

Equality Impact Assessment Record Form 2012-16

This form is to be used for recording the Equality Impact Assessment (EIA) of Council activities. It should be used in conjunction with the guidance on carrying out EIA in Appendix 2 of the Equality and Inclusion Scheme. The activities that may be subject to EIA are set out in the guidance.

EIA is particularly important in supporting the Council to make fair decisions. The Public Sector Equality Duty requires the Council to have regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Using this form will help Council officers to carry out EIA in an effective and transparent way and provide decision-makers with full information on the potential impact of their decisions. The purpose is to avoid inadvertent disadvantage or discrimination resulting from decisions.

EIA is not a fixed process – it will vary according to the scale and type of activity. The form and guidance are designed to cover all eventualities. Officers should not be discouraged by the form, but should use their discretion in using it flexibly according to the activity they are assessing

EIA does not happen at a single point in time. It is an ongoing and integral part of the development of the activity or proposal. This EIA template should be kept open and live as a planning document, and updated as the activity or proposal progresses.

Section 1 – Service Details and Summary of EIA Activity

Title of activity:	Health and Well Being Strategy
Lead Officer responsible for this EIA:	Julian Kenshole
Telephone:	01325 388013 (x2013)
Service Group:	People
Service or Team:	Development and Commissioning
Assistant Director accountable for this EIA	Chris Sivers
Who else will be involved in carrying out the EIA:	Julian Kenshole, David Plews, Mary Hall, Mel Brown, Janet Walke, Deena Wallace

What stage has the EIA reached?

This table provides a 'cover note' of progress to be maintained as the EIA is developed over time.

Stage categories 1-3 listed below refer to the funnel model (see pages 5-7 of guidance on carrying out EIA). Note the stage reached and any consultation or engagement carried out. Simple activities may not need all these stages. Provide details of population/individuals affected in Section 2

Stage	Date	Summary of position
Stage 1: Initial Officer Assessment. Whole Population likely to be affected identified	09.07.2012	<p>The Health & Well Being Strategy 2013-2016 will impact on the whole population of Darlington Borough and to include 5 priorities.</p> <ol style="list-style-type: none"> 1. To relentlessly focus on narrowing the outcomes gap between individuals, groups and neighbourhoods; 2. To mitigate the impacts of child poverty, the economic downturn, public expenditure cuts and welfare reform on the community and wider economy supporting decent standards of living; 3. To develop community capacity/resilience, support networks and community led and controlled interventions and projects 4. To utilise population insight and intelligence to better target key messages and programmes of action.

		<p>5. To strengthen the role of early intervention and prevention in mitigating harm and reducing costs</p> <p>It was agreed by the group that there was no significant impact on the protected characteristic for Marriage and civil partnership but that all 8 other characteristics would be impacted upon. Initially the view was that it would be predominantly a positive impact. It would also impact positively on the under 18 year olds who are not covered by the Equality Act.</p> <p>Priority One</p> <ul style="list-style-type: none"> • There is a legal requirement to address child poverty and this delivery strategy should support this work. • Narrowing the gap: helping disadvantaged communities, neighbourhoods and groups. (JSW to discuss diagram with Neale) • Other vulnerable groups will experience a potential positive impact as these groups will have the opportunity to establish a framework to influence decision making • Rural / urban split – need to monitor throughout the delivery process • If we mitigate this will help to reduce negative impacts on other vulnerable groups e.g. women, disabled inc mental health • EIA already done as part of process for looking at the children and young peoples plan and the community strategy. More work will be needed in terms of the overall plan and the local economic strategy • Economic strategy impact assessment evidence is available from Simon Houldsworth • A governance structure and delivery champions to help with narrowing the gap will improve accountability and performance. <p>Priority 2</p> <ul style="list-style-type: none"> • Mitigation will have a positive impact on people, particularly if it is focussed on the negative impacts and cumulative impacts that people have raised. <p>Priority 3</p> <ul style="list-style-type: none"> • Darlington Together Agenda – There may be negative impacts here as the public sector safety net has gone and there is a risk that the community may not step in to help. Particularly when times are hard and they themselves have less resource and capacity.
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		<ul style="list-style-type: none"> • Some groups will also get more support than others sometimes because of the skills required and sometimes because a particular group are viewed negatively within society as a whole. For example older people may be well supported but drug users may not. • Some groups are more powerful than others and may de-stabilise the balance • Some groups have more capacity to be resilient • Some protected characteristic groups are less resilient and less well connected eg. frail older people <p>Priority 4</p> <ul style="list-style-type: none"> • Improve access of some protected characteristic groups to services through positive targeting and understanding need better. Insight and intelligence will also help to improve the methods used and activity undertaken to make a greater positive impact. <p>Priority 5</p> <ul style="list-style-type: none"> • May impact on some groups more than others and in most cases the impact overall will be positive. Area of greatest risk are those areas where services are delivered in some geographical areas only as this may impact on access. <p>Notes re Prioritisation Tool itself</p> <ul style="list-style-type: none"> • Impact (No 3) - possible multiple impacts will require the use of customer insight and intelligence/evidence to understand cumulative impacts particularly in relation to holistic outcomes. It will require knowledge of a broad range of issues from all the supporting strategies. • Changeability – no negative issues relating to impacts • Acceptability of possible change – Overall the emphasis on partnership should maximise the use of resources and therefore have a positive impact. Also by delivering in partnership it should enable people to have a choice of solutions which they can directly support and influence. • There is a possibility that the identification of reputational issues as a factor in prioritisation will lead to a more transparent and open culture. This will enable communities and individuals with protected characteristics to bring evidence forward to reduce reputational
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		<p>risk and therefore reduce the risk of actions identified as important for well-being not going forward. Partnership will also enable partners to share reputational risk and support each other this will have a potential positive impact on people with a range of protected characteristics.</p> <ul style="list-style-type: none"> ▪ Feasibility – recognise that there is potential for negative impact on this issue for groups where small numbers need higher resource. But as a partnership approach is taken it will enable transparency about where costs and savings are identified and how any imbalance is addressed. For example a saving may be delivered in one area but costs incurred in another. Early discharge from hospital is one example as savings occur in the acute trust but may be incurred in the local authority.
Stage 2: Further Assessment. Target Population likely to be affected identified		<p><i>Target population, e.g. rural communities, community centre users in neighbourhood, older users of particular services</i></p> <p>The Health and Well Being Strategy is aimed at the whole population.</p>
Stage 3: Further Assessment. Individuals likely to be affected identified		<p><i>Individuals, e.g. disabled users of a particular rural bus service, mother and toddler group within community centre, older people who will lose service:</i></p> <p>Potentially positive impacts across the whole population. Five priorities developed from local intelligence including the SNA to support the deliver of positive outcomes for Health and Well Being.</p>
Stage 4: Analysis of Findings		N/A
Stage 5: Sign-Off		
Stage 6: Reporting and Action Planning		Ongoing monitoring of the impacts of the Health and Well Being Strategy through existing reporting and monitoring arrangements.

Section 2 – The Activity and Supporting Information

Details of the activity (including the main purpose and aims)
<p>A desk top analysis of the impacts of the Health and Well Being Strategy has been undertaken.</p> <p>From the information gathered an assessment of the potential impacts across the protected characteristics has been undertaken (see Section 3)</p>
Who will be affected by the activity?
<p>See the guidance on carrying out equality impact assessment and particularly pages 5-7 on the funnel model. This section links to and follows on from the staging table in Section 1. Provide details of the groups and numbers of people affected below, updating the table as the EIA develops and the understanding of who will be affected emerges in more detail.</p>
Whole population
Target population
Individuals
What data, research and other evidence or information is available which is relevant to the EIA?

Check: before proceeding to the Officer Assessment, have you obtained all the data and information that is currently available?

Section 3: Officer Assessment

Use this table to record your views on potential impact on protected characteristics. As the activity and the assessment develop your views may change – record them here. It is important to be searching and honest about this – many Council activities are planned to be of positive benefit to identified target groups but can often have the potential for inadvertent effects on other groups.

Protected Characteristics	Potential Impact Positive/Negative / Not Applicable			Potential level of impact				Summary of Impact
	P	N	NA	H	M	L	NI	
Age	P	N	NA	H	M	L	NI	Narrowing the gap, mitigation and better use of evidence and the focus on prevention will all have a positive impact in targeting services and activities.
Race	P	N	NA	H	M	L	NI	Narrowing the gap, mitigation and better use of evidence will all have a positive impact in targeting services and activities.
Sex	P	N	NA	H	M	L	NI	Narrowing the gap, mitigation and better use of evidence will all have a positive impact in targeting services and activities.
Gender Reassignment	P	N	NA	H	M	L	NI	Mitigation and better use of evidence will all have a positive impact in targeting services and activities.
Disability (summary of detail on next page)	P	N	NA	H	M	L	NI	Narrowing the gap, mitigation and better use of evidence and the focus on giving people more control will all have a positive impact in targeting services and activities.
Religion or belief	P	N	NA	H	M	L	NI	Narrowing the gap, mitigation and better use of evidence will all have a positive impact in targeting services and activities.
Sexual Orientation	P	N	NA	H	M	L	NI	Mitigation and better use of evidence will have a positive impact in targeting services and activities.

Protected Characteristics	Potential Impact Positive/Negative / Not Applicable			Potential level of impact				Summary of Impact
	P	N	NA	H	M	L	ni	
Pregnancy or maternity	P	N	NA	H	M	L	ni	Narrowing the gap, mitigation particularly around child poverty and better use of evidence and the focus on prevention will all have a positive impact in targeting services and activities.
Marriage/ Civil Partnership	P	N	NA	H	M	L	ni I	No specific actions covering this protected characteristic.

Please include consideration of any local social inclusion groups and their needs and issues under the appropriate Protected Characteristic – for example, Gypsies and Travellers under the Race characteristic, or Young People Leaving Care under the Age characteristic. Priority local groups, needs and issues are reviewed annually in the Equality Analysis.

Section 3: Officer Assessment - continued

<p>The Equality Act requires the Council to have due regard to disabled people’s impairments when making decisions about activities. Assess the potential effects of the activity on people with the following impairments. Summarise the overall effects across all impairments in the Disability section of the table on the previous page.</p>								
Mobility Impairment	P	N	NA	H	M	L	##	Narrowing the gap, mitigation and better use of evidence and the focus on giving people more control will all have a positive impact in targeting services and activities.
Visual impairment	P	N	NA	H	M	L	##	Narrowing the gap, mitigation and better use of evidence and the focus on giving people more control will all have a positive impact in targeting services and activities.
Hearing impairment	P	N	NA	H	M	L	##	Narrowing the gap, mitigation and better use of evidence and the focus on giving people more control will all have a positive impact in targeting services and activities.
Learning Disability	P	N	NA	H	M	L	##	Narrowing the gap, mitigation and better use of evidence and the focus on giving people more control will all have a positive impact in targeting services and activities.
Mental Health	P	N	NA	H	M	L	##	Narrowing the gap, mitigation and better use of evidence and the focus on giving people more control will all have a positive impact in targeting services and activities.
Long Term Limiting Illness	P	N	NA	H	M	L	##	Narrowing the gap, mitigation and better use of evidence and the focus on giving people more control will all have a positive impact in targeting services and activities.
Other - Specify	P	N	NA	H	M	L	nil	None identified

Cumulative Impacts

The officer responsible for this EIA should seek input from the Corporate Equalities Group on the potential for this activity to combine with other recent, current or proposed activities, both Council and in the external environment, to result in more severe impacts on people with protected characteristics through their cumulative effects. The Corporate Equalities Group will provide the content for this section of the EIA.

Change activities

Potential cumulative impacts

- Legacy of MTFP 2012 – 16 budget proposals (Z:\Transformation\eia\2012_13 savings proposals\Completed EIAs and DEIAs)



Impact Assessment
summary docu...

- “The Impacts of Welfare Reform in Darlington”
March 2012



Local Impact of
Welfare Reforms 28 C

Negative Impacts:

- Housing & Council Tax Benefits
- DLA
- IB to SG
- IB to Fit for Work
- IB to Time Limiting ESA
- Under Occupation
- Benefit Cap
- Eligibility Criteria changes
- Social Fund changes
- Severe Disability Premium changes
- Welfare reform changes
- Housing
- Increase in unemployment particularly amongst young people
- Changes to transport – reduction in subsidy – charging for adult care transport

Positive Impacts:

- Personalisation of Adult Social Care packages

Section 4: Engagement Decision

The decision about who to engage with, and how and when to engage, is the key to effective EIA. Please see pages 7 to 9 of the guidance on carrying out equality impact assessment (Appendix 2 of the Equality and Inclusion Scheme) for guidance on the engagement decision.

Is engagement with affected people with protected characteristics required, now or during the further development of the activity?	No
If YES, proceed to the next section. If NO, briefly summarise below the reasons why you have reached this conclusion.	
<p>The high level EIA undertaken for the Health and Well Being Strategy has identified that all protected characteristics have the potential to be impacted upon by the strategy. The vast majority of impacts being positive for the population in terms of narrowing health gaps and improving health across the population.</p> <p>It is recommended that more in depth EIA work is undertaken as part of the development and implementation of delivery plans for each priority area.</p>	

If you have come to the conclusion that engagement is not required, seek ratification from the Corporate Equalities Group through your service Equalities Co-ordinator.

If engagement is not required but the officer assessment has identified changes that should be made to the activity, please complete Sections 7 and 8. If not the assessment can be signed-off at Section 9.

Any reports to decision-makers during the development of the activity, for example feasibility or options appraisal reports, should include content on the latest thinking and findings of the EIA even though, like the activity, further development of the EIA may be required before final reporting.

The findings of the officer assessment should be included in any reports to decision-makers. These may be feasibility or options appraisal reports where the activity is at an early stage of development, but it is essential that any equality findings are taken into account in formal decisions at all stages of development of the activity.

Section 5 – Involvement and Engagement Planning

Has the assessment shown that the activity will treat any groups of people with protected characteristics differently from other people? Yes/No
If yes, please state which groups and how
Will the differential treatment advance equality and inclusion for people with protected characteristics? Yes/No
If yes, please state which groups and how
Will the differential treatment cause or increase disadvantage for people with protected characteristics? No
If yes, please state which groups and how

From the above, prepare a simple plan using the template overleaf for involving and engaging with the organisations, groups and individuals likely to be affected by the activity.

There may be several stages of involvement and engagement, particularly for more complex activities. Initially it may be possible to identify and engage only with stakeholder and representative organisations for the people with protected characteristics who may be affected. Further development of the activity may be required before the individuals who will be affected can be identified.

The Involvement and Engagement Plan should evolve accordingly, with new engagement proposals added as they are identified.

Section 6: Engagement Findings

	Date/summary of engagement carried out	Summary of impacts identified
Age		
Disability		
Mobility Impairment		
Visual impairment		
Hearing impairment		
Learning Disability		
Mental Health		
Long Term Limiting Illness		
Other - Specify		
Race		
Sex		
Gender Reassignment		
Religion or belief		
Sexual Orientation		
Pregnancy or maternity		
Marriage / Civil Partnership		

Section 6: Engagement Findings – Continued

Drawing on the engagement findings and your understanding of the effects of the activity, indicate how it will contribute, if at all, to the three strands of the Public Sector Equality Duty

a) How will the proposal help to eliminate discrimination, harassment and victimisation?
b) How will the proposal help to advance equality of opportunity?
c) How will the proposal help to foster good relations?
During the engagement process were there any suggestions on how to avoid, minimise or mitigate any negative impacts? If so please give details.

This completes the assessment, but there will be further work to do to contribute to the reporting and implementation stages of the activity. First, though, it is important to draw a line under the assessment to maintain a separation between assessment of impacts and any proposals to manage those impacts. The assessment should therefore be signed-off at this stage.

Section 7 - Sign-off when assessment is completed

Officer Completing the Form:		
Signed	Name:	Julian Kenshole
	Date:	* 8 November 2012
	Job Title:	Head of Strategy and Improvement
Assistant Director:		
Signed	Name:	Chris Sivers
	Date:	8 November 2012
	Service:	PEOPLE - Development and Commissioning

* final completion date

Section 8 – Reporting of Findings and Recommendations to Decision Makers

The findings of the EIA may be reported to decision-makers at several stages during the development of an activity. For example, the initial officer assessment findings may be included in a feasibility report or options appraisal to be considered by the Transformation Board or Chief Officers' Executive.

Any report for formal decisions by Cabinet or Council should include the latest findings of the EIA, even if these are at a relatively early stage. The report recommending final approval of the activity should await and include the findings of the completed EIA. The report should present clearly the impacts that have been identified through the engagement process, including potential cumulative impacts.

The report may include recommendations based on the findings of the EIA, but these should be separate from the reporting of impacts. Recommendations will be developed separately from the EIA and arise from considering equalities impacts combined with other aspects of the activity such as finance, the benefits of the activity, and so on.

Based on the EIA findings, the report may consider the options in the table below, but the report must contain a clear statement of the impacts so that decision-makers can understand the effects of the decision that is being recommended.

What does the review of the information show?	
a)	No negative impact on people because of their protected characteristics - continue with the activity and monitor progress on implementation
b)	Negative impact identified – recommend continuing with the activity; clearly specify the people affected and the impacts, and providing reasons and supporting evidence for the decision to continue
c)	Negative impact identified - adjust the activity in light of the identified impact to avoid, minimise or mitigate the impact
d)	Negative impact identified - stop activity and provide an explanation why

Section 9 – Action Plan and Performance Management

The report to decision-makers, and the decision made may require actions to be taken to avoid, minimise or mitigate the negative impacts of the activity. Option C in the table in Section 8, combined with mitigation measures that may have been highlighted during engagement and listed in Section 6 (if adopted) will require action planning to implement them.

Any actions to address equalities impacts should be listed below, with performance management review proposals, to complete the full EIA.

What is the negative impact?	Actions required to reduce/eliminate the negative impact (if applicable)	Who will lead on action	Target completion date

Performance Management	
Date of the next review of the EIA	6 monthly from implementation
How often will the EIA action plan be reviewed?	Annually for the life of the Strategy
Who will carry out this review?	Head of Service/EIA group