



Derby City Council

# **Equality impact assessment form**

**Organisation and Governance**

**Performance and Intelligence**

## **Council Plan 2016-19**

**February 2016**

Assessment signed off by – Gordon Stirling

Plan approved by Full Council - 2 March 2016

Assessment and plan to be published – 31 March 2016

## Equality impact assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people. This completed form should be attached to any Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. Ask our Lead on Equality and Diversity for help with useful contacts – we have a team of people who are used to doing these assessments.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity to publish on our website.

By the way, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

## **Equality groups**

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees...

- Age equality – the effects on young and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender equality – the effects on both men and women and boys and girls
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non- belief equality – the effects on religious and cultural communities, customers and employees
- Sexuality equality – the effects on lesbians, gay men and bisexual people
- Trans gender – the effects on trans people

In addition, we have decided to look at the effects on people on low incomes too as we feel this is very important.

## **Contacts for help**

Ann Webster – Lead on Equality and Diversity

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# The form

We use the term 'policy' as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions

## 1 What's the name of the policy you are assessing?

Council Plan 2016-19

## 2 The assessment team

### Team leader's name and job title

Heather Greenan Head of Performance and Intelligence

Other team members

Name	Job title	Organisation	Area of expertise
Tony Walsh	Member	Diversity Forum	Equality and diversity
Chris Wheeldon	Chair	Over 50s Forum	Equality and diversity
Ann Webster	Lead on Equality and Diversity	DCC	Critical friend
Pam Thompson	Participation Officer – Adults and Diverse Communities	DCC	Critical friend
Heather Greenan	Head of Performance and Intelligence	DCC	Performance, Intelligence and Corporate Services
Gordon Stirling	Service Director for Strategic Services and Organisational Development	DCC	Critical friend

**3 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council? Include here any links to the Council Plan or your Directorate Service Plan.**

*The main aim of the Council Plan is to **set out** the Council’s aims and objectives for the next year and the actions that will be taken to deliver them. The Plan allows the Council to communicate our objectives to the wider community and key stakeholders, such as; partners, Members and customers.*

**Council Plan 2016 - 2019**



*Comments were noted regarding the term 'Platform' however this is explained more fully in the Council Plan document itself.*

**4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?**

*The Plan is owned by Elected Members and Chief Officers.*

*The objectives are delivered through department business plans and individual employee plans through the Council’s Managing Individual Performance scheme. All staff have a role to plan to deliver the Council’s priorities.*

*Project plans will also be produced for the Delivering Differently workstreams.*

*The contents of the plan is also delivered through partnerships coordinated through City and Neighbourhood Partnerships, which includes Boards such as; Derby Renaissance Board, Children, Families and Learner’s Board and the Health and Wellbeing Board (members of these boards represent a variety of public, voluntary and private organisations).*

**5 Who are the main customers, users, partners, employees or groups affected by this proposal?**

*All external customers, residents, businesses and people visiting the area could be impacted by the actions set out within the Plan as they cut across all directorates and most services. Government and inspectorates will also use the plan to judge the performance of the Council.*

*There are specific actions that may directly impact on particular sections of the community so engagement groups such as the Diversity Forum and Voices in Action are key to fully understanding and mitigating the impact of new decisions.*

*Internally, staff may also be impacted by a change in the objectives as this could result in a shift in resources. Moreover, the milestones set out within the Plan will have specific implications for some staff as they will lead to more work or a change in the focus of their work through the Managing Individual Performance scheme.*

*The impact of any specific targets or projects that are set out in the Plan should be included within equality impact assessments that have been specifically carried out in these areas. The responsibility for completing assessments on targets/projects detailed in the Plan falls with the relevant directorate and department.*

**6 Who have you consulted and engaged with so far about this policy and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups**

*Consultation undertaken with key groups of staff and members, the Plain English Panel and all residents (through publication of a draft copy on the website and at key meetings etc. alongside the budget consultation)...*

Source	Comments	Response
Corporate Scrutiny Board	No comments.	
Service Directors and Heads of Service	Various – covering all elements of the plan	Plan amended to reflect comments received.

Source	Comments	Response
Equality and Diversity Lead	Comments made and suggestions regarding diverse photos.	Plan amended to reflect comments received
Diversity Forum	Representatives volunteered to be part of EIA	EIA completed.  Raised general concerns that priorities would be difficult to achieve given the budget situation.

*It should be noted that the Plan is made available in different formats, including large print.*

*There were three community languages included in the Council Plan for translations; Urdu, Polish and Punjabi*

*Hard copies and electronic copies of the Plan are available and we are looking into the possibility of doing a BSL video for our Deaf community.*

*1 page summary – Easy Read document*

**7 Using the skills and knowledge in your assessment team, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure**

Equality groups	What do you know?*	Positive impact	Negative impact	Not sure
Age	<ul style="list-style-type: none"> <li>There is a total population of just under 252,500 for Derby City</li> <li>Adult population of just over 193,000</li> <li>Under 18 years of age population of just under 57,500</li> </ul>	Y		
Disability	Higher than average levels of disability or long-term health problems where daily activities are limited.	Y		
Gender	49% males and 51% females	Y		
Marriage and civil partnership	Derby has a slightly lower than average percentage of marriages / civil partnerships with slightly more people co-habiting or being single.	Y		
Pregnancy and maternity	Derby has a higher than average birth rate with a 'total fertility rate' of 2.10 compared to 1.94 nationally (2012 mid-year estimates)	Y		

<b>Equality groups</b>	<b>What do you know?*</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Not sure</b>
Race	<i>19.7% BME groups with higher than average migration from eastern European Countries</i>	<b>Y</b>		
Religion or belief or none	<i>Derby has a higher percentage of individuals without a religion than the 'all England average'.</i>	<b>Y</b>		
Sexuality	<i>Derby has 0.2% civil partnerships. We do not have figures for the total number of LGB people living in Derby, but the national average is around 6.6%. We work very closely with our LGBT community through Derbyshire Friend.</i>	<b>Y</b>		
Trans gender	<i>We have a trans community, but no figures for these. We work closely with the trans community to help make our services sensitive and meeting people's needs. Our Equality Objectives include meeting with the trans community twice yearly, in addition to our Gender and Sexual Orientation Diversity Forum</i>	<b>Y</b>		
People on low income	<i>55th most deprived authority ((The English Indices of Deprivation 2012, Communities and Local Government)</i>	<b>Y</b>		
<b>Comment that applies to all equality groups</b> - All external customers, residents, businesses and people visiting the area could be impacted by the actions set out within the Plan as they cut across all directorates and most services. There are however, specific actions that will directly impact on particular groups of the community. Specific actions / projects will be contained within the plan that aims to have a positive impact for target group and the details of specific assessment of equality impacts will be contained within local department Business Plans or specific project plans.				

\* 2011 census

**Important** - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later.

*The Council Plan should have a positive impact on all groups of the community as it is aiming to narrow gaps, improve services and enhance the general quality of life; however, there is no clear evidence that all actions have a completely positive effect on particular groups or communities.*

*Further to this because there is limited evidence available on take-up it is not possible to conclude that all groups feel that they have had an opportunity to comment on or access the Plan.*

**From the information you have collected, how are you going to lesson any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?**

N/A

**9 What outcome does this assessment suggest you take? – you might find more than one applies. Please also tell us why you have come to this decision?**

<b>Outcome 1</b>	X	<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
<b>Outcome 2</b>		<b>Adjust the policy</b> to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>		<b>Continue the policy</b> despite potential for negative impact or missed opportunities to promote equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are sufficient plans to reduce the negative impact and plans to monitor the actual impact
<b>Outcome 4</b>		<b>Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination

**Our Assessment team has agreed Outcome number(s) 1.**

**Why did you come to this decision?**

**If you have decided on Outcome 3, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality action plan to lesson the effect of the negative impact. This is really important and may face a legal challenge in the future.**

**10 How do you plan to monitor the equality impact of the proposals, once they have been implemented?**

*Regular progress reports are presented to Council Cabinet on the Council Plan. We also produce an Annual Report.*

## Equality action plan – setting targets and monitoring

What are we going to do to improve equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Improve awareness and input to Partnership plans which support Derby Plan and Council Plan priorities..	Diversity Forum to invite representatives from Partnership boards to brief them on Partnership action plans.	Meetings held during 2016	Greater influence on partnership working and plans to action long term priorities of the city.	Heather Greenan	Review of forward plan of Diversity Forum.

**Make sure you include these actions in your service business plans**