

BOROUGH OF POOLE'S GUIDE TO EQUALITY IMPACT ASSESSMENTS

1. WHAT IS AN EQUALITY IMPACT ASSESSMENT?

Equality Impact Assessments (EQIAs) are a tool to help the Council develop and deliver effective people focussed services that meet the needs of different service users, community members and employees in a fair and equitable manner.

An EQIA is a systematic way of assessing and consulting on the effects that a [policy/function](#) is likely to have on different groups of people. EQIAs help to identify the needs of different groups of people and enable services to address and not [discriminate](#) against these individuals' needs.

The assessment extends to monitoring the actual effects of the [policy/function](#), once it is put into practice, and being alert to any concerns about the way it is (or is not) working.

It is a means of reviewing and improving service take up and delivery, which should lead to better community outcomes.

The duty to undertake EQIAs arises from [equalities legislation](#)¹. Undertaking EQIAs also contributes to the Council achieving its Equality Standard target (BV 2a).

Borough of Poole's (BoP's) approach is to undertake EQIAs which consider all [equality issues](#), including:

- race
- gender and trans people
- disability
- age
- religious belief or faith
- sexual orientation

This reflects BoP's commitment to [equality](#) as a core organisational value and improving access to services.

2. WHO IS RESPONSIBLE FOR UNDERTAKING EQIAs AND MONITORING PROGRESS?

Service Unit Heads (SUHs) are responsible for ensuring that EQIAs are undertaken as part of managing their service area. EQIAs need to be undertaken on [existing functions](#), as well as when developing [new ones or reviewing existing ones](#).

Strategic Directors are responsible for making sure that EQIAs are undertaken on all major project areas and partnership arrangements that fall under their remit. They are also responsible for making sure that EQIAs are evidenced by Service Units (SUs) in relevant reports being presented to Cabinet.

Where equality targets and indicators have been identified, as a result of [full EQIAs](#), SUHs and Strategic Directors will be responsible for making sure progress is monitored and reported.

¹ Race Relations Amendment Act 2000, Disability Discrimination Act Amendment 2005, Gender Equality Duties

3. WHAT IS A POLICY/FUNCTION?

The definition of policy/function under the RR(A)A 2000 and Commission for Racial Equality EQIA guidance is very wide. Policy/function means any activity BoP undertakes, including:

- services (including those provided by contractors or other agencies on BoP's behalf)
- partnerships
- strategies
- programmes, initiatives or projects
- formal policies or procedures
- informal long-standing customs or traditional way of doing something

Throughout the Guidance all these terms will be referred to as 'functions'.

4. REQUIREMENT TO REVIEW EXISTING FUNCTIONS

Service Units (SUs) and Strategic Directors are required to list all their [existing functions](#) in an [EQIA register \(Appendix A\)](#). Existing EQIA registers (developed in 2005²) or Service Unit's Business Plans can be used as a guide for identifying functions.

[On the EQIA register](#), Service Units need to indicate whether an EQIA (screening process and where appropriate, full impact assessment) has been undertaken on this function.

Evidence of the processes should also be sent to the SU's Promoting Equality Respecting Diversity (PERD) Representative and the [Policy and Improvement Officer – Equalities](#). It can be provided using [Appendix B.1](#) and [B.2](#) EQIA records (or a SU's own template as long as it provides equivalent information). These will be published on boroughofpoole.com.

If an EQIA has not taken place a [screening process](#) (using [Appendix B.1](#)) should be undertaken on these functions to assess their relevance to each equality strand. Where there is found to be [high relevance](#) to the function a date to begin a [full EQIA](#) within the next three year period (Nov 2008- Nov 2011) should be stated and recorded on the [EQIA register](#).

A completed [EQIA register](#) should be sent to the SU's PERD rep and the [Policy and Improvement Officer – Equalities](#). The latter will publish this on boroughofpoole.com and share it with the PERD Working Group. All the registers will be reviewed together to assess where corporate support can be provided to the EQIA processes.

The deadline for completing the [EQIA register](#) is the 31st of October 2007.

5. REQUIREMENT TO REVIEW NEW OR CHANGING FUNCTIONS

In addition to the above, SUs should add any planned [new policy developments or expected policy reviews](#) to the [register](#) with a date by which a [screening process](#) will be undertaken.

Once the screening is complete and there is [high relevance](#) to the function a date for [full EQIA](#) should be given for the next three year period and recorded on the SU's [EQIA register](#).

Once the 31st of October 2007 deadline has past, the SU's [EQIA Register](#) should be a "living" document that PERD reps are tasked to keep up to date on an ongoing basis with new policies that need to be assessed or existing policies that need to be reviewed. This should

² These should be checked for completeness and accuracy

include a date when EQIAs will be [screened and the process begins again](#). SU Managers are responsible for telling PERD reps when a new policy document will be developed or when an existing document will be reviewed to enable them to update the [register](#). PERD reps should send updated registers to the [Improvement and Policy Officer – Equalities](#).

6. WHO SHOULD UNDERTAKE AN ASSESSMENT?

EQIAs should be undertaken in a group, preferably made up of the manager responsible for the function, those holding relevant data, officers involved in its implementation and someone who does not know the function very well but who can provide a scrutiny element. A [screening process](#) can be undertaken as part of a unit's regular UMT.

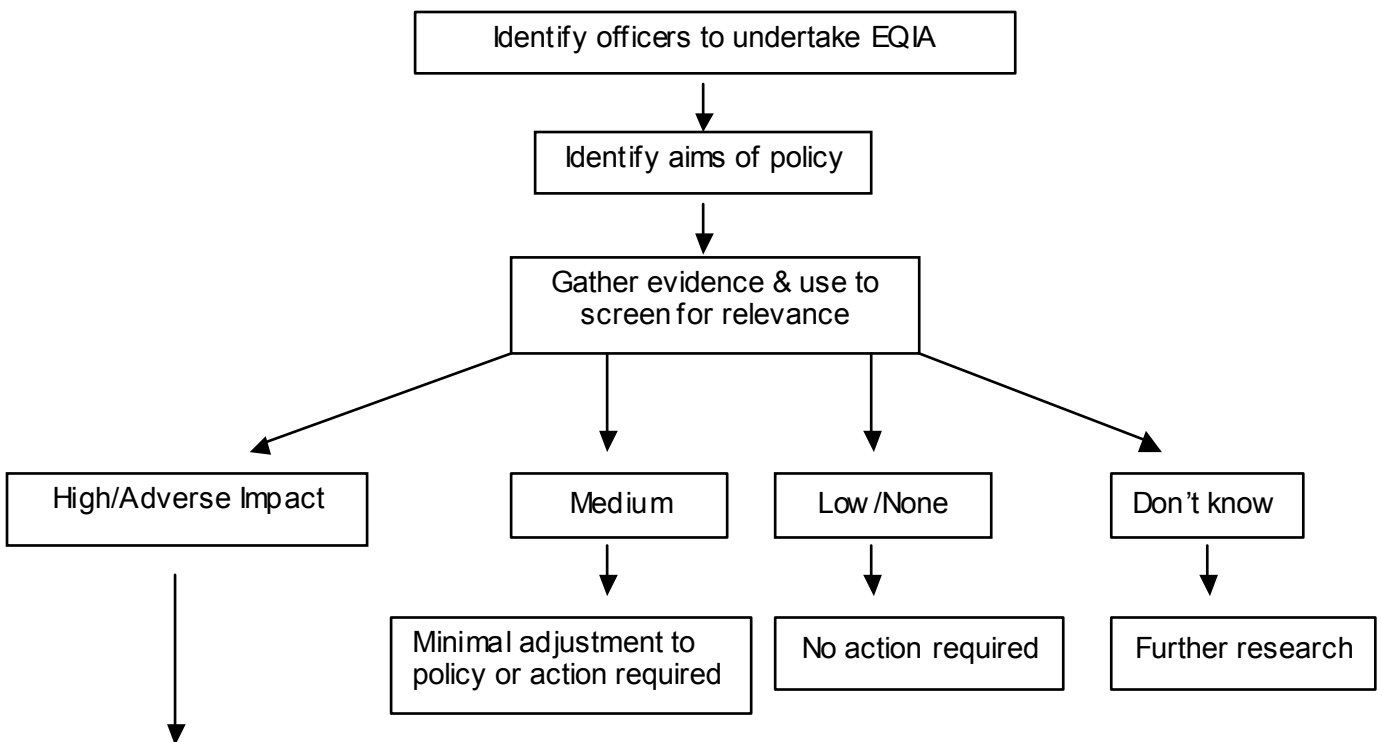
It may be that this process needs to engage officers from other SUs or partner agencies where functions are carried out together or where joint action planning is necessary. **EQIAs should NEVER be undertaken alone.**

SU's PERD reps can support this process in their Units. The [Improvement and Policy Officer – Equalities](#) can advise on the process and EQIA training will be available from July 2007.

7. HOW SHOULD AN EQIA BE CARRIED OUT?

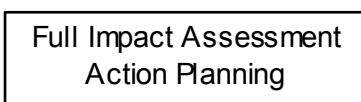
Stage 1: Screening Process

Use [Appendix B.1 EQIA Screening Record](#)



Stage 2: Full Impact Assessment Action Planning

Use [Appendix B.2 EQIA Screening Record](#)



Stage 1: Screening Process

Using [Appendix B.1 EQIA Screening Record](#) to evidence the process:

- a. [Relevant officers](#) should identify the aims of the function
- b. Gather and use existing information to screen each function for its relevance to each of the equality issues.

To do this SUs should draw on:

- SU's professional and personal knowledge and experience
 - Demographic, SU [equalities monitoring data](#)³ and other statistics
 - Local and national (e.g. government) research and consultation ([Appendix F](#))
 - Comparison with other internal SUs or similar services in other councils
 - Analysis of feedback from public enquiries, compliments or complaints
 - Recommendations from Best Value and other service reviews and public inquiries
- c. Assess the level of impact– high/medium/low on the different issues:
 - o **High/Adverse Impact:** Where there are obvious differential needs, disparities or [discrimination](#) of different groups, or there is a high level of public concern about how different groups are treated or services are delivered. This may particularly be where the service is a frontline service delivered directly to a service user.
 - o **Medium:** where there is some evidence of disparity or specific needs of different group(s) or some public concern about how different groups are treated.
 - o **Low/None:** Little or no evidence that different groups have different needs or could be discriminated against.
 - o **Don't Know:** where there is not enough evidence to support a judgement either way.

Further action is determined by the level of relevance to the issue:

- o **High/Adverse Impact:** This may require immediate withdrawal of a policy or procedure; [justification in law](#); or [full EQIA](#). See Stage 2 below.
- o **Medium:** SUs may wish to take action to maximise positive impacts and minimise any negatives. There may need to be minimal adjustment to a policy or action required. This should be addressed within team action plans.
- o **Low/ None:** No action required. The process is complete.
- o **Don't Know:** Further research and consultation with experts and/or the community is required to make an assessment. EQIA lead officers should ensure this is undertaken.

If the process is complete at this stage the [EQIA record for each screening process](#) should be completed and sent to your Unit's PERD rep and the [Improvement and Policy Officer-Equalities](#).

³ If you are providing a service then you may already be collecting equalities monitoring data. If not then SUs need consider doing this in line with Corporate Equalities Monitoring Guidance.

Stage 2: FULL IMPACT ASSESSMENT ACTION PLANNING

Where a function is found to be highly relevant to an equality strand the actions listed below should be considered and developed into an improvement action plan. There will be resource implications so these will need to be addressed within business planning processes.

Using [Appendix B.2 Full EQIA Record](#) to record the action taken:

a. Outline which of the following EQIA actions were undertaken:

- **Revision the function** where direct or indirect discrimination is found. Any revision of [function](#) should be endorsed by the relevant senior managers or Members where appropriate.
- **Further Research** - data analysis, benchmarking and consultation

The [Corporate Research Team](#) may be able to sign post SUs to existing research (data analysis, benchmarking and consultation). They can co-ordinate or advise on any new research requirements. A research brief will need to be completed.

SUs must highlight any new consultation requirements using the research and consultation planner on the Loop. The [Corporate Consultation Manager](#) will co-ordinate any additional consultation with relevant groups.

- **Equalities monitoring**, using [Corporate Equalities Monitoring Guidance](#)
- **Employee Training**

The [Corporate Training Calendar](#) provides training options, e.g. Welcoming Disabled People, Race Equality Training, Prejudice Incident Reporting etc. Bespoke training requirements can be discussed with the [Organisational Development and Training Team](#).

- **Provision of information on services in appropriate formats**, using Accessible Communications Guidance

b. Identify key findings and outcomes from the action taken

c. Determine any improvement actions required as a result of the findings, the lead officer and a completion date. Resource requirements should be agreed by relevant senior managers and where appropriate Members.

d. Instigate performance measures and targets to monitor outcomes

Where there is high relevance SUs need to develop relevant targets⁴ and measures to be able to monitor progress in how the policy is being implemented and meets the relevant group's needs.

These can be adapted from existing relevant performance measures (see [Appendix C](#)) to become service specific or by measures, such as:

- Improve satisfaction from X group⁵ by x %⁶ over x period of time⁷

⁴ A target is something you want to achieve by increasing, reducing or improving something. SUs need to consider what mechanisms they have or will need to have in place to be able to measure these

⁵ As identified in EQIA

- Reduce complaints from X group by x % over x period of time (where there are significant numbers of complaints)
- Increase take up of service from X group by X% over x period of time (should be compared to population data for this group)
- Reduce over-representation of X group by X % over X period of time (should be compared to population data for this group)

Once the measure is recorded on the [Appendix B.2 Full EQIA Record](#) then the measure should be transferred to the SU's [EQIA Register](#). The Corporate Performance Indicator database can be used to gather and store relevant information. SUs can contact the [Corporate Performance Team](#) should they wish to do this.

- e. Identify date when the **next review** will take place. This is when the next EQIA screening will be due and should be at least every 3 years.
- f. Once the EQIA record is completed send it to your Unit's PERD rep and the [Improvement and Policy Officer- Equalities](#).

8. REPORTING AND MONITORING THE EQIA PROCESS

Lead EQIA Officers are responsible for sending through completed [EQIA Screening](#) and [Full EQIA Records](#) to the SU's PERD Rep and the [Improvement and Policy Officer – Equalities](#). These will be shared and peer reviewed with the PERD Group on an ongoing basis.

SUs are responsible for ensuring that any revisions to existing policies, resulting actions, resource requirements and performance measures that arise as a result of a full EQIA are endorsed by the relevant senior managers or Members where appropriate. Completed EQIA records can be used for this purpose.

Strategic Directors are responsible for making sure that any new or reviewed functions evidence an EQIA within any reports going to Management Team.

It will be SUs' responsibility to review actions and performance measures on an ongoing basis as part of their usual business planning. SUs are asked to indicate on the [Full EQIA record](#) the first date when the measures will be monitored and how often they will be monitored subsequently (e.g. quarterly, six monthly or annually).

An update on the performance measures developed as a result of a [full EQIA](#) will be requested by the Corporate Performance Team through performance monitoring processes.

9. HOW IS AN EQIA PUBLISHED?

The Council has to publish the results of every full EQIA, including key consultation findings. A copy of the [full EQIA record](#) and consultation findings where appropriate should therefore be submitted to the [Improvement and Policy Officer – Equalities](#) for publication on the website.

Borough of Poole will also publish EQIA registers and screening records on boroughofpoole.com to enable the public and key stakeholders to scrutinise the process.

⁶ This should be realistic, resourced and based on a comparison to the population data for the group

⁷ Where there is no baseline, e.g. an existing satisfaction survey, the first satisfaction survey will provide this. Advice can be sought from the Corporate Consultation Manager on designing satisfaction surveys.

Appendix A: EQIA Register

Name of Service Unit:

Date:

Function ¹	Screening Date	Relevant equality Issue ²	Level of Impact ³	Full EQIA Needed	Date of Full EQIA (Nov 08- Nov 11)	Review date ⁴	Lead Officer	Performance Measure ⁵
				Y/N				
				Y/N				
				Y/N				
				Y/N				
				Y/N				
				Y/N				

This is a living document that should be regularly updated and sent to the [Improvement and Policy Officer – Equalities](#) when updates are made.

¹ This listing should include a) existing functions, b) functions that will require a review, c) new policies that are to be developed. The Unit's Summary Business Plan and EQIA Registers from 2005 can be used as a guide for existing functions. The latter needs to be checked for accuracy and completeness

² Categories: All issues, gender, race, disability, sexual orientation, faith/religious belief, and/or age.

³ **HIGH/ADVERSE IMPACT, MEDIUM, LOW or DON'T KNOW** – See [Guidance](#) to determine extent of impact that the policy has on the relevant equality issue(s).

⁴ Guidance advises at least every three years after the first screening or full EQIA.

⁵ See Full EQIA Record

Appendix B.1: EQIA Screening Record

Function:	
Service Unit, Strategic Lead or Partnership:	
Names & roles of officers/ partners undertaking EQIA:	Please list name and identify EQIA Lead Officer, Job Title, Organisation. Name of other officers involved, job titles, organisation
Date screening completed:	
Aims of the <u>Function</u>	
<p>The aims of the function are: Outline the purpose of the function briefly</p> <p>It aims to benefit: Who is affected by it? Who is the function intended to benefit?</p> <p>X Service Manager is responsible for the function and it is implemented by X team and X partners How is the function put into practice and who is responsible for it? Please include partners etc.</p> <p>It supports X legislative and X policies How does it fit with the Authority's wider aims? How does it fit with other legislative requirements/Codes of Practice or other related policies within BoP?</p>	

Screening Process							
Equality Strand ⁶	Existing evidence / justification of decision						Impact Level
	Professional Knowledge	Demographic / Monitoring Data	Research and consultation	Comparison to similar services	Feedback from public	Review recommendations	High Med Low
People from different age groups							
Disabled people							
People of different religions or faiths							
Men, Women, Trans people							
Black and minority ethnic people							
Lesbian, Gay or Bisexual people							

Is a full EQIA required?	Yes/ No	Full EQIA start date	
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Screening review date ⁷ :		Sent screening record to PERD Rep and Improvement and Policy Officer – Equalities	Yes/ No
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⁶ A further breakdown of each of the strands [see Appendix D](#). It may be useful to reflect on this if there is likely to be a high relevance to the function.

⁷ In at least 3 years time

Appendix B.2: Full EQIA Record

Function:	Copy this information from the relevant EQIA Screening Record
Service Unit, Strategic Lead or Partnership:	
Names & roles of officers/ partners undertaking EQIA:	
Date screening completed:	
Aims of Function	

Evidence of how the EQIA was conducted			
Equality Issue ¹	Action checklist		Action taken
	Revise function	Y/N	
	Research	Y/N	
	Consultation	Y/N	
	Training	Y/N	
	Equalities Monitoring	Y/N	
	Accessible information	Y/N	

Key Outcomes	Action required	Lead officer	Completion date	Resource requirements

Performance Target ²	Performance Measure	Monitoring date	Monitoring regime

EQIA review date³:		Sent EQIA records to PERD Rep and Improvement and Policy Officer – Equalities	Y/N
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¹ Copy and complete this table for each relevant equality strand where joint action can not be taken across the relevant strands.

² A target is something that you want to achieve by reducing, increasing or improving

³ In at least 3 years time

APPENDIX C: EXISTING BEST VALUE PERFORMANCE INDICATORS

BVPI	Indicator
BV2a	The level (if any) of the Equality Standard for Local Government to which the authority conforms (amended from 2002/03)
BV2b	The duty to promote race equality - percentage score against the RES check list (new from 2003/04)
BV11a	The percentage of top 5% of earners that are women (amended from 2002/03).
BV11b	The percentage of top 5% of earners from black and minority ethnic communities (new from 2002/03).
BV11c	The percentage of top 5% of earners that have a disability (new as of 2005/06).
BV16a	The percentage of local authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition compared with the percentage of economically active disabled people in the authority area.
BV16b	Percentage of economically disabled people in the authority area
BV16x	The percentage of disabled staff employed in proportion to the economically active disabled population in the locality.
BV17a	The percentage of local authority employees from minority ethnic communities compared with the percentage of the economically active minority ethnic community population in the authority area.
BV17b	Percentage of economically active ethnic people in the authority area
BV17x	Percentage of minority ethnic staff employed in proportion to the economically active minority ethnic population in the locality.
BV156	The percentage of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people.
BV164	Does the authority follow the Commission for Racial Equality's code of practice in rented housing and follow the Good Practice Standards for social landlords on tackling harassment included in the Code of Practice for Social Landlords: Tackling Racial Harassment?
BV174	The number of racial incidents recorded by the authority per 100,000 population.
BV175	The percentage of racial incidents that resulted in further action.
BV225	This BVPI aims to assess the overall provision and effectiveness of local authority services designed to help victims of domestic violence and prevent further domestic violence. (Formerly BV176)

APPENDIX D: BREAKDOWN OF THE EQUALITY STRANDS

Equality Strand	For Example
Age	Older People
	Young people and children
Disabled People	Learning Disability
	Sight Impairment
	Hearing Impairment
	Physical impairment
	Mental Health Condition
	Long standing illness
	Other
Faith	Christian
	Jewish
	Hindu
	Muslim
	Buddhist
	Sikh
	Ba'ia
Other	
Gender	Men
	Women
	Trans people
Race	Asian or Asian British
	Black or black British
	Chinese or Chinese British people
	Gypsies and Travellers
	White other ethnic groups (including Irish, Polish etc)
	Other ethnic groups
Sexual Orientation	Heterosexual
	Gay men
	Lesbians
	Bisexuals

APPENDIX E: FURTHER SUPPORTING INFORMATION

The [Equalities Loop Portal](#) provides useful reference information for undertaking EQIAs.

Equalities Legislation at a Glance

This is a comprehensive overview of all the diversity and equality legislation relevant for local government. www.idea.gov.uk/idk/core/page.do?pageId=5145524

Differences in the Equality Legislation's General Duties

The Race, Disability and Gender Equality Duties require public bodies to have 'due regard' to the need to eliminate discrimination and to promote equality. However there are different wordings in the regulations of all three duties with each of the three duties having a different list of areas which public authorities should have 'due regard' to in carrying out their functions.

The Race General Duty requires public authorities, in carrying out their functions, to have due regard to the need to:

- eliminate unlawful discrimination
- promote equality of opportunity
- promote good relations between persons of different racial groups.

The Disability General Duty requires public authorities to have due regard to the need to:

- promote equality of opportunity between disabled people and other people
- eliminate discrimination that is unlawful under the Disability Discrimination Act
- eliminate harassment of disabled people that is related to their disability
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- take steps to meet disabled people's needs, even if this requires more favourable treatment.

The Gender General Duty requires public authorities to give due regard to the need to:

- eliminate unlawful sex discrimination
- and promote equality of opportunity between women and men.

The three duties are thus worded differently, to an extent reflecting different dimensions of equality which need to be addressed in these three areas.

Further Support and Training: Training will be organised by the [Improvement and Policy Officer - Equalities](#). SU PERD representatives will be updated on issues related to EQIAs and the equalities agenda. The [Improvement and Policy Officer – Equalities](#) is available to support on the process and may be able signpost to additional information.

Procurement: See Corporate Procurement Toolkit. BoP's Procurement Manager can provide support in relation to equality obligations and the procurement function.

Corporate Research Team: Research and consultation may be a source of supporting information. Where necessary additional information can be commissioned through the Corporate Research Team. BoP's [Consultation Manager](#) will advise on consultation processes and co-ordinate these organisationally working. (Existing consultation in [Appendix F](#))

Organisational Development Team: See [Corporate Training Calendar](#). The [OD Team](#) can advise on bespoke training.

Legal Advice: [Legal Services](#) can provide advise on contractual and legal obligations.

GLOSSARY

Adverse Impact

Adverse impact is where the Council's activity disadvantages one or more groups of people. Consideration should be given to all elements of the general equality duties in the legislation before deciding this ([See above](#)). If managers are aware that there is adverse impact they must consider taking remedial action or changing the policy/function immediately, or if it is unavoidable how they can justify it legally. If necessary consult with the Legal Services.

BoPs Promoting Equality, Respecting Diversity Policy and commitment to equality means that SUs should consider the needs of particular groups of people affected by these issues in both employment practice and service delivery. SUs should not be developing policy/functions that would have an adverse effect.

Direct Discrimination

Direct discrimination occurs when someone is treated less favourably on grounds of race, gender, disability, age, faith or sexual orientation. Racial grounds include not only grounds of race but also those of colour, nationality, citizenship, and ethnic or national origin. Direct discrimination cannot be justified in law.

Indirect Discrimination

Indirect discrimination occurs when rules, requirements, or conditions that appear to be fair — because they apply equally to everyone — e.g. can be shown to put people from a particular [racial group](#) at a much greater disadvantage than others, and the rules cannot be objectively justified.

Trans People

Trans people break away from one or more of the society's expectations around sex and gender. These expectations include that everyone is either a man or a woman, that one's gender is fixed, that gender is rooted in their physiological sex, and that behaviours is linked to our gender.

Transsexual people perceive themselves as members of gender or sex that is different from the one they were assigned at birth. Many transsexual people pursue hormone and/or surgical interventions to make it easier to live as members of the gender or sex they identify as.

"MtF" (male-to-female, masculine-to-feminine) and "FtM" (female-to-male, feminine-to-masculine) are two of the common ways trans people describe themselves.

For examples of how policies and activities may affect trans people see:

The A to Z of Trans People's Discrimination: <http://www.pfc.org.uk/node/35>

Appendix F: Examples of Available Consultation and Sources of Information

	Consultations / Reports
Age	Older People's Strategy Consultation Children and Young People's Consultation
Disability	Positive About Disability Consultation Poole Adult Learning's Disability Consultation Joint Emergency Services Disability Consultation Adult Social Services and Children and Young People's services have further information that needs to be shared corporately.
Faith	Issues will be emerging from new Interfaith Project
Gender	Gender analysis for Poole
Race	Needs Not Numbers Dorset and the Rural Idyll Consultations with West and East Dorset BME residents Gypsy and Traveller Accommodation and Support Needs in Poole and Bournemouth – soon to be available
Sexual Orientation	Lifting the Lid - Gay and Grey report A Firmer Foundation – Intercom Trust report

Analysis on corporate surveys highlight issues re disability, age and gender, where there is statistically significant data – eg Summer 2006 POPP women feel less safe out and about than men and BVPI survey

More information is stored on:

- [Corporate Research and Consultation Loop pages](#) provides links to corporate consultation findings and statistics
- [Dorset Data Book](#) is another source of statistics
- [Equalities loop pages](#) provides results of equalities related local and national research
- [Personnel and Training](#) provide SUs with Human Capital Reports