

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

Title of service, function or policy being assessed	Risk & Opportunity Management Strategy (June 2006)
Name of directorate and service	Audit, Risk and Information Service
Name and role of officers completing the assessment	Andy Cox, Risk Manager Richard Howroyd, Senior Risk Management Consultant
Contact telephone number	01225 477316
Date assessment completed	26 th 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	None
1.2	What is the aim, objective or purpose of the policy/service/function?	The aim of the Strategy / Policy is to communicate the Council's risk management framework with the objective of embedding processes which form an integral part of the Council's Corporate Governance.	None
1.3	Whose needs is it designed to meet? who are the main stakeholders?	Members, Directors, Divisional Directors, Heads of Service, Managers and staff.	None
1.4	Who defines or defined the policy/function? How much room for manoeuvre is there?	The Strategy / Policy provide the framework and describe the tasks / processes to be completed / implemented by individuals / groups. Implementation is reliant on the action of these individuals / groups.	None
1.5	Who implements the policy function? Is it possible for bias/prejudice to creep into the process?	Council Officers / Members. No	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	No	None

	how to exercise these?		
1.7	What factors or forces are at play that could contribute or detract from the outcomes identified earlier in 1.2?	The failure of Officers to allocate sufficient time to the tasks / processes devised and documented in the Strategy / Policy will impact of the achievement of the stated objectives. In addition, the failure to inform new and remind existing managers / staff of the strategy / adopted processes would result in the failure to fully adopt the Strategy.	Continue to provide induction training and use QPR to monitor Service adoption of the Strategy / processes.
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 Strategy / Policy will assist the Council and its Services to efficiently and effectively contribute to the Community Strategy Outcomes, the Council's priorities, and ensure that the criteria judgements recorded in the 'Use of Resources' Key Lines of Enquiry are met	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 always apply)	n/a	The integration of Support Services with the PCT will require a review of the Council's Strategy / Policy.
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	

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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 Strategy / Policy is being applied by Council Members and Officers.	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 ensure that all equality groups' needs are taken into account? Do you need to collect more data, carry out consultation at this stage?	No additional information required.	None
2.5	How are you going to go about getting the extra information that is required?	n/a	None

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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?	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.		
		Impact or potential impact (negative, positive or neutral)	
4.1	Gender – identify the impact/potential impact of the policy on women, men and transgender	Neutral	

	people		
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)	Neutral	
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.	Neutral	
	Key questions	Answers/notes	Actions required
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.	None	None
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	None	None

	Council acts lawfully by changing the policy or proposal in question).		
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

5.	Internal processes for the organisation – to be explored at the end of the mentoring process.
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Making a decision in the light of data, alternatives and consultations			
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	Key questions	Answers/notes	Actions required
5.1	How will the organisations decision making process be used to take this forward?	The Strategy / Policy was adopted by the Council Executive (now Cabinet) on 7 th June 2006. The Strategy / Policy will be subjected to review and any amendments will be reported for approval.	Following 2008/09 review paper will be presented for revised Strategy / Policy to be approved.

Monitoring for adverse impact in the future			
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	Key questions	Answers/notes	Actions required
5.2	What have we found out in completing this EqIA? What can we learn for the future?	None	None
5.3	Who will carry out monitoring?	Risk Manager.	None

5.4	What needs to be monitored?	Any amendments to the Strategy / Policy.	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
Publication of results of the equality impact assessment			
	Key questions	Answers/notes	Actions required
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
The integration of Support Services with the PCT will require a review of the Council's Strategy / Policy.	Strategy and Policy to be reviewed and updated.		Andy Cox	April 2009
Continue to provide induction training and use QPR to monitor Service adoption of the Strategy / processes	Provide Induction Training Use QPR to monitor adoption of Strategy		Andy Cox	Ongoing

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, 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