

# 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.*




7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation or involvement <input checked="" type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Complaints <input type="checkbox"/> External verification <input checked="" 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?	<input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input checked="" type="checkbox"/> Not applicable 
---	---	---

9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<input type="checkbox"/>	Yes *
		<input type="checkbox"/>	No*
		<input type="checkbox"/>	Insufficient 
		<input checked="" type="checkbox"/>	Not applicable 

**Checking delivery arrangements**

10	<p>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.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p>		
		<b>Yes</b>	<b>No </b>
		<b>N/A</b>	
	The <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<a href="#">Consultation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<p>If you answered 'No' to any of the questions above please explain why giving details of any legal justification.</p>		

**Checking information and communication arrangements**

11	<p>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.</p> <p><i>If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p>		
		<b>Yes</b>	<b>No </b>
		<b>N/A</b>	
	<a href="#">Customer contact</a> mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Electronic, web-based and paper information is accessible to all.

Publicity campaigns are inclusive of all.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	-------------------------------------

Images and text in documentation are representative and inclusive of all.



<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	-------------------------------------

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.**

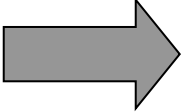
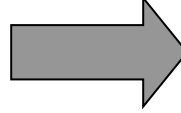
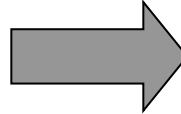
### Improvement actions

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

- Yes
- No\* 
- 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 checked="" type="checkbox"/>	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"/> None

## Completion

16	Name and job title (Assessment lead officer)	Adrian Webb
	Name/s of any assisting officers and people consulted during assessment:	
	Date:	15/10/14
	Date of next review:	2018
	<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.**

## Additional evidence gathering and action planning

17	<p>If your fast-track assessment indicated that <b>complex issues</b> or <b>inequalities</b> were identified which could not be easily addressed, or you had <b>insufficient evidence</b> to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below:</p> <p>(a) Gather and analyse relevant additional evidence (which may include engagement with diverse groups), to address gaps in your knowledge, enhance understanding of the issues and inform options for addressing these. Additional evidence is likely to include any or all of the following:</p>
----	--

**Data gathering**

- Demographic profiles of Uttlesford
- Data about the physical environment, e.g. housing market, workforce, employment, education and learning provision, transport, spatial planning and public spaces
- Results of local needs analysis
- Results of staff surveys
- Research reports on the needs/experience of diverse groups
- National best practice/guidance
- Benchmarking with other organisations

**Consultation and involvement**

- Existing consultation findings that may provide insight into the issues
- New, specially commissioned engagement with diverse groups
- Expert views of stakeholders/employers organisations representing diverse groups
- Advice from experts or national organisations
- Specialist staff/in-house expertise.

(b) For advice on evidence gathering or engagement with diverse groups please contact your departmental equality lead officer. Discuss any proposed consultation with your departmental equality lead officer to ensure it is coordinated with related exercises across the Council as a whole.

(c) Use your evidence gathering, analysis and engagement with diverse groups to develop options for addressing inequalities or unmet need, consulting with relevant management teams, Members, strategic groups/partners where necessary to confirm proposed actions and resource issues.

(d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered, by whom and how this will be monitored.

(e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.

(f) Having gathered evidence re-evaluate this assessment.

(g) Following completion of the above, please confirm the following:

18 **The conclusions and agreed proposals:**

**Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes):**

**Date proposals to be implemented and lead officer:**

**Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated:**

**Monitor arrangements (please include full details for audit purposes):**

**Additional Comments**

19 **If you have any additional comments to make, please include here:**

None

**Completion**

20 **Name and job title (Lead Officer):**

Name/s of other assisting officers:

Date:

Date of next review (if any):

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.