

## 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>	Business Continuity & Emergency Response Plan
<b>Name of directorate and service</b>	Audit, Risk and Information Service
<b>Name and role of officers completing the assessment</b>	Andy Cox, Risk Manager Richard Howroyd, Senior Risk Management Consultant
<b>Contact telephone number</b>	01225 477316
<b>Date assessment completed</b>	26 <sup>th</sup> September 2008

1.	Identify the aims of the policy/service/function and how it is implemented.		
	Key questions	Answers / Notes	Actions required
1.1	Is this a new a new policy / function or service or a review of an existing one?	Review (approved by Cabinet 25/06/08)	None
1.2	What is the aim, objective or purpose of the policy/service/function?	<p>A project was instigated in 2007 to improve the Council's Business Continuity arrangements. One of the outcomes of this project was to put in place a Corporate Business Continuity Plan.</p> <p>This document sets out the Council's approach at a corporate level to responding to an incident and the key activities both in recovering critical service delivery and our community role in assisting in an emergency.</p>	None
1.3	Whose needs is it designed to meet? who are the main stakeholders?	<p>The Council – to fulfil it's responsibilities under the Civil Contingencies Act 2004 - Members, Directors, Divisional Directors, Heads of Service, Managers and staff. This ensures that risks to the community including vulnerable service users are kept to a minimum and that business continuity requirements meet their needs.</p>	None

1.4	Who defines or defined the policy/function? How much room for manoeuvre is there?	The Plan records how the Council should assess, respond and subsequently review a business continuity or emergency event. There is room to manoeuvre in the implementation of the plan dependent on the event / scenario.	None
1.5	Who implements the policy function? Is it possible for bias/prejudice to creep into the process?	Council Officers / Members. There is a risk of bias in terms of prioritisation of services but this is reduced by the Council's review process and benchmarking against best practice.	None
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?	Yes As detailed in 1.4 above	None
1.7	What factors or forces are at play that could contribute or detract from the outcomes identified earlier in 1.2?	Officers required to contribute to the successful implementation of the plan do not have access to the document. However, this is not an equalities issue.	None
1.8	How do these outcomes meet or hinder other policies, values or objectives of the public authority (this question will not always apply)	The Plan will assist the Council to efficiently and effectively respond to a business continuity / emergency event ensuring we continue to deliver services at times when they may be of greatest need.	None
1.9	How does the local authority interface with other bodies in relation to the implementation of this policy function? (this question will not	The Council will have to interface with emergency services if the plan has to be used. However, the Plan	None

	always apply)	is for Council internal use.	
1.10	Consider if any of the six equalities strands have particular needs relevant to the policy.	n/a	
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?	The Plan has already been adopted.	None
2.2	What quantitative data do you already have? (e.g census data, employee data, customer profile data etc)	n/a	None
2.3	What qualitative data do you already have? (e.g results of customer satisfaction surveys, results of previous consultations, staff survey findings etc).	n/a	None
2.4	What additional information is needed to	No additional information required.	None

	ensure that all equality groups' needs are taken into account? Do you need to collect more data, carry out consultation at this stage?		
2.5	How are you going to go about getting the extra information that is required?	n/a	None

### 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?	n/a	None
3.2	What method / form of consultation can be used?	n/a	None
3.3	What consultation was actually carried out as part of this EQIA and with which groups?	None	None
3.4	What were the main issues arising from the consultation?	n/a	None

### 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 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	Neutral	
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)	Neutral – provided service needs are adequately prioritised.	
4.3	<b>Age</b> – identify the impact/potential impact of the policy on different age groups	Neutral – provided service needs are adequately prioritised.	
4.4	<b>Race</b> – identify the impact/potential impact on different black and minority ethnic groups	Neutral	
4.5	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people	Neutral	
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.	Neutral	
	<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	None	None

	refer to legal services on whether this is justifiable within legislation.		
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>	None	None
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?	None	None

<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 Plan was adopted by the Council Executive (now Cabinet) on 25 <sup>th</sup> June 2008. The Plan will be subjected to review and any amendments will be reported for approval.	None.
<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?	No issues identified	None
5.3	Who will carry out monitoring?	Risk Manager.	None
5.4	What needs to be monitored?	Any amendments to the Plan, paying particular attention to prioritisation of recovery of functions.	None
5.5	What method(s) of monitoring will be used?	Use of Equality Impact Assessment template.	None
5.6	How will the monitoring information be published?	As part of any report produced for Council decision making.	None
<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?	Risk Manager.	None – Do not intend to produce an EqIA 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
No actions				

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