

Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.


How do I use the tool?

This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

If there is insufficient space to answer a question, please use a separate sheet.

General information		
1	Name of strategy, policy, project, contract or decision.	Lower Street car park- Heads of terms of proposed agreement
2	What is the overall purpose of the strategy, policy, project, contract or decision?	The agreement relates primarily to the allocation of sufficient staff and patient spaces to serve the proposed primary health care centre in Stansted Mountfitchet
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Patients of the Stansted Surgery and NHS clinics. Children, disabled persons and older persons will be proportionally over represented in the patient profile compared to the demographic of the surgery catchment
4	Responsible department and Head of Division.	Department: Planning and Building Control Head of Division: Andrew Taylor
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> NHS
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion & Belief <input checked="" type="checkbox"/> Pregnancy and Maternity <input checked="" type="checkbox"/> Marriage and Civil Partnerships <input checked="" type="checkbox"/> Rural Isolation

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<ul style="list-style-type: none"><li data-bbox="786 239 1373 289"><input type="checkbox"/> Performance indicators or targets<li data-bbox="786 344 1136 394"><input type="checkbox"/> User satisfaction<li data-bbox="786 449 1003 499"><input checked="" type="checkbox"/> Uptake<li data-bbox="786 554 1295 604"><input checked="" type="checkbox"/> Consultation or involvement<li data-bbox="786 659 1276 709"><input type="checkbox"/> Workforce monitoring data<li data-bbox="786 764 1062 814"><input checked="" type="checkbox"/> Complaints<li data-bbox="786 869 1179 919"><input type="checkbox"/> External verification<li data-bbox="786 974 1130 1024"><input type="checkbox"/> Eligibility criteria<li data-bbox="786 1079 1192 1129"><input type="checkbox"/> Other (please state):<li data-bbox="786 1184 1013 1234"><input type="checkbox"/> None 

Analysing performance data

8 Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?

Yes *

 N

No*

Insufficient 

Not applicable 

**Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified: Older persons disabled persons and children will particularly benefit from the improved accessibility to primary health care facilities, including allocated spaces close to the entrance. Existing surgery premises are deficient in terms of accessible consulting rooms.*

9 Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of diverse groups?

Yes *

No*

Insufficient 

Not applicable 

**Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:*

Checking delivery arrangements

10 You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

Yes No  N/A

The [premises](#) for delivery are accessible to all.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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[Consultation](#) mechanisms are inclusive of all.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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[Participation](#) mechanisms are inclusive of all.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

Yes No  N/A

[Customer contact](#) mechanisms are accessible to all.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Electronic, web-based and paper information is accessible to all.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Publicity campaigns are inclusive of all.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Images and text in documentation are representative and inclusive of all.

 Y


If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.


Future Impact

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?

N No

Yes * 

Insufficient evidence 

*Please state any potential issues Identified.

OVERVIEW

70,000 residents

Demographic make up according to diverse groups.

Improvement actions

13 If your assessment has highlighted any potential issues or red flags, can these be easily addressed?

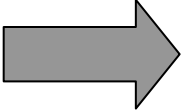
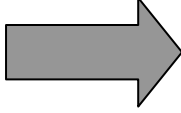
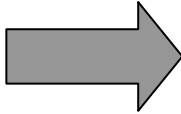
Yes

No* 

Y Not applicable

**If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:*

Making a judgement – conclusions and next steps

14	Following this fast-track assessment, please confirm the following:		
	<input type="checkbox"/> Y There are no inequalities identified that cannot be easily addressed or legally justified		No further action required. Complete this form and implement any actions you identified in Q13 above
	<input type="checkbox"/> There is insufficient evidence to make a robust judgement.		Additional evidence gathering required (go to Q17 on Page 7 below).
	<input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.		Action planning required (go to Q18 on Page 8 below).
15	If you have any additional comments to make, please include here.	<input type="checkbox"/> N	None

Completion

16	Name and job title (Assessment lead officer)	Roger Harborough, Director of Public Services
	Name/s of any assisting officers and people consulted during assessment:	
	Date:	12 March 2013
	Date of next review:	One year from commencement date of agreement
	<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	

When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.