



Equality Impact Assessment Form – Initial Screening (Part 1)

Name of policy/strategy/procedure/function

Star chamber proposals for 2011/12

Name and telephone number of officer completing assessment

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Date completed

14 January 2011

Section 1 - What is the policy or activity trying to achieve?

This Equality Impact Assessment will evaluate the potential impact of this service/policy/function/strategy on Waverley's residents and staff. It can help staff provide and deliver excellent services by making sure that these reflect the needs of the community and does not discriminate.
This part of the EIA is a risk assessment to find out the possible impact on your customers. If there is likely to be an adverse impact then a full EqIA (Part 2) will need to be completed.
Before you can assess the potential impact of the activity, it is important to understand exactly what it is trying to achieve.

What **outcomes** are wanted from this policy/activity, what are you trying to achieve?

Budget and efficiency savings in order to achieve a balanced budget.

Who is affected by this policy/activity?

All residents and staff in Waverley.

Who are the main people involved in this activity?

Heads of Service and Service Managers, Corporate Management team and members of the Executive.

Is this policy associated with any other Council policy? (Please refer to Backstage for a list of Council policies)

This process directly or indirectly impacts on all other Council policies, as it proposes resource allocations for 2011/12.

Is the responsibility for the proposed policy/activity shared with another department, authority or organisation? If so, what responsibility and with whom is it shared?

The Star Chamber process is internal to Waverley Borough Council.

Section 2 - Information gathering

It is important to consider all available information that would help determine whether the policy/activity could have any potential adverse impact. Data can be statistical information from formal audits, consultation exercises and surveys, service performance information, workforce profiles, local population and census data. For example, the data may show that a particular group of people are not accessing the service. Where data by equality group is limited or not available, assessors should identify this as a limitation and devise action plans to overcome this.

Do you have any monitoring data available on the number of people (from different target groups) who are using or are potentially impacted upon by your policy/activity?

There is monitoring data on target groups in Waverley and more specific data on individual service areas.

If monitoring has NOT been undertaken specify the arrangement you intend to make; if not please give a reason for your decision.

Section 3 – Assess the Impact on Equality Target groups

Assess the potential impact that the policy/activity could have on each of the target groups. The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will also need to assess whether the negative potential impact is high or low. Also remember that the Equality Framework for Local Government wants us to consider the impact of our services on the life chances for all of those in our communities.

Consider the following:

Physical access, location, geography, poverty, deprivation and social exclusion issues, employment, accessible communications issues.

Direct discrimination; does the strategy, policy etc intentionally exclude a particular equality category? Is it justified?

Indirect discrimination; does this strategy/policy/function affect some equality categories disproportionately? Is this justified? Is the policy/activity or its outcomes (such as the services provided) likely to be equally accessed by all? Are there barriers that might inhibit or restrict access to the service for some people?

	Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)	Reason
Gender				
Women	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Men	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Transgendered Men/Women	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Race				
The categories used in the Race section are those used in the 2001 census. Consideration should be given to the needs of specific communities within the broad categories.				
Asian	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Black	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Mixed race	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
White	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Chinese	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Gypsy, Roma, Traveller	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Other racial or ethnic groups - specify	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	
Disability				
Long-term health impairment could include: mental health problems, asthma, heart conditions, chronic fatigue etc.				
Physical	X	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Improvements to the Disabled Adaptations procurement process will improve the service to Housing Tenants
Sensory	X	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Improvements to the Disabled Adaptations procurement process will improve the service to Housing Tenants
Learning	X	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Improvements to the Disabled Adaptations procurement process will improve the service to Housing Tenants
Long Term Health Impairment	X	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Improvements to the Disabled Adaptations procurement process will improve the service to Housing Tenants
Sexual orientation				
Heterosexuals, lesbians, gay men and bisexuals	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	

	Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)	Reason
Age				
Older people	<input type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low X	Standardising Careline charges could have an adverse financial impact on older people using this service.
Younger people and children	X	<input type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Mainstreaming the apprenticeship and graduate trainee schemes will have a positive impact on young people and their ability to secure employment.
Religion or belief				
Faith groups cover a wide range of groupings, the most common of which are Buddhists, Christians, Hindus, Jews, Muslims, and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.				
Faith groups	<input type="checkbox"/>	X	High <input type="checkbox"/> Low <input type="checkbox"/>	

If you have indicated there is a potential negative impact on any group, are these intentional and of a high impact?

Intended – i.e. can be justified in terms of legislation
e.g. concessionary fares for over 60s

Yes No X

High Impact? – i.e. it is or may be discriminatory
against some groups.

Yes No X

Is the negative impact **NOT INTENDED** and/or of **HIGH IMPACT**?

- If yes, a full assessment is required. Please complete the **Equality impact assessment form Part Two: Full assessment**.
- If no, complete the rest of this form below and consider if completing the **Equality impact assessment form Part Two: Full assessment** would be helpful in making a thorough assessment. Do not ignore low impacts – these could help you develop services in the future.

Section four: Improvement planning

It is important to consider any influence the policy/activity is having, or potentially could have, on the individual strands of equality. The policy/activity should also be examined for its effectiveness in

- promoting equality
- eliminating discrimination

Could you minimise or remove any low negative impact or improve the positive impact of the strategy/policy/procedure/function and if so how

Use the table below to record how you could minimise or remove any low negative impact or improve the positive impact of the policy/activity:

Issue	Action
10% savings on grants through the Community Partnership Fund and Tri-Partite fund may adversely affect the ability of the voluntary sector to help target groups.	Those organisations affected by the reductions were informed of the possibility in the spring of last year to enable them to plan for a possible cut in grant. To mitigate the overall effect, the Council is exploring ways of working more effectively with community organisations and the voluntary sector.
Reduction of £31,000 from the Don't Lose Your Home Project may have an adverse impact on people using this service.	Mainstreaming this budget has ensured it is not perceived as a short term project. There is an undertaking to ensure that there is minimal impact on clients by closer working with the Housing team.
£50,000 saving in Benefits service could have an adverse affect on the most vulnerable at a time of increasing workloads.	The introduction of new ways of working should lead to reduced telephone and post volumes and as this reduction is achieved the Benefits manager will reassess the resources required to maintain the current level of performance.
£20,000 savings on the rents and council tax service could potentially have an impact on more vulnerable people if the level of support from the Housing rents team is compromised or reduced.	The Foresight review will aim to deliver the savings with minimal impact on customers through closer working between the revenues and housing rents teams.
Standardising charges for the Careline service could have an adverse financial impact on the users of the system who are predominantly elderly.	Although the impact may be low it is recommended that a specific EqIA on the Careline standardised charges be undertaken to consider how best to minimise any negative impacts and risks associated with this proposal.
Supporting people budget reductions may have an impact across all target groups.	The various services provided by the supporting people budget are being reconfigured and will be provided in different ways. All efforts should be made to ensure the service level is not diminished.

Published on website

Date:

Please send a copy of the completed form to the Corporate Equality Group via Louise Norie at louise.norie@waverley.gov.uk

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