

# 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.	Procurement Strategy 2014/15
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set out the ambitions and goals for the Council's Procurement
3	Who may be affected by the strategy, policy, project, contract or decision?	<input type="checkbox"/> Residents <input type="checkbox"/> Staff <input type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)
4	Responsible department and Head of Division.	Department: Finance Head of Division: Stephen Joyce
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please state): All departments
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 type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Sex <input type="checkbox"/> Race <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion & Belief <input type="checkbox"/> Pregnancy and Maternity <input type="checkbox"/> Marriage and Civil Partnerships <input 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?	<table><tr><td data-bbox="786 191 850 254"><input type="checkbox"/></td><td data-bbox="899 191 1370 233">Performance indicators or targets</td></tr><tr><td data-bbox="786 302 850 365"><input type="checkbox"/></td><td data-bbox="899 302 1127 344">User satisfaction</td></tr><tr><td data-bbox="786 413 850 476"><input type="checkbox"/></td><td data-bbox="899 413 997 455">Uptake</td></tr><tr><td data-bbox="786 525 850 588"><input type="checkbox"/></td><td data-bbox="899 525 1289 567">Consultation or involvement</td></tr><tr><td data-bbox="786 615 850 678"><input type="checkbox"/></td><td data-bbox="899 615 1273 657">Workforce monitoring data</td></tr><tr><td data-bbox="786 726 850 789"><input type="checkbox"/></td><td data-bbox="899 726 1062 768">Complaints</td></tr><tr><td data-bbox="786 837 850 900"><input type="checkbox"/></td><td data-bbox="899 837 1175 879">External verification</td></tr><tr><td data-bbox="786 949 850 1012"><input type="checkbox"/></td><td data-bbox="899 949 1127 991">Eligibility criteria</td></tr><tr><td data-bbox="786 1060 850 1123"><input type="checkbox"/></td><td data-bbox="899 1060 1192 1102">Other (please state):</td></tr><tr><td data-bbox="786 1171 850 1234"><input type="checkbox"/></td><td data-bbox="899 1171 1013 1213">None </td></tr></table>	<input type="checkbox"/>	Performance indicators or targets	<input type="checkbox"/>	User satisfaction	<input type="checkbox"/>	Uptake	<input type="checkbox"/>	Consultation or involvement	<input type="checkbox"/>	Workforce monitoring data	<input type="checkbox"/>	Complaints	<input type="checkbox"/>	External verification	<input type="checkbox"/>	Eligibility criteria	<input type="checkbox"/>	Other (please state):	<input type="checkbox"/>	None 
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<input type="checkbox"/>	Eligibility criteria																					
<input type="checkbox"/>	Other (please state):																					
<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 \*

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:*

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 <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>
<a href="#">Consultation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>
<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>

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
<a href="#">Customer contact</a> mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>
Electronic, web-based and paper information is accessible to all.	<input type="checkbox" value="Y"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="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?


No

Yes \* 




Insufficient evidence 

\*Please state any potential issues Identified.

**OVERVIEW**  
**70,000 residents**  
**Demographic make up according to diverse groups.**

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No* </p> <p><input type="checkbox"/> Y Not applicable</p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>

**Making a judgement – conclusions and next steps**

14	<p>Following this fast-track assessment, please confirm the following:</p> <p><input checked="" 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</p> <p><input type="checkbox"/> There is insufficient evidence to make a robust judgement.  Additional evidence gathering required (go to Q17 on Page 7 below).</p> <p><input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.  Action planning required (go to Q18 on Page 8 below).</p>
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15	<p>If you have any additional comments to make, please include here.</p> <p><input type="checkbox"/> None</p>
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**Completion**

16	<p>Name and job title (Assessment lead officer)</p> <p>Cristine Oakey</p>
	<p>Name/s of any assisting officers and people consulted during assessment:</p> <p>Date: 27/02/2014</p> <p>Date of next review: 20/02/2015</p> <p><i>For <b>new</b> strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>