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.	2016/17 budget
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To allocate financial resources to UDC services enabling corporate priorities, statutory requirements and policy objectives to be met
3	Who may be affected by the strategy, policy, project, contract or decision?	[X] Residents [X] Staff [X] UDC service users
4	Responsible department and Head of Division.	Angela Knight, Assistant Director Finance on behalf of CMT
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	[ ] No [X] Yes – 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>?	[ ] Age [ ] Disability [ ] Sex [ ] Race [ ] Gender Reassignment [ ] Sexual Orientation [ ] Religion & Belief [ ] Pregnancy & Maternity [ ] Marriage and Civil Partnerships [ ] Rural Isolation

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	[X]	Performance indicators or targets
		[ ]	User satisfaction
		[ ]	Uptake
		[ ]	Consultation or involvement
		[ ]	Workforce monitoring data
		[ ]	Complaints
		[ ]	External verification
		[ ]	Eligibility criteria
		[X]	Other: Budget monitoring process; internal audit, external audit
		[ ]	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?	[X] 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:* No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group. There are no service cuts proposed.
9	Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?	[X] 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:* No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group. There are no service cuts proposed.

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. ☐ ☐ ☒ Consultation mechanisms are inclusive of all. ☒ ☐ ☐ Participation mechanisms are inclusive of all. ☐ ☐ ☒ 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 accessiblity 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.			X
Electronic, web-based and paper information is accessible to all.	X		
Publicity campaigns are inclusive of all.			X
Images and text in documentation are representative and inclusive of all.			X

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

Future Impact

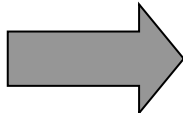| 12	Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision 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?

X	No
	Yes *
	Insufficient evidence

*Please state any potential issues
Identified.

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:

14	☒ 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
	☐ There is insufficient evidence to make a robust judgement.	➡	Additional evidence gathering required (go to Q17 on Page 7 below).
	☐ 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.	☐ None

Completion		
16	Name and job title (Assessment lead officer)	Angela Knight Assistant Director - Finance
	Name/s of any assisting officers and people consulted during assessment:	CMT
	Date:	29 January 2016
	Date of next review: For **new** strategies, policies, projects, contracts or decisions this should be one year from implementation.	January 2017