

Equality Impact Assessment Forms for the Budget process

We are happy for other agencies to use this document for a non-commercial basis or to amend to meet their own needs, we do ask however that you acknowledge WCC.



*Working for
Warwickshire*
...Putting People First

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Guidance notes are available as a separate document

1. Introduction

1.1 The purpose of this toolkit

This is a specific Equality Impact Assessment (EIA) toolkit to support the decision making in the budget process. It does not replace the existing EIA toolkit nor the statutory duty to complete EIA's as a routine part of our business.

These forms are designed to help you identify the potential impact of the county council's proposed savings or investments on its customers and staff.

In this context the Equality Impact Assessments are designed to anticipate the equality consequences of particular savings or investments and ensure that as far as possible, any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Equality Impact Assessments are generally about service improvements and can help staff provide and deliver excellent services to customers by making sure that these reflect the needs of the community. In the context of our budget process these forms are designed to ensure we understand the negative or indeed positive impact of our proposed savings and investments.

Some of the decisions we are making will be difficult ones and we will be challenged. This toolkit will help us understand what adverse equality impacts may result and provide us with an opportunity to identify how such actions could be mitigated in other ways.

The Equality Impact Assessments forms include an Initial Screening - Form A1 and an EIA Report and Action Plan - Form A2a for savings and form A2b for investments. The questions are designed to help you understand the implications of the saving or proposal and as such are radically different from our existing EIA process.

As far as possible the forms have been amended to ensure they comply with the new Equality Act 2010 including incorporating the social inequality duty.

1.2 Why undertake Equality Impact Assessments of savings or investments?

It is good practice and necessary if we are to deliver our own ambitious equalities agenda for the County Council

Equality Impact Assessments in this context help us understand our budget proposals and their impact on the wider equalities agenda. It is important we understand whether our budget proposals will:

- Have an adverse impact on any particular group of people
- Help us understand if our proposals will result in direct or indirect discrimination
- Assisting us in considering actions which could address or alleviate any adverse impact

- Help us recognise where an investment directly alleviates an adverse impact from a saving

We have a statutory duty to understand the equality impacts of our decisions, policies, strategies etc

- We have legal duties to understand the equality impact of what we do, this Equality Impact Assessment form help us fulfil this duty in relation to budget decisions.

The county council must assess which of its proposals are relevant to the various equality strands, and set out how they will:

- Monitor any adverse impact on equality
- Assess the likely impact on proposed savings or investments

We want to ensure that our budget decisions do not discriminate against any group within our community and that we use every opportunity to promote equality of opportunity and good community relations.

1.3 Who is responsible for Equality Impact Assessments?

In this context the Manager making the proposed saving or investment is responsible for completing the EIA with the relevant Head of Service taking ultimate responsibility.

1.4 Who are the target equality groups?

There are a range of different equalities groups and you may want to consider the impact of the policy on the following:

- Different ethnic groups including white minorities
- Faith groups and faith issues
- Different sexes, including transgender
- Disabled and non-disabled people
- Gay men, lesbians and straight people
- Different age groups, for example older and younger people

Form A1

INITIAL SCREENING FOR BUDGET DECISIONS – DO THEY HAVE ANY RELEVANCE OR POSE ANY RISK TO ANY OF THE EQUALITIES GROUPS?



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

DEPARTMENT:	Relevance/Risk to Equalities																				
State the service or proposal being assessed:	Gender inc transgender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Priority status For EIA		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subsidy for bus services in the Coleshill Parkway and surrounding area of North Warwickshire	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities: YES	✓	✓	✓																✓	✓	✓

Form A2a – proposed savings

Equality Impact Assessment

Please Explain

Stage 1 – Scoping and Defining

(1) What are the aims and objectives of service where savings are to be made?

These services were introduced in North Warwickshire in 2005 through various funding streams. The services, introduced principally to coincide with the opening of Coleshill Parkway, operate with nine vehicles (all owned by WCC) covering key towns and communities in North Warwickshire. The proposal here is to review the area with a view to reducing the network from nine to six vehicles.

Although the overall frequency of the services will be reduced there is sufficient passenger data available to plan a network which will minimise the impact of the reductions, and ensure that the revised service will accord with areas where there is most demand.

This is an exercise in maximising cost effectiveness

(2) How does the service fit with the council's wider objectives?

As a means of extending access to essential services: shopping, leisure, employment, health, thereby contributing to improving quality of life and to independence of lifestyle; offering alternatives to private transport, contributing to targets on air quality and traffic congestion; assisting social inclusion objectives by providing affordable or, in some cases, free travel;

<p>(3) What would have been the expected outcomes of the service?</p> <p>Who would have benefited from the service and in what way?</p>	<ul style="list-style-type: none"> • Several thousand passenger transport trips would have been made in North Warwickshire to enable people to access health, leisure, shopping, training, employment, educational, rail and air travel in 2011/12 and beyond. It is anticipated that with sympathetic bus network planning, and some minor changes in passengers' travel habits, these outcomes will not be significantly adversely affected. • Expected economic outcomes or benefits: <ul style="list-style-type: none"> ○ The present level of subsidy is £776,000.. It is proposed to reduce this by £200,000 to £576,000. This will subsequently reduce the level of subsidy to be paid to commercial bus operators ○ Transport of passengers to town centres, employment opportunities, retail outlets, rail stations, airports and places of interest where they are potential customers of businesses at those locations • Support to the policies and work of Localities and community forums, for many of whom maintaining or improving public transport connections serving their communities is in their top three local priorities 		
<p>(4) Does this proposed saving have the potential to directly or indirectly discriminate against any particular group or to compound issues of social inequality?</p> <p>Please identify all groups that are affected</p>	<p>RACE</p> <p>Low Risk: we currently have insufficient passenger data to know whether passengers in minority ethnic groups make more use of public transport in this area.</p>	<p>AGE</p> <p>Medium Risk: Although it is anticipated that all parts of the network will retain a level of service it may be more difficult for older people to adapt to revised arrangements. They are also more likely to be medically unfit to drive a private car to access a range of facilities and are therefore more reliant on the local bus network. Older persons holding the concessionary bus pass which permits free travel on all daytime local bus services will find the value of the concession reduced;</p>	<p>GENDER inc Transgender</p> <p>Low Risk: there is insufficient passenger trip data to know whether the service benefits men or women more.</p>

	RELIGION/BELIEF Low Risk: No potential source of discrimination identified to date	DISABILITY Medium Risk: The increasing proportion of low floor/easy access buses in the Warwickshire fleet (currently approximately 85%) has improved access for disabled people many of whose travel needs are logistically more complex. The withdrawal of some services in the area may make it disproportionately difficult for some to switch to services operating at other times, or other modes of transport that meet the same need; disabled people qualifying to hold the concessionary bus pass will have less opportunities to use their concessionary bus pass, thus reducing the value of that entitlement.	SEXUAL ORIENTATION Low Risk: No potential source of discrimination identified to date
(5) Are there any negative impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities	<p>There would be socio-economic impacts:</p> <ul style="list-style-type: none"> • It is statistically proven that low income groups rely more than most on the availability of bus transport to access essential services • The income levels of low-paid employees in the bus industry may decline if services are withdrawn and their jobs may be put at risk • In the current economic climate, the loss of jobs or income may have forced household disinvestment in private transport and, if so, their mobility may be reduced further by the withdrawal of some services in the area • Households in communities where narrowing the gaps is a priority for the County Council have lower than average rates of car ownership e.g. parts of North Warwickshire • The subsidy may have cross-cutting beneficial impacts which commercial operators build positively into their overall business planning, for example, urban services cross subsidising rural ones.. 		

<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the cut to this particular service?	Survey data to establish levels of bus patronage strongly suggests that it will be possible to reduce the network in the area without a significant negative impact on users.
(2) Have you been able to use any consultation data to help make this decision, if so what?	Pending a round of transport consultation, Autumn 2010
<u>Stage 3 – Making a Judgement</u>	
(1) From the evidence above is there any adverse or negative impact identified for any particular group?	Most likely to adversely impact on older persons, disabled and those in low-income groups.
(2) If there is an adverse impact, can this be justified?	Adverse impacts must be assessed in the context of the overall requirement for budget savings and whether similar levels of savings could have more severe impacts in other service areas. This saving would contribute £200,000.
(3) if there is an adverse impact on social inequalities can these be justified?	It is easier to justify the reduction of services that are the least well patronised by communities.

(4) What actions could be taken or have been taken to reduce or eliminate negative or adverse impact?	It is intended that this section is completed after the consultation round in Autumn 2010.																													
(5) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?	Other services may be safeguarded as a result.																													
<u>Stage 4 – Action Planning, Review & Monitoring</u>																														
If No Further Action is required then go to – Review & Monitoring (1) Action Planning – Specify any action which could be taken to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	EIA Action Plan																													
(2) Review and Monitoring State how and when you will monitor the impact of this proposed saving	<table border="1" data-bbox="763 715 2112 944"> <thead> <tr> <th data-bbox="763 715 1016 791">Action</th> <th data-bbox="1016 715 1270 791">Lead Officer</th> <th data-bbox="1270 715 1610 791">Date for completion</th> <th data-bbox="1610 715 1890 791">Resource requirements</th> <th data-bbox="1890 715 2112 791">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="763 791 1016 831">Consultation</td> <td data-bbox="1016 791 1270 831">R Sweeney</td> <td data-bbox="1270 791 1610 831">31 October 2010</td> <td data-bbox="1610 791 1890 831">Approx £5k</td> <td data-bbox="1890 791 2112 831"></td> </tr> <tr> <td data-bbox="763 831 1016 871"></td> <td data-bbox="1016 831 1270 871"></td> <td data-bbox="1270 831 1610 871"></td> <td data-bbox="1610 831 1890 871"></td> <td data-bbox="1890 831 2112 871"></td> </tr> <tr> <td data-bbox="763 871 1016 911"></td> <td data-bbox="1016 871 1270 911"></td> <td data-bbox="1270 871 1610 911"></td> <td data-bbox="1610 871 1890 911"></td> <td data-bbox="1890 871 2112 911"></td> </tr> <tr> <td data-bbox="763 911 1016 951"></td> <td data-bbox="1016 911 1270 951"></td> <td data-bbox="1270 911 1610 951"></td> <td data-bbox="1610 911 1890 951"></td> <td data-bbox="1890 911 2112 951"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments	Consultation	R Sweeney	31 October 2010	Approx £5k																
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Please annotate your proposed saving with the following statement:

‘An Equality Impact Assessment on this proposed saving was undertaken on (date of assessment) and will be reviewed on date (one years from the date it was assessed)’.

Form A2b – proposed investment

Equality Impact Assessment

Please Explain

Stage 1 – Scoping and Defining			
(1) What are the aims and objectives of the proposed investment?			
(2) How does the investment fit with the council’s wider objectives?			
(3) What are the expected outcomes of the investment?			
Who is intended to benefit and in what way?			
(4) Does this investment have the potential to directly or indirectly discriminate against any particular group?	RACE	AGE	GENDER
Please identify all groups that are affected	RELIGION/BELIEF	DISABILITY	SEXUAL ORIENTATION
(5) Are there any positive impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities			
(6) Are there any obvious barriers to accessing the service provided through the investment?			
(7) How does the investment contribute to promotion of equality and/or reduction of social inequalities?			
(8) Does the investment have the potential to promote good relations between groups?			

<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the proposal?	
(2) What consultation data has been used? What new consultation, if any, do you need to undertake?	
<u>Stage 3 – Making a Judgement</u>	
(1) From your data and consultations is there any adverse or negative impact identified for any particular group? Is there any evidence of needs not being met? e.g. language or physical access barriers; lack of appropriate resources or facilities	
(2) If there is an adverse impact, can this be justified?	

(3) What actions are going to be taken to reduce or eliminate negative or adverse impact?																										
(4) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?																										
<u>Stage 4 – Action Planning, Review & Monitoring</u>																										
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements which can be made to the proposal to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EIA Action Plan</p> <table border="1" data-bbox="779 759 2042 991"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and EIA Action Plan																										

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this proposed investment was undertaken on (date of assessment) and will be reviewed on date (one year from the date it was assessed)’.