



Tendring District Council

Equality and Diversity Impact Assessment

Background

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 & staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community & workforce.

How do I use the tool?

This tool is easy to use & you do not need expert knowledge to complete it. It asks you to make judgements 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.

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'.

The relevance test

Use the quick guide opposite to decide whether or not your strategy, policy, project, contract or decision related 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 & 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 &/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 your Equality Service Champion in the first instance, or Amanda Cobb, the [Community Operations Manager](#) for advice, Tel: 01255 686360.



SECTION 1 – FAST TRACK EQUALITY IMPACT ASSESSMENT

This section is used to undertake a fast track Equality Impact Assessment which is designed to identify whether there are any potential equality issues which would require any further investigation or actions to be taken.

GENERAL INFORMATION	
Name of strategy, policy, project, contract or decision:	Planning Services – Customer Service Standards
What is the overall purpose of the strategy, policy, project, contract or decision?	The overall purpose of the documents is to set clear service standards to help staff deliver a high standard as well as informing all our customers on the level of service they should expect from their Planning Service
Responsible Head of Service:	Roger Stewart
Officers involved in preparing the assessment:	Jan Osborne and Michelle Townsend
Date Assessment completed	13/11/2009
Relevant <i>Follow the relevance test above and record your findings</i>	<input type="checkbox"/> No <i>No further action required</i> <input checked="" type="checkbox"/> Yes <i>Continue completing the form</i> <input type="checkbox"/> Not sure <i>Contact Service Champion</i>
Date next review will be required <i>(For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i> <i>Existing strategies, policies, projects, contracts or decisions should be reviewed every three years or when a change occurs)</i> <i>The review date should be entered onto the EqIA Matrix on the intranet</i>	<input checked="" type="checkbox"/> <i>Click the box to insert a cross to indicate that you have recorded the review date.</i> 13/11/2010 – will need to be recorded on spreadsheet currently under development

BACKGROUND INFORMATION		
1.1	Are other services or partners involved in the delivery of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> <input type="checkbox"/> No Yes (Please state) All Council Services, Essex Police, Trading Standards, VOSA and Essex County Council Children’s Safeguarding Service.
1.3	Who is intended to be affected by the strategy, policy, project, contract or decision? <i>(Please tick all that apply)</i>	<input checked="" type="checkbox"/> Officers/ Members / Town Parish Councils <input checked="" type="checkbox"/> Residents <input type="checkbox"/> A specific diverse group see appendix 1 <i>(Please state)</i> Individuals or firms requiring licences and/or permits to enable them to provide specific services coming within the purview of the Council’s Licensing Committee and its Sub-Committees.
MEASURING OUTCOMES – The Council is working to achieve outcomes which provide services which do not inadvertently exclude or disadvantage any diverse groups. To ensure that this objective is achieved we need to consider the information that we are going to use to measure the outcomes and ensure that we are collecting appropriate information to enable a judgement to be made.		
1.4	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision? <i>(Please tick all that apply)</i>	<input checked="" type="checkbox"/> Performance indicators or targets – (NI14 avoidable contact indicator) reality checks <input checked="" type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation/Surveys or involvement <input checked="" type="checkbox"/> Complaints <input type="checkbox"/> Workforce monitoring data <input type="checkbox"/> External verification <input checked="" type="checkbox"/> Other <i>(Please state)</i> Comments book placed in front office &


		<p>correspondence database</p> <p><input type="checkbox"/> None</p>
1.5	<p>Do you (or do you intend to) collect this data (1.4) specifically in relation to any of the following diverse groups?</p> <p>If Yes – tick the boxes of the relevant diverse group</p> <p>If No – continue to 1.6 NO unless voluntary provided</p>	<p><input type="checkbox"/> Age</p> <p><input type="checkbox"/> Gender/Transgender</p> <p><input type="checkbox"/> Religion & belief</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> Other (<i>Please state</i>)</p>
<p>ANALYSING PERFORMANCE DATA – Once the data that is to be used to measure the outcome has been defined, the information that it provides needs to be assessed to identify whether it excludes or disadvantages any diverse groups</p>		
1.6	<p>Consider the impact of the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect.</p> <p>Is the same impact being achieved for diverse groups as is being achieved across the whole population or workforce?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No </p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Insufficient evidence to enable a judgement to be made </p> <p><i>Please state your evidence for this, including full documents titles and dates of publication for audit purposes. Where it has been identified that a different impact has been achieved consider whether this difference is reasonable, or further action is required to address the issue.</i></p> <p>All monitoring tools are assessed on a regular basis. Any issues identified will be addressed</p>
1.7	<p>Is the uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally</p>	<p><input checked="" type="checkbox"/> Yes</p>

representative of diverse groups?	<input type="checkbox"/> No  <input type="checkbox"/> Insufficient evidence to enable a judgement to be made  <p><i>Please state you evidence for this, including full documents titles and dates of publication for audit purposes. Where it has been identified that the uptake is not representative of the diverse group consider whether this difference is reasonable, or further action is required to address the issue.</i></p> <p>All services offered by the Planning Department are available to everyone and all groups are treated equally. All Officers in Planning Services have received training in Equality and Diversity. Front Office service standards include guidance on dealing with people with special needs</p>
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CHECKING DELIVERY ARRANGEMENTS – The mechanism used to deliver the strategy, policy, project, contract or decision needs to consider whether it excludes or discriminates against any diverse groups.

1.8 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 (see appendix 2) for delivery are accessible to all.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT infrastructure & software (see appendix 3) is accessible to all.	x <input type="checkbox"/>	<input type="checkbox"/>	
Consultation & participation (see appendix 4) mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public events & meetings avoid conflict with religious events (see appendix 5)	<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.

CHECKING INFORMATION & COMMUNICATION ARRANGEMENTS – The approach used to communicate the strategy, policy, project, contract or decision needs to consider whether it excludes or discriminates any diverse groups.

1.9 You now need to check the accessibility of your information & communication 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
Images & text (see appendix 6) in documentation are representative & inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns (see appendix 7) are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electronic, web-based & paper information (see appendix 8) is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer contact (see appendix 9) mechanisms are accessible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

FUTURE IMPACT – The future impact of the strategy, policy, project, contract or decision needs to consider whether it excludes or disadvantages any diverse groups.


1.10 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term & the ways in which It will seek to do this. In doing so, is it likely to inadvertently exclude or disadvantage any [diverse groups \(see appendix 1\)](#)?

This is your opportunity to take a step back & 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 maximise your impact, reach as many people as possible & really make a difference to the lives of everyone in Tendring regardless of their background or circumstances.

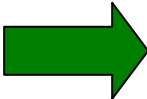
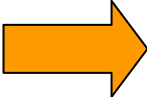
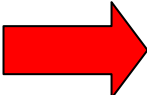
No
 Yes 
 Insufficient evidence 

Please state any potential issues identified.

ANALYSIS OF EVIDENCE GATHERED

1.11	<p>If your assessment has highlighted any potential equality issues or red flags, can these be easily addressed?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> N/a </p> <p>If yes, please describe your proposed action/s, intended impact, monitoring arrangements, implementation date and lead officer:</p>
1.12	<p>Are any issues or red flags highlighted by this assessment health-related?</p> <p><i>Some equality groups are disproportionately affected by health inequalities. Tendring District Council, Essex County Council and NHS North East Essex are working jointly to address this.</i></p>	<p> <input type="checkbox"/> Yes* <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a </p> <p>*If Yes, please email this completed assessment to ckitcher@tendringdc.gov.uk</p>

MAKING A JUDGEMENT – CONCLUSIONS AND NEXT STEPS

1.13	<p> <input checked="" type="checkbox"/> There are no inequalities identified or none that cannot be easily addressed or legally justified <input type="checkbox"/> There is insufficient evidence to make a robust judgement <input type="checkbox"/> Inequalities have been identified which cannot be easily addressed </p>	<p>    </p>	<p>No further action required - implement any actions identified.</p> <p>Additional evidence gathering required. Complete Section 2 – Additional Evidence Gathering</p> <p>Action planning required – complete Section 3 and implement any actions identified.</p>
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