

**Bath & North East
Somerset Council**

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	Display & Posters policy
Name of directorate and service	Tourism Leisure & Culture
Name and role of officers completing the EIA	Peter Moth - Libraries Customer Services Manager Linda Amos - Bath Library Manager Lorraine Corbishley - Keynsham Library Manager
Contact telephone number	01225 787427
Date of assessment period	16/04/09

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?	Review of the existing policy put into place in March 2009	
1.2	What is its aim?	To ensure a consistent approach to displays of notices and leaflets in all Bath & North East Somerset libraries	To make staff aware of the posters policy and to ensure they understand its purpose
1.3	Whose needs is it designed to meet?	Everyone who wishes to display items as a poster or as a leaflet – how do people know about the policy?	
1.4	Who defines or defined the policy? (e.g is it a national requirement?). How much room for review is there?	In house by Library Managers with consultation with the legal department to ensure the policy is still consistent with current UK law	Annual review of policy to ensure it is up to date
1.5	Who implements the policy?	All staff at all levels	
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?	No, the policy needs to be followed at all times. This will become clear when staff review read the policy	To make staff aware of the posters policy and to ensure they understand its purpose
1.7	What could stop the policy from meeting its aims? (see 1.2)	Lack of staff (and customer?) awareness of the policy guidelines and staff not complying with the policy	To make staff (and customers?) aware of the posters policy and to ensure they understand its purpose
1.8	Do the aims of this policy link to or conflict with any other policies of the Council?	Not aware of the existence of any other policy of this sort	To check with communications & marketing if another policy exists
1.9	Is responsibility for the implementation of this	No	

	policy shared with other bodies?		
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?	Customers bring in items for display and the staff then make a decision or seek advice about suitability for display Needs to refer to internal partners/ customers throughout	
2.2	What quantitative data do you already have? (e.g census data, staff data, customer profile data etc)	We know how many people pay to use notice boards, from counting electronic and paper records. We know visitor numbers	
2.3	What qualitative data do you already have? (e.g results of customer satisfaction surveys, results of previous consultations, staff survey findings etc).	In 2007/08 we conducted a consultation regards room hire and from that a new set of fees and charges was developed: See Room hire consultation 2007/08 or request a copy from library staff How is this relevant to the current policy being evaluated?	
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?	We need to consult with other groups that have not used the library for displays Need to consult with current customers to see how it currently works Have libraries sufficient space to accommodate the increase in posters these changes may cause?	Consult with workers groups to ensure the policy is fair to all, and consult with the full range of equalities groups in the community.
2.5	How are you going to go about getting the	By using the Consultation Strategy	

	extra information that is required?		
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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?	Representatives of ethnic groups and workers groups	Consult with workers groups and the full range of equalities groups in the community to ensure the policy is fair to all.
3.2	What method of consultation can be used?	Paper format and Web based consultation (INovem system)	
3.3	What consultation was actually carried out as part of this EIA and with which groups?	The overall policy was sent to staff for them to review and feedback any questions. This is how this document is now in its present form	
3.4	What were the main issues arising from the consultation?	Staff wanted a brief form of the policy as a quick reference guide. This has been set up	To make staff aware of the posters policy and to ensure they understand its purpose

4. Assessment of impact – need to assess the impact of each poster against each of the 6 strands as well as the poster policy itself

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

Neutral impact in that anyone can bring in a notice or put on a display within the policy.

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)

Visual Impaired Groups – Notices are not always to DDA (Disability Discrimination Act) standard as they are produced by a wide range of people and organisations not controlled by B&NES.

Disabled Users – Those that have mobility or visual problems may not be able to read or reach those items that are too high on noticeboards

		Learning disability – The language or complexity in design of a poster or leaflet may not be helpful, as their designs are not controlled by B&NES.	
4.3	Age – identify the impact/potential impact of the policy on different age groups	Neutral	
4.4	Race – identify the impact/potential impact on different black and minority ethnic groups	Neutral	
4.5	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people	Neutral	
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.	<p>We do not allow any leaflets or notices where the religious organisation has a primary objective to convert people to that religion.</p> <p>Religious groups may display items about the history of their religion and welcome people to visit their places of religion</p> <p>Some people do not appreciate seeing display materials that do not accord with their own religious beliefs, but the policy ensures that all people may have an equal opportunity to display appropriate items</p>	
	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.	None are discriminatory	
4.8	If you have identified any adverse impact(s) can it be avoided, can we make changes, can	Yes	We need to review the position of our noticeboards to ensure they are usable

	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).		by all people within reason. To review how the notices or leaflets we display are visually acceptable to all groups within reason.
4.9	Is there any additional action you can take to meet the needs of the six equalities groups above?	No, but this can change if a relevant complaint or comment is issued by a person about one of the above groups. Need to issue clear and standard set of guidelines to customers regarding the poster policy – poster about the poster policy up in libraries?	Encourage service users to submit comments.

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?	To discuss the policy with staff on an annual basis or on ad hoc basis if required to do so	Annual review of policy to ensure it is up to date
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?	We need to speak to people who present us with information and inform them that not all items are suitable for display in libraries and we need to explain this when presented with potential material.	Draft a standard response that frontline staff can have to hand
5.3	Who will carry out monitoring?	Annual review by the Customer Services Manager and Library Managers	Review policy annually
5.4	What needs to be monitored?	Policy to ensure it is still relevant for all	
5.5	What method(s) of monitoring will be used?	Review of the Equalities Impact Assessment by Customer Services Manager and feedback from users about displays	
5.6	Will the monitoring information be published?	Not as raw data, but the data will be used to inform the Equalities Impact Assessment and during future reviews	
Publication of results of the equality impact assessment			
	Key questions	Answers/notes	Actions required
5.7	Who will write up the EIA report?	Peter Moth	Draft report reviewed and amendments agreed with Directorate Level Equalities Group members.
5.8	How will the results of the EIA be published?	Online via council website	Send agreed report to Equalities

			Team for publication.
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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
Policy and Poster EIA to DLEG	Draft version of this EIA to be sent to DLEG for sign off	To be signed off by DLEG	Customer Services Manager	By End of May 2009
Staff refresher on policy	Library Managers to speak to teams about the policy to give them refresher information	Ensure staff are confident with implementing policy with users	All Library Managers	By End of June 2009

Annual Review of policy	To ensure the policy is still relevant and it is fit for purpose	No change to policy required	Customer Services Manager	Annually ever March next due March 2010
To take the policy out to Ethnic and Workers groups for their input	To consult with these groups and make them aware of the policy and to ensure they understand it	To see an up take in other languages and groups who display within our libraries	Customer Services Manager	By End of September 2009
Review heights of display items including notice boards and leaflet holders	Library Managers to review their display areas in each of their libraries to ensure all are relevant and to DDA specifications	All display areas at the correct levels and if not to ensure that any relevant information is made available to all	All Library Managers	By End of October 2009

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