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.	Fixed Penalty Notices for Environmental Offences
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To adopt new fixed penalty notices Increase the charges of some existing fixed penalties Grant authority to the Assistance Director for Housing, Health and Communities to authorize persons to issue FPNs To delegate the executive function of the Council to add new fixed and civil penalty charges as prescribed in legislation to the Executive Portfolio Holder responsible for Environmental Health Services
3	Who may be affected by the strategy, policy, project, contract or decision?	[X] Residents [ ] Staff [ ] 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: Environmental Health Service Head of Division: Roz Millership
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	[X] No [ ] Yes (please state):
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following diverse groups? **No**	[ ] Age [ ] Disability [ ] Sex [ ] Race [ ] Gender Reassignment [ ] Sexual Orientation [ ] Religion & Belief [ ] Pregnancy and Maternity [ ] Marriage

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision? **Note:** **The number and use of FPNs will be continually monitored by the Environmental Health Manager (Protection) to ensure compliance with the Councils Enforcement Policy**	A ☐ Performance indicators or targets ☐ User satisfaction ☐ Uptake ☐ Consultation or involvement ☐ Workforce monitoring data ☐ Complaints ☐ External verification ☐ Eligibility criteria ☒ Other (please state): ☐ 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:* The use of FPNs is statutory defined following and appraisal of evidence to support formal action in line with the Councils Enforcement Policy. The policy is applied equally throughout the population.
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 [X] 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:* Enforcement and use of FPNs will be applied across all groups where evidence of Environmental Offences has been gathered.
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.			X
Consultation mechanisms are inclusive of all.			X
Participation mechanisms are inclusive of all.			X

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.

Note: Information on use of the FPNs, appeals and payment will be provided within the documentation and on line.

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:	

☒	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)	Marcus Watts, Environmental Health Manager (Protection)
	Name/s of any assisting officers and people consulted during assessment: Date:	 13/8/18 13/8/21

	Date of next review: *For **new** strategies, policies, projects, contracts or decisions this should be one year from implementation.*	

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	If your fast-track assessment indicated that **complex issues** or **inequalities** were identified which could not be easily addressed, or you had **insufficient evidence** to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below: (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: **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

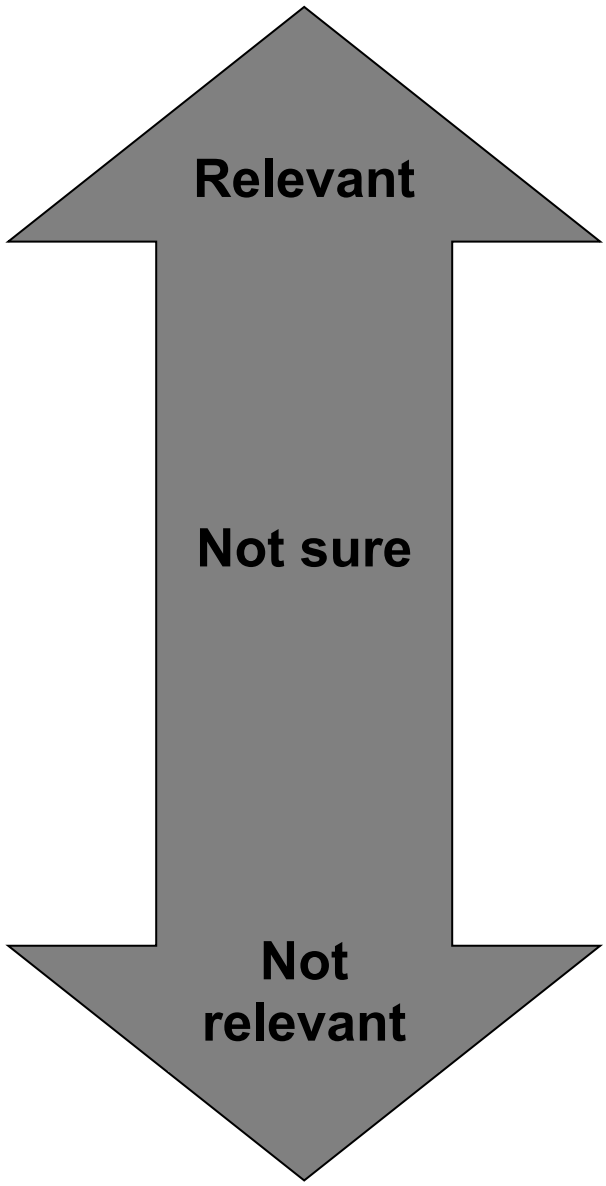
	confirm proposed actions and resource issues. (d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered,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

The relevance test

Use the quick guide below to decide whether or not your strategy, policy, project, contract or decision is relevant to equality:



Relevant

- The strategy, policy, project contract or decision will impact on 'people' (residents, staff, or people who work in or visit the area)'.
- It may benefit some people or communities and not others (community cohesion)

Not sure

- The service is a support function or administrative
- There is no obvious impact on 'people' but the strategy, policy, project contract or decision is of major scale and or significance to the Council's activities
- Insufficient evidence

Not relevant

- No discernable impact on people.
- The service is a support function or administrative

If you are not sure whether your strategy, project or decision is relevant to equality, ask , a member of the Council's Equality Standard Working Group Officer for advice.
Tel.

Ensuring your premises for delivery are easily accessible

In order to ensure that your premises for delivery are accessible to disabled customers and staff, older people and people with small children you should comply with the principles of accessible design summarised below.

In some cases, and for legitimate reasons, this may not be possible. Where this is the case you can still ensure your premises are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section at the foot of this page.

Level access

Is there level access into and inside your premises? This means no steps, steep slopes or lips on doorways.

Ramp or lift

If there are steps, can you fit a ramp or install a lift so disabled customers and staff and parents with pushchairs can get in? To be safe ramps must:

- Have a gradient of 1:20 or less
- Have a handrail
- Be firmly fixed to the ground

Bell or buzzer and alarms

Can you install a bell or buzzer outside and go out to disabled customers or staff when they ring? Do you have a visual as well as audible alarm?

Door handles

Are door handles easy to grip and easy to reach for customers or staff who are wheelchair users?

- Use an easy grip handle in a contrasting colour
- Install a magnetic device to hold doors open
- Are door locks easy to handle (not fiddly)?

Doormats

Are any doormats flush with the floor? Avoid bristle matting – it can be difficult for customers or staffs who are wheelchair users.

Colour contrast

Is there a colour contrast between your floors, walls, ceilings and doors? Use matt paint in contrasting colours or different tones.

Corridors and aisles

Are corridors and aisles clear enough for a wheelchair or pushchair to pass through?

Seating

Is there somewhere to sit down if customers or staffs have to queue or wait?

- Have seating with and without armrests, if possible.
- Leave space for a wheelchair user to pull up alongside a seated companion.

Height

Are all key facilities on the main floor? Are popular products on a mid-height shelf, and easy to reach from a wheelchair? Provide a lap tray or clipboard if a lower counter section is not available.

Lighting

Is it easy for visually impaired customers or staff to see everything they need to?

- Make sure your premises are well lit.
- Mark corners, steps and counter edges with high visibility tape so they can be easily seen.
- Keep highly reflective surfaces away from signs to avoid glare.

Guide dogs

If you normally ban animals, you should consider relaxing this for assistance dogs. Remember, it is not just visually impaired people who use assistance dogs.

Signs and labels

Are signs and labels short and easy to read? Are Induction loops available?

- Use large clear text (for example, 24-point test for shelf bar labels)
- Use contrasting colours (for example, black text on a white or yellow background
- Make sure signs are at a suitable height.

Use visual or picture symbols as well as words, if appropriate.

Key contacts

For further advice or information please contact Kerry Vinton.

Email: kvinton@uttlesford.gov.uk
Telephone: 01799 510449