

Equality Impact Assessment Forms for the Budget process

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*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			
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
RE-PR-01 - Market Testing of Traded Services			✓			✓			✓			✓			✓			✓			✓	
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities																						✓

For saving proposals complete form A2a below

For investment proposals complete form A2b below

Form A2a – proposed savings

Equality Impact Assessment

Please Explain

<u>Stage 1 – Scoping and Defining</u>			
(1) What are the aims and objectives of service where savings are to be made?	<p>The aims and objectives of Catering and Cleaning respectively are to provide a cost effective efficient catering service to schools and the Council generally with a particular emphasis on nutritional issues within schools; to provide a cost effective efficient cleaning service to schools and the Council generally.</p> <p>The Savings proposal seeks to test the current delivery of these services by the in-house retained workforce to determine if in-house provision remains the most economically advantageous. In order to ensure a “fair and proportionate” test the market testing will be made on the basis of outcomes delivered (output) and not the method of delivery (input).</p>		
(2) How does the service fit with the council’s wider objectives?	<p>The Council is committed to ensuring that Services are delivered as efficiently and effectively as possible. There is a direct link to the Council’s overarching vision: Working in partnership to put Customers first; Improve Service and Lead Communities.</p>		
(3) What would have been the expected outcomes of the service? Who would have benefited from the service and in what way?	<p>The expected outcomes are:</p> <p>Nutritionally sound food for pupils and staff which meets customer’s needs and resource availability.</p> <p>Clean and safe premises.</p> <p>All users of the end product benefit from the service, i.e any person receiving food or beverage and any person utilising a premise.</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>RACE</p> <p>NO</p>	<p>AGE</p> <p>NO</p>	<p>GENDER inc Transgender</p> <p>NO</p>

Please identify all groups that are affected	RELIGION/BELIEF NO	DISABILITY NO	SEXUAL ORIENTATION NO
(5) Are there any negative impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities	The catering service in particular can impact upon social inclusion due to the links between nutrition and educational attainment. This is primarily however an issue for the customer determining the service to be provided rather than the service provider. The Catering Service does comply and will continue to be required to ensure that compliance continues with all required standards.		
<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?	The proposal relates to the method of delivery rather than the outcomes which will be unchanged.		
(2) Have you been able to use any consultation data to help make this decision, if so what?	Not at this stage which is investigative of outcomes. There will be consultation in relation to outcomes as the process continues. Consultation will be held with customers (head-teachers and Council staff) along with consumers (pupils and building users).		
<u>Stage 3 – Making a Judgement</u>			
(1) From the evidence above is there any adverse or negative impact identified for any particular group?	No		
(2) If there is an adverse impact, can this be justified?	N/A		
(3) if there is an adverse impact on social inequalities can these be justified?	No		

(4) What actions could be taken or have been taken to reduce or eliminate negative or adverse impact?	N/A																													
(5) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?	No																													
<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.	<p>EIA Action Plan</p> <table border="1" data-bbox="730 735 1913 950"> <thead> <tr> <th data-bbox="730 735 968 808">Action</th> <th data-bbox="968 735 1205 808">Lead Officer</th> <th data-bbox="1205 735 1442 808">Date for completion</th> <th data-bbox="1442 735 1680 808">Resource requirements</th> <th data-bbox="1680 735 1913 808">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="730 808 968 841"></td> <td data-bbox="968 808 1205 841"></td> <td data-bbox="1205 808 1442 841"></td> <td data-bbox="1442 808 1680 841"></td> <td data-bbox="1680 808 1913 841"></td> </tr> <tr> <td data-bbox="730 841 968 873"></td> <td data-bbox="968 841 1205 873"></td> <td data-bbox="1205 841 1442 873"></td> <td data-bbox="1442 841 1680 873"></td> <td data-bbox="1680 841 1913 873"></td> </tr> <tr> <td data-bbox="730 873 968 906"></td> <td data-bbox="968 873 1205 906"></td> <td data-bbox="1205 873 1442 906"></td> <td data-bbox="1442 873 1680 906"></td> <td data-bbox="1680 873 1913 906"></td> </tr> <tr> <td data-bbox="730 906 968 938"></td> <td data-bbox="968 906 1205 938"></td> <td data-bbox="1205 906 1442 938"></td> <td data-bbox="1442 906 1680 938"></td> <td data-bbox="1680 906 1913 938"></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 the impact of this proposed saving	Following the introduction of revised arrangements there will be contract and management reviews embedded within the activities to be undertaken by the provider.																													

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?			

Stage 2 - Information Gathering

(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?

Stage 3 – Making a Judgement

(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?

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(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.

EIA Action Plan

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)’.