

## Bath and North East Somerset Council

### Equality Impact Assessment Toolkit

This toolkit has been developed to use as a guide when conducting an Equalities Impact Assessment (EqIA) on a policy, service or function. It includes questions that need to be answered by the person/team conducting the EqIA, 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 EqIA process: the final written report of the EqIA 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.

**NB - Only fill in the sections that are relevant**

<b>Title of service, function or policy being assessed</b>	Anti Fraud & Corruption Policy
<b>Name of directorate and service</b>	Resources & Support Services, Audit, Risk, & Information
<b>Name and role of officers completing the assessment</b>	Dave Mehew, Audit Team leader
<b>Contact telephone number</b>	X8969
<b>Date assessment completed</b>	06/08/2008

1.	<b>Identify the aims of the policy/service/function and how it is implemented.</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
1.1	Is this a new policy / function or service or a review of an existing one?	Review of an existing policy	Equality impact assessment required
1.2	What is the aim, objective or purpose of the policy/service/function?	To help the Council tackle Fraud & Corruption	Promote awareness
1.3	Whose needs is it designed to meet? who are the main stakeholders?	Everyone within the Council, and associated Partnerships	Ensure all stakeholders are aware of this document and have access to it
1.4	Who defines or defined the policy/function? How much room for manoeuvre is there?	It is a Corporate Policy designed by members of the Audit, Risk & Information Service on behalf of the Council. There is flexibility to change and amend where required	Need to keep up to date with legislation, guidelines, and related policies
1.5	Who implements the policy function? Is it possible for bias/prejudice to creep into the process?	All stakeholders are responsible for implementing the policy, the policy promotes awareness	Ensure all stakeholders are aware of their responsibilities towards combating fraud and corruption within the Council
1.6	Are there any areas of the policy or function that are governed by discretionary powers or judgement? If so is there clear guidance on how to exercise these?	The policy relates to other Council policies/guidelines which are fundamental to operations, these must be followed, however, are subject to change as appropriate	Updated in line with related policy updates where appropriate.

1.7	What factors or forces are at play that could contribute or detract from the outcomes identified earlier in 1.2?	<ul style="list-style-type: none"> <li>• Lack of stakeholder awareness</li> <li>• Lack of stakeholder “buy-in”</li> <li>• Stakeholders feeling uncomfortable in reporting suspected fraud and corruption</li> <li>• Stakeholder understanding of what may be jargon to them</li> </ul>	<ul style="list-style-type: none"> <li>• Promote awareness, via publications, posters, staff bulletins, Management briefs, core brief, intranet</li> <li>• Promote “buy-in”</li> <li>• Assure staff of confidentiality in reporting</li> <li>• Ensure the policy is communicated in an easy to understand format</li> </ul>
1.8	How do these outcomes meet or hinder other policies, values or objectives of the public authority (this question will not always apply)	Non-awareness and implementation of other related Council policies will have a direct impact	Ensure all stakeholders are aware of other related policies directly effecting the implementation of this policy
1.9	How does the local authority interface with other bodies in relation to the implementation of this policy function? (this question will not always apply)	The Audit, Risk, & Information Service work closely with other local authorities in the area to share and communicate examples of fraud and corruption that have taken place. Policies will also be shared to ensure the best and right policy has been formed for this Council	Continue to communicate with other local authorities and share information as and when appropriate
1.10	Consider if any of the six equalities strands have particular needs relevant to the policy.	<ul style="list-style-type: none"> <li>• Race/Ethnicity/Nationality – English not their first language</li> <li>• Gender - none</li> <li>• Disability – Reading ability</li> <li>• Sexual Orientation - none</li> <li>• Religion/Belief - none</li> <li>• Age - none</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure available in different languages where appropriate</li> <li>• Available in Braille where required</li> <li>• Translator, communicator when required</li> </ul>
1.11	Taking the six strands of equalities, is there anything in the policy that could discriminate or disadvantage any groups of people?	No	

## 2. Consideration of available data, research and information

	Key questions	Answers / Notes	Actions required
2.1	What do you already know about who uses and delivers this service or policy?	Aware of the various stakeholders the policy is intended for.	Ensure all stakeholders receive the policy and understand it
2.2	What quantitative data do you already have? (e.g census data, employee data, customer profile data etc)	None	Compilation of whistle blowing statistics
2.3	What qualitative data do you already have? (e.g results of customer satisfaction surveys, results of previous consultations, staff survey findings etc).	Positive feedback from stakeholders of the anti fraud bulletins that are disseminated to help communicate the policy	Ensure all stakeholders receive the anti fraud bulletins Stakeholder survey could be undertaken?
2.4	What additional information is needed to ensure that all equality groups' needs are taken into account? Do you need to collect more data, carry out consultation at this stage?	Key documents relating to this policy will require Equality Impact Assessment.	Ensure all related documents are Equality Impact assessed in a timely manner.
2.5	How are you going to go about getting the extra information that is required?	Work with colleagues within the Service to ensure EIA is carried out on the other related documents and policies.	Communicate with colleagues to ensure the EIA is carried out on the related documents and policies.

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

	<b>Key questions</b>	<b>Answers/notes</b>	<b>Actions required</b>
3.1	Who do you need to consult with?	Head of Audit, Risk, & Information Audit Manager and Audit staff Audit Committee members Service equalities Officer	Carry out consultation with these people
3.2	What method / form of consultation can be used?	Give copies of the policy and this form, then face to face	Contact and arrange meetings to speak to face to face
3.3	What consultation was actually carried out as part of this EQIA and with which groups?	Consultation is to be carried out as in 3.1 above, Audit team members	Consultation is to be carried out as in 3.1 above
3.4	What were the main issues arising from the consultation?	Intention is to ensure that the policy complies with the Council's Equalities policy and has been assessed correctly in accordance with the guidelines.	Communicate to 3.1 as above to ensure compliance with Equalities policy and has been impact assessed correctly in line with the guidelines.

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<b>4. Assessment of impact</b>	
	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 group. Identify any differential impact and consider whether the policy/function meets any particular needs of each of the six equalities groups. Also include any examples of how the policy or service helps to promote race, disability and gender equality.
	<b>Impact or potential impact (negative, positive or neutral)</b>
4.1	<b>Gender</b> – identify the impact/potential impact of the policy on women, men and transgender people The policy should have no more impact on these groups than any other stakeholders All staff are encouraged to help the Council prevent fraud and corruption
4.2	<b>Disability</b> - 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) The policy should have no more impact on these groups than any other stakeholders All staff are encouraged to help the Council prevent fraud and corruption
4.3	<b>Age</b> – identify the impact/potential impact of the policy on different age groups The policy should have no more impact on these groups than any other stakeholders All staff are encouraged to help the Council prevent fraud and corruption
4.4	<b>Race</b> – identify the impact/potential impact on different black and minority ethnic groups The policy should have no more impact on these groups than any other stakeholders All staff are encouraged to help the Council prevent fraud and corruption
4.5	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people The policy should have no more impact on these groups than any other stakeholders All staff are encouraged to help the Council prevent fraud and corruption

4.6	<b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	The policy should have no more impact on these groups than any other stakeholders All staff are encouraged to help the Council prevent fraud and corruption	
	<b>Key questions</b>	<b>Answers/notes</b>	<b>Actions required</b>
4.7	Have you identified any areas in which the policy/service or function is indirectly or directly discriminatory? If you answer yes to this please refer to legal services on whether this is justifiable within legislation.	No	
4.8	If you have identified any adverse impact(s) can it be avoided, can we make changes, can we lessen it etc? <b>(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).</b>	N/A	
4.9	Are there additional measures that could be adopted to further equality of opportunity in the context of this policy/service/function and to meet the particular needs of equalities groups that you have identified?	N/A	

<b>5.</b>	<b>Internal processes for the organisation – to be explored at the end of the mentoring process.</b>		
<b>Making a decision in the light of data, alternatives and consultations</b>			
	<b>Key questions</b>	<b>Answers/notes</b>	<b>Actions required</b>
5.1	How will the organisations decision making process be used to take this forward?	The policy has been adopted by the Council. Annual review by Corporate Audit committee	
<b>Monitoring for adverse impact in the future</b>			
	<b>Key questions</b>	<b>Answers/notes</b>	<b>Actions required</b>
5.2	What have we found out in completing this EqIA? What can we learn for the future?	Further awareness of equality issues and that all groups must be considered in writing policies	
5.3	Who will carry out monitoring?	Audit, Risk, and Information Service staff. Annual review and approval by Council	
5.4	What needs to be monitored?	Any feedback received to the policy	Ensure actions required in this toolkit are carried out
5.5	What method(s) of monitoring will be used?	Ad hoc, as appropriate to the feedback received, reflecting on whether the feedback requires amendment of the policy	Awareness, day to day work of the service

5.6	How will the monitoring information be published?	Feedback to the stakeholder directly, otherwise not applicable	
<b>Publication of results of the equality impact assessment</b>			
	<b>Key questions</b>	<b>Answers/notes</b>	<b>Actions required</b>
5.7	Who will take responsibility for writing up the EqIA report?	Dave Mehew	Write up the EIA report
5.8	How will the results of the EqIA be published?	Refer to Equalities Team	
5.9	Who will take responsibility for this?	Refer to 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:

Name and role of officers completing assessment:

Date assessment completed:

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Importance that all stakeholders receive the policy, can read it, and do understand it.	Available in different languages where required. Available in Braille where required.			

	Translator/communicator available where required.			
Awareness promotion	Ensure awareness via: <ul style="list-style-type: none"> <li>• The Intranet</li> <li>• Management briefs</li> <li>• Core brief</li> <li>• Posters</li> <li>• Staff team meetings</li> </ul>			

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 as a record of the processes you have been through in carrying out the EqIA and send one copy to the Equalities Team ([equality@bathnes.gov.uk](mailto:equality@bathnes.gov.uk), or by post to Equalities Team, Keynsham Town Hall, Bristol, BS31 1NL

Please contact your Directorate equalities officer for advice and guidance.

Major Projects: Cordelia Johnney  
 Support Services Cordelia Johnney  
 Customer services – Cordelia Johnney  
 Improvement and performance – Louise Murphy  
 Children’s services – Louise Murphy  
 Adult Social services and housing – Samantha Jones  
 Democratic and legal services - Samantha Jones

**Corporate Equalities Team**  
 August 2007