

Equality Impact Assessment (EIA)

Corporate Plan 2007- 2010

Equality impact, needs and requirements assessment form

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to help you do the assessment or contact the Equality Standard Project Manager if you need some advice

About the policy, practice, service or function you are assessing

Name of policy, practice, service or function: **Corporate Plan 2007-2010**

Assessment team leader name: **Gordon Stirling**

Department responsible: **Resources**

Service Area: **Change Management and Performance Unit**

Other members of assessment team:

Name	Position	Area of expertise	Comments
Gordon Stirling	Head of the Change Management and Performance Unit	Performance, Best Value and corporate policies	Relevant and appropriate employee
Heather Greenan	Planning and Performance Manager	Performance, statistical, data and monitoring knowledge	Relevant and appropriate employee
Sarah Aplin	Performance Planning Officer	Performance, statistical, data and monitoring knowledge	Relevant and appropriate employee
Ann Webster	Equality Standard Project Manager	Equalities and inclusion issues	Critical friend

Question	Response/ findings
<p>What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?</p>	<p>The main aim of the Corporate Plan is to set out the Council's priorities for the next three years and the actions that will be taken to deliver them. The Plan allows the Council to communicate its priorities to the wider community and key stakeholders, such as; partners, members and customers.</p> <p>Additional information contained within the Plan includes: the structure and function of the Council how budgets and performance are managed achievements.</p>
<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements</p>	<p>The Plan is owned by Members and Chief Officers.</p> <p>It is implemented by all staff through key links being made between the priorities and key outcomes, business plans and achievement and development records.</p> <p>Each specific action in the Plan is specifically allocated to a Chief Officer, Assistant Director or Head of Service.</p> <p>The delivery of some of the actions is dependent on partners, which is identified through the 'links' column in the action plan tables. Partners include; Derby City Partnership, Community Safety Partnership and Derby Cityscape Limited.</p> <p>Within Derby City Partnership a large variety of public, private and voluntary groups are represented, including; Derby Primary Care Trust, Derbyshire Constabulary, Marketing Derby, University of Derby, Rolls-Royce plc, Forum of Faiths for Derby and resident representatives.</p>

<p>Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?</p>	<p>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 departments and most services. There are however, specific actions that will directly impact on particular groups of the community – i.e. increasing the number of adults gaining a Skills-for-Life qualification will directly impact on the adults within the community who do not currently have qualifications.</p> <p>Internally, staff may also be impacted by a change in the priorities as this could result in a shift in resources. Moreover, the actions set out within the Plan will have specific implications for some staff as they will lead to more work or a change in work.</p> <p>The impact of any specific actions or projects relating to the Plan should be set out within equality impact assessments that have been specifically carried out in these areas. The responsibility for completing assessments on actions/ projects in the Plan falls with the relevant department.</p>
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What existing or previous inspections of the policy, practice, service or function are there? For example, Best Value Inspections, policy reviews, research into the effects of a policy or practice.

What did they tell you?

Review 1- The contents of the Plan is reviewed on an annual basis by Members and Chief Officers to make sure that it continues to reflect the priorities of the Council and partners. The priorities in the 2006-2009 Plan were derived from an extensive consultation exercise with residents.

The content of the Plan is reviewed each year by the Council's Communications Adviser to make sure that it is written in Plain English. This helps to minimise the creation of barriers to understanding the information presented.

In addition to this copies of the Plan are made available in different formats and languages.

Specific officer contact details are also included on the Plan to make sure that there is a system in place to capture any feedback on the document.

Findings - The priorities and key outcomes were revised from the 2006-2009 Plan to the 2007-2010 Plan to better reflect the current needs of the area and our partnership priorities.

Review 2 - Achievement against the delivery of actions set out in the Plan are monitored on a quarterly basis through the Council's quarterly performance monitoring reports. The reports are considered by Chief Officers, Assistant Directors, Cabinet Members, Scrutiny Management Commission and the Audit and Accounts Committee. The meetings are open to the public and some are also broadcast over the internet. Copies of the reports considered at the end of each quarter are also available to the public, on request.

Information on the progress made against the actions in the Plan is available internally through the Council's performance management system – Performance Eye.

Findings – At the end of 2006-07 the Council delivered 56% of the actions set out in the 2006-2009 Plan.

Review 3 – Consultation was undertaken with the Pointer Panel in October 2006 to assess a number of elements of the Plan...

- The priorities that they thought were the most or least important for their area.
- Whether they understood the wording of each priority, if the key outcomes helped them to understand what the priorities meant and overall, whether they understood the improvements that the Council was trying to make through each priority and key outcome.
- If and how residents heard about the priorities prior to being asked about them in the Pointer Panel questionnaire.
- Whether residents feel their views have been taken into account and whether they have taken part in any consultation, on the Council's priorities, in the last 12 months.

The Pointer Panel is a selection of 1,200 local people aged 18 years and over. The Panel is representative of the local population by age, gender, ethnicity and area.

Findings

- 75% of respondents did not feel that there were any priorities missing from the 2006-2009 list.

- On average 84.5% of respondents strongly agreed or tended to agree that they understood the wording of each of the priorities.
- An average of 81% of respondents felt that the key outcomes helped them to understand the priorities.
- 79% of respondents strongly/tended to agree that they understood the improvements that the Council was trying to make through each priority and key outcome.
- 77% of respondents stated that they had not heard of the Council's priorities and key outcomes before the survey.
- Of those respondents that answered 'yes' to the question on whether they has heard of the priorities before the survey the largest percentage of people stated that they had seen them in the Derby Evening Telegraph.

When the results were analysed by the different demographical groups there were no significant variances in the responses provided. |

Identifying potential equality issues and factors	
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Question	Response/ findings
What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring	<p>The Plan is made available in different formats and in different languages – over the past 12 months there have been no requests received for an alternative version of the document.</p> <p>The findings from the October 2006 Pointer Panel indicate that Derby residents feel that the contents of the document is accessible and understandable.</p>
Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?	<p>No evidence on take-up</p> <p>The impact of any specific actions or projects relating to the Plan should be set out within impact assessments that have been specifically carried out in these areas – for example, the Cathedral Green project equality impact assessment.</p>
Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?	<p>There has been an increase in the diversity of communities since the 2001 census, which is likely to impact on the languages that the Plan should be made available in. It should however be noted that an annual summary of the priorities is included within the Council's magazine, the content of which is available in 16 different languages.</p> <p>The actions within the Plan may need to change to reflect the needs of the community however this is addressed through the annual review process.</p>

<p>Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?</p>	<p>No evidence.</p>
<p>What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?</p>	<p>Information on the priorities is collected annually via the Pointer Panel. This data is held by the Consultation Team.</p> <p>Any information on complaints/comments relating to the Plan would be held by the Change Management and Performance Unit.</p>
<p>Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?</p>	<p>There is an action within the Corporate Plan 2007-2010 to deliver the 'equality standard for local government' (BV2a), the Council's Equality and Diversity Action Plan supports this.</p>
<p>Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?</p>	<p>The 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.</p> <p>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.</p>

Collecting the information and data about how the policy, practice, service or function, impacts on communities

Please record your information and data in this table and think about:

what information or data you will need
 using both quantitative and qualitative data
 making sure that where possible there is information that allows all perspectives to be considered
 identifying any gaps in the information/ data and what it can tell you

Data or information	When and how was it collected?	Where is it from?	What does it tell you? You need to consider all six equality strands where you can	Gaps in information
Customer feedback and complaints	Complaints – ongoing	Complaints procedure	There have been no complaints received in the last 12 months.	N/A – The receipt of any information is user driven.
Consultation and community involvement	Annually – October each year	Derby Pointer Panel	The information received suggests that there are no significant variances in the views of Panel Members on the Plan.	There is limited information available on the views of different groups on the content of the Plan or on whether different groups feel that there are any barriers to accessing a copy of the document.

Performance information including Best Value	Internal quarterly monitoring on the delivery of the actions set out within the Plan	Updates on actions are provided by responsible officers	At the end of 2006-07 56% of actions from the 2006-09 Plan had been delivered.	Limited evidence on the impact of actions on different communities however these should be highlighted through service specific equality impact assessments.
Take up and usage data	Collected via ad-hoc requests for copies of the Plan. Annual communication of priorities to all Derby residents via the Council's magazine 'Your Derby'	Held locally Circulation database is held within the Communications Team.	There have been no requests for the Plan to be made available in an alternative format or language. The priorities are communicated to all households.	Limited information on take-up because it is driven by external requests. N/A
Comparative information or data where no local information	N/A	N/A	N/A	N/A

Census, national or regional statistics	Census data is available every ten years. Mid-year estimates are published each year (Most recent available is mid-2006).	Published by Office for National Statistics Held internally by Change Management and Performance Unit	There have been changes in Derby's population since 2001. In 2007 there has also been a new methodology introduced which estimates the annual number of international migrants.	The mid-year estimates do not present a detailed breakdown of Derby's population profile.
Access audits or assessments such as DDA assessments	N/A	N/A	N/A	N/A
Workforce profile	Ongoing – monitored quarterly through Best Value Performance Indicators, BVPIs.	Personnel	At the end of 2006-07 performance against national BVPIs for equalities placed Derby City Council within the top 25% of all unitary authorities. A breakdown of the Corporate workforce profile is available in the Workforce Development Plan 2007-2010 (Pages 68-73)	Any corporate workforce gaps have been highlighted in the Workforce Development Plan 2007-2010. Limited information on sexuality and religious beliefs.

Where service delivered under procurement arrangements – workforce profile for deliverers	N/A	N/A	N/A	N/A
Monitoring and scrutiny outcomes	N/A	N/A	N/A	N/A

Analysing the information and data and setting equality objectives and targets

Please give your detailed findings in this table

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?
Corporate Plan 2007-2010	Understanding of the Council's priorities and the overall content of the Corporate Plan.	<p>The largest percentage of respondents from the October 2006 Pointer Panel survey understood and agreed with the priorities set out in the 2006-2009 Plan.</p> <p>Information from the Pointer Panel is not broken down by sexual orientation or religious beliefs.</p> <p>There is limited qualitative information available on understanding of the content of the Plan.</p>	Where the information was available there were no significant differences between the views of different groups.	<p>N/A – the data from the 2006 survey indicates that there are no variances between the views of different groups.</p> <p>There is limited information on whether needs are not being met in relation to the content of the Plan - Is the information easy to understand? Does the format/presentation of the information create barriers for any particular group?</p>

	<p>Availability and accessibility of the Plan.</p>	<p>The Plan is made available in different formats, including large print.</p> <p>There were three community languages included in the 2007-2010 Plan for translations; Hindi, Urdu and Punjabi</p> <p>Hard copies and electronic copies of the Plan are available.</p> <p>There has been limited circulation of the Plan to Derby's diversity forums.</p>	<p>Non-English speaking residents who do not read any of the three community languages included in the 2007-2010 Plan may find it difficult to access a copy of the Plan.</p> <p>Members of the diversity forums who may feel that they have had limited opportunity to impact on the content or layout of the Corporate Plan.</p>	<p>Non-English speaking residents who do not read Hindi, Urdu or Punjabi.</p> <p>Diversity forums groups including...</p> <ul style="list-style-type: none"> ○ Minority Communities Diversity Forum. ○ Disabled People's Diversity Forum. ○ Gender Diversity Forum. ○ Youth Forum. ○ Seniors' Forum.
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Objectives - process, impact or outcome based

Please give your proposed objectives/ targets in this table

Objective/Target:	Submit a copy of the Corporate Plan 2007-2010 to at least two of the diversity forums for review by the end of March 2008
Specific	Commence with two forums and then roll out.
Measurable	Comments from at least two forums to be integrated into the drafting of the 2008-2011 Corporate Plan.
Achievable	Action to be integrated into the 2008 Corporate Plan project plan.
Relevant	Allows a greater level of information on the views of different groups to be integrated into the drafting of the Corporate Plan 2008-2011 and begins to highlight whether there are any barriers relating to understanding or accessibility.
Timed	Action to be completed before the publication of the 2008-2011 Plan.

Objective/Target:	Increase the number of community languages available on the Corporate Plan 2008-2011
Specific	Make the document available to a wider number of community groups.
Measurable	Make more than three community languages available in the 2008-2011 Plan.
Achievable	The objective will be integrated into the design specification for the 2008-2011 Plan.
Relevant	To make sure that the languages available reflect the diversity of the community, following any changes in Derby's population as a result of migration.
Timed	By March 2008.

Objective/Target:	Compare the 2006 Pointer Panel results with the 2007 results
Specific	Undertake year on year comparisons to identify any annual variations that may have resulted from changes to the Corporate Plan between 2006 and 2007.
Measurable	Yes – quantitative results will allow year on year comparisons.
Achievable	Year on year comparisons have been integrated into the Corporate Plan 2008-2011 project plan.
Relevant	Identify the impact of the two new priorities introduced in 2007-2010.

Timed

By March 2008.

Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
		2005/6	2006/7	2007/8		
Submit a copy of the Corporate Plan 2007-2010 to at least two of the diversity forums for review by the end of March 2008		N/A		By March 2008	Heather Greenan/ Helen Corbett	Annually – through a review of the Change Management and Performance Unit Business Plan.
Increase the number of community languages available on the Corporate Plan 2008-2011						
Compare the 2006 Pointer Panel results with the 2007 results						