

# 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

<b>Title of policy being assessed</b>	Bath City Liaison Forum
<b>Name of directorate and service</b>	Resources – Policy and Partnerships
<b>Name and role of officers completing the EIA</b>	Andy Thomas, Group Manager Partnership Delivery, B&NES Martha Cox, Community Projects Officer Jo Morrison

<b>Contact telephone number</b>	Andy Thomas – 01225 394322
<b>Date of assessment period</b>	Conducted September - October 2008

<b>1. Identify the aims of the policy and how it is implemented.</b>			
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
1.1	Is this a new a new policy or a review of an existing one?	New scheme but replacing custom and practice on linkages between the Council and communities of locality/place within Bath	
1.2	What is its aim?	To find better ways of engaging with communities of locality within Bath City.	
1.3	Whose needs is it designed to meet?	Initially, the aim has been to meet the needs of those involved in residents' associations with a particular brief to better include those associations affiliated to the Federation of Bath Residents' Associations. However, Policy and Partnerships' initial thinking on equalities impact required that within this scope there was an equalities requirement to involve residents' associations not affiliated to FOBRA (eg Somer groups) as	Need for further engagement on the scope of the Forum as a meeting of organisations which link to "places" and "localities" within Bath. There is an issue that communities of interest are not included within this Forum. However, this potential differential impact can be addressed by  1. using other engagement for a- eg, CDF

		well as those not included with under the banner of “residents’ associations” as there was a differential impact due to areas of need not using the “residents association” template- eg Whiteway Respect Action Group and London Road Partnership.	and/or  2. Encouraging residents groups to be fully accessible to BME and other equalities strands within their own constitutions and customer and practice
1.4	Who defines or defined the policy? (e.g. is it a national requirement?). How much room for review is there?	The initial scope of involving residents’ associations in Council decision-making has been set by the Council Executive. However, within this there has been the potential for including within this scope non-FOBRA associations and other non-“residents associations” groups. These discussions have taken place in detail with the CE and Group Leaders.	Further work on local place-based groups eg with other housing associations is currently taking place.
1.5	Who implements the policy?	A Group comprising Policy and Partnerships and Democratic Services	
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?	Yes the question of which groups are “eligible” for membership of the Forum is potentially contestable but this has been addressed by setting out clear criteria.	Monitor the impact of those criteria and keep them under review
1.7	What could stop the policy from meeting its aims? (see 1.2)	If Somer residents’ groups and other groups eg Whiteway and London Road groups do not become involved in the Forum	The agenda setting and LSP linkages aspect of this Group has been specifically designed to involve non-FOBRA groups in addition to FOBRA

1.8	Do the aims of this policy link to or conflict with any other policies of the Council?	No	
1.9	Is responsibility for the implementation of this policy shared with other bodies?	Yes there is an initial shared aim with FOBRA as they have been involved in the initial design work	In addition, Somer have also been brought in to assist with design of the Forum

<b>2. Consideration of available data, research and information</b>			
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
2.1	What do you already know about people who use and deliver the policy?	We have a list of residents association supplied by FOGRA and Somer Housing Trust plus additional information know from our community engagement work	
2.2	What quantitative data do you already have? (e.g. census data, staff data, customer profile data etc)	There is detailed census and other data on the Bath population	Continue work on community profiling
2.3	What qualitative data do you already have? (e.g. results of customer satisfaction surveys, results of previous consultations, staff survey findings etc).	There is Voicebox data on which areas within Bath who feel most and least involved in decision-making.	Map the Voicebox data with attendance at the Forum to assess whether those areas most in need are attending and make appropriate changes
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?	There is a need to calibrate Voicebox data on access to decision-making at a range of equalities impact levels; this is	Discuss with RAs how to develop their policy frameworks, constitutions and monitoring data

		currently available for locality (ward level) and for age but not BME level. There is no equalities strand profiling data that we are aware of that arises from the work of residents' associations.	
2.5	How are you going to go about getting the extra information that is required?	Discuss with Equalities team as part of community profiling/survey work	

### 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?	Initially, consultation has been with Group Leaders, Somer and FOBRA	Following the first meeting, it will be possible to use community networks to ascertain whether any existing groups not picked up by our own listings are eligible for membership under the criteria
3.2	What method of consultation can be used?	Use of consultation website, PACT meetings, community newsletters, existing networks	We are already receiving enquiries from groups "unknown" to us due to existing publicity work
3.3	What consultation was actually carried out as part of this EIA and with which groups?	FOBRA Group Leaders Somer Chair of Council	

		Chief Executive	
3.4	What were the main issues arising from the consultation?	<p>Ensure that leaseholders and wider Somer residents umbrella groups were included in the scheme</p> <p>Need for criteria for membership</p> <p>Need to keep membership open at this stage</p> <p>Need to ensure other Group eg Guinness trust are involved</p>	These have all been included in scheme Terms of Reference

<b>4. Assessment of impact</b>			
	<p>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:</p> <ol style="list-style-type: none"> <li>1. Consider whether the policy meets any particular needs of each of the six equalities groups.</li> <li>2. Identify any differential impact (positive or adverse) for each of the six equalities groups</li> <li>3. Include any examples of how the policy or service helps to promote race, disability and gender equality.</li> </ol>		
		<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	There is only anecdotal information about the gender profile of residents' associations; however thought will need to be given to the impact of the timings and locations of meetings as these have potential differential impact; this will be kept under review.	
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)	All meetings will take place within the Council's own equalities and accessibility policies, with accessible formats available as required. However, it is important to constantly review premises and timings of meetings as above	

4.3	<b>Age</b> – identify the impact/potential impact of the policy on different age groups	In general, it is felt that residents associations do not generally have a high number of members aged under 18 although this requires further research; it is important therefore that any discussions arising from this forum be considered alongside the feedback of other groups including DAFBY; similarly, Action for Pensioners must continue to be a conduit to the needs of Older People. In addition there may be the need for further discussions on how the Forum is organised in order to meet these needs	
4.4	<b>Race</b> – identify the impact/potential impact on different black and minority ethnic groups	There is a potentially positive impact compared to existing customer and practice which this Forum is designed to replace. This is because there is now a structured set of criteria for including communities of place: it will be important however that work take place with RAs on their monitoring and constitutions  We do not know enough about the make-up of residents' groups	
4.5	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people	There is a potential impact on LGBT communities through the selection of Council premises as venues and this will need to be kept under review.	
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.	There is a potential impact on faith groups through the selection of Council premises as venues and this will need to be kept under review.	
	<b>Key questions</b>	<b>Answers/notes</b>	<b>Actions required</b>
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.	No	
4.8	If you have identified any adverse impact(s) can it be avoided, can we make changes, can	Yes- potential impact of meetings held in council premises	Keep attendance and involvement under review

	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>		
4.9	Is there any additional action you can take to meet the needs of the six equalities groups above?		

<b>5.</b>	<b>Internal processes for the organisation – to be explored at the end of the EIA 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 organisation's decision making process be used to take this forward?	Meetings will be twice a year; attendance and involvement to be monitored	Publish results
<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	Useful learning on how best	



	EIA? What can we learn for the future?	approach is to EIA custom and practice first rather than new initiative.	
5.3	Who will carry out monitoring?	Policy and Partnerships/Democratic Services	
5.4	What needs to be monitored?	Attendance Involvement/contributions Membership of Task and Finish Groups.	
5.5	What method(s) of monitoring will be used?	Minutes of meetings	
5.6	Will the monitoring information be published?	Yes	
<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 write up the EIA report?	Andy Thomas	
5.8	How will the results of the EIA be published?	Council website- report also to LSP Communities group	

## **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
Lack of knowledge	Design feedback questionnaire including monitoring data to go to attenders and non-attenders			

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 EIA and email 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