



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.	Local Council Tax Support (LCTS) Scheme – 2020/21
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set the proposals for the 2020/21 scheme I. Set the contribution rate for working age unemployed and low income claimants at 12.5% II. Continue to protect pensioners and the vulnerable and disabled
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input type="checkbox"/> Staff

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4	Directorate.	Adrian Webb, Director of Finance and Corporate Services																				
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"/> Yes																				
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> ?	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Age</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Disability</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Sex</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Race</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Gender Reassignment</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Sexual Orientation</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Religion & Belief</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Pregnancy and Maternity</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Marriage and Civil Partnerships</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Rural Isolation</td> </tr> </table>	<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
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7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input checked="" type="checkbox"/> Consultation or involvement <input type="checkbox"/> Workforce monitoring data <input checked="" type="checkbox"/> Complaints <input type="checkbox"/> External verification <input checked="" type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 
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Analysing performance data									
8	<p>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?</p>								
<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes *</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No*</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Insufficient </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Not applicable </td> </tr> </table> <p><i>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:</i></p> <p>No specific groups are referred to in the document and none of the information within it will have a differential impact on any group.</p>		<input checked="" type="checkbox"/>	Yes *	<input type="checkbox"/>	No*	<input type="checkbox"/>	Insufficient 	<input type="checkbox"/>	Not applicable 
<input checked="" type="checkbox"/>	Yes *								
<input type="checkbox"/>	No*								
<input type="checkbox"/>	Insufficient 								
<input 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>								
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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> <p>The premises for delivery are accessible to all.</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Yes</td> <td style="text-align: right;">No </td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Yes	No 	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Yes	No 	N/A							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

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[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	<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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No </th> <th style="width: 10%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr> <td>Customer contact mechanisms are accessible to all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Electronic, web-based and paper information is accessible to all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Publicity campaigns are inclusive of all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Images and text in documentation are representative and inclusive of all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.</p>		Yes	No	N/A	Customer contact mechanisms are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Publicity campaigns are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Images and text in documentation are representative and inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Future Impact																					
12	<p>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.</p> <p>Is it likely to inadvertently exclude or disadvantage any diverse groups?</p> <p> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes * <input type="checkbox"/> Insufficient evidence </p> <p>*Please state any potential issues identified.</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>																				
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 <input type="checkbox"/> No* <input checked="" type="checkbox"/> Not applicable </p>																				

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		<i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i>
Making a judgement – conclusions and next steps		
14	<p>Following this fast-track assessment, please confirm the following:</p> <p><input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified</p> <p><input type="checkbox"/> There is insufficient evidence to make a robust judgement.</p> <p><input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.</p>	<p style="text-align: center;"></p> <p style="text-align: center;"></p> <p style="text-align: center;"></p> <p>No further action required. Complete this form and implement any actions you identified in Q13 above</p> <p>Additional evidence gathering required (go to Q17 on Page 7 below).</p> <p>Action planning required (go to Q18 on Page 8 below).</p>
15	If you have any additional comments to make, please include here.	<input checked="" type="checkbox"/> None
Completion		
16	Name and job title	Angela Knight Assistant Director, Resources
	Name/s of any assisting officers and people consulted during assessment:	CMT, Cabinet Members, Local residents, all preceptors (including Town and Parish Councils) all consulted
	Date:	16 December 2019
	Date of next review:	December 2020
	<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	