lack of process for ensuring that those responsible for implementing this programme have been trained in Equalities.	Identify best way to ensure that anyone who is responsible for implementation of this policy has undertaken equalities training and implement.	Agree approach with project sponsor for ensuring that anyone responsible for implementing this policy has equalities awareness	W Longhurst	July 10
		Implement the approach agreed	W Longhurst	August 10
More in depth review of quantitative and qualitative data is needed to inform EIA.	Identify what and how data to be used and establish timescales for collection and analysis Meet with staff survey action plan lead and discuss potential opportunities for addressing issues of disaffected groups	Identify what and how data to be used and establish timescales for collection and analysis Meet with staff survey action plan lead and discuss potential opportunities for addressing equalities issues through culture	W Harding & W Longhurst	August 10

	through culture development programme by July 10.	development programme by July 10.		
Additional information is needed to check that all equality groups' needs are being met	Consult with the chairs of the 3 workers' challenge groups	Consult with the chairs of the 3 workers' challenge groups	W Harding and W Longhurst	August 10
To be able to answer the key questions	Review EIA in October 2010 following completion of other actions.	Complete actions above Review EIA	As above W Longhurst	October 10 October 10
Building in equalities into existing decision making processes and monitoring arrangements.	Include review of EIA actions in existing processes for monitoring programme and contract to start in May 10 and quarterly thereafter.	Include EIA actions in programme plan Report against progress in line with existing arrangements	W Longhurst W Longhurst	March 10 (complete) July 10
Developing awareness of this EIA with all who deliver the programme	Share EIA with consultants once the EIA has been finalised by the Equalities Team.	Equalities Team finalise EIA Share EIA with consultants	W Longhurst	June 10

Once you have completed this form, use it as a basis for writing a report of the Equality Impact Assessment. Keep a copy of the form and report as a record of the processes you have been through in carrying out the EIA. Email one copy to the Equalities Team (equality@bathnes.gov.uk), and post a copy on the shared drive J:\Keynsham_S_Drive\Corporate Equality Group