

# Equality Impact Assessment

## Introduction

The Council's Single Equality Scheme states that:

*“We will achieve equality of opportunity by removing direct and indirect discrimination wherever it exists. It is recognised that people may be disadvantaged because of their: age; gender; race, colour, ethnic, national, cultural or social origin; disability; religious belief, or non belief; marital status, family circumstances, or caring responsibilities; sexual orientation; class, level of income, or housing circumstances; membership or non membership of trade unions, or involvement or non involvement in trade union activity.”*

The Single Equality Scheme brings together action plans for Race, Gender and Disability equality, meeting the Council's statutory duties in these areas. The scheme also goes beyond these three streams and begins to consider how the Council develops its approach to equalities and diversity for all residents of Stockton in response to the recent Equalities Review report, Discrimination Law Review and the report of the Commission on Integration and Cohesion. The Council is also committed to responding to all diversity related legislation and the single equality scheme is the best mechanism for achieving this. Equality Impact Assessments play an integral role in ensuring that all the council policies are operating to support these aims to offer the highest level of service for all our residents

## What is an Equality Impact Assessment?

An Equality Impact Assessment (EIA) is a tool to enable individuals and services to think carefully about and measure the impact that procedures, policies and strategies will have on all its service users. EIAs can be used to assess whether the policies that guide your work, the procedures you operate and the day-to-day working practices you have developed are likely to have a positive or negative impact across the diverse communities we serve in the Borough. This will enable us to plan out or minimise any negative consequences across the diversity strands:

- Age
- Disability
- Faith
- Gender
- Race
- Sexual Orientation
- Community Cohesion

We can then take action to prevent and eliminate unlawful direct and indirect discrimination, promote equality of opportunity and contribute positively to community cohesion objectives. Providing services that do not discriminate also leads to better quality services and increased satisfaction.

## Why Undertake Impact Assessments?

### **Improving the services we offer**

The purpose of Equality Impact Assessment is to improve the work of the Authority by ensuring it does not discriminate in the way it provides services and employment and that we promote equality and positive community relations across the six diversity strands. To understand why EIAs are necessary requires agreement that equality is not about treating everyone the same. It may mean accommodating individual requirements and taking the needs of different communities and groups into account when delivering services. The outcomes of a service must be the same for all service users, however the way they receive that service may very well differ.

## **Being systematic about how we measure impact**

This guide will provide you with a means of systematically assessing and recording the actual, potential or likely impact of a service or project on particular groups and identifying associated actions to improve services. EIAs are a good method of analysing what we are doing using the service user and their needs as our focus as well as considering potential impact of any new strategies.

The benefits of impact assessments include:

- Identifying whether we are excluding different groups from any of our services
- Identifying if direct or indirect discrimination exists
- Allowing us to consider alternative policies or strategies to address adverse impact
- Enabling us to embed equality issues into all our policy areas and everyday practice
- Targeting resources more effectively
- Developing a better understanding of the needs and aspirations of the diverse communities that we serve
- Developing good practice that promotes equality across all the diversity strands
- Raising public satisfaction with services and the Council
- Allowing us to understand whether the way we provide services is helping communities to come together.

## **It is a Statutory Requirement**

There are specific statutory duties for race, disability and gender through the Race Relations (Amendment) Act 2000, the Disability Discrimination (Amendment) Act 2005 and the Equality Act 2006 to ensure that our policies and practices do not discriminate against any group within our community and that we promote equality of opportunity and good community relations. This impact assessment however will extend beyond this to cover age, faith and belief and sexual orientation as well as disability, race and gender. This will ensure that we are working with other statutory equality drivers including the Sex Discrimination Act, the European Directives on age, faith and sexual orientation and the Equality Standard for Local Government.

## **Links to other Council Initiatives**

The work we do on Equality Impact Assessments will link to a number of other local and national priorities including:

### **Comprehensive Performance Assessment**

If our services are to be of the highest quality, which is the aim of CPA, they need to be provided in a way that ensures they meet the diverse needs of all our service users.

### **Service and Business Unit Planning**

Actions identified within Equality Impact Assessments will feed into a range of Council plans at all levels, including corporate, service and, business unit planning.

### **Community Cohesion**

The outcomes of Equality Impact assessments will feed into the Community Cohesion Strategy and our work with key partners on the Local Strategic Partnership

### **Resident Satisfaction**

Ensuring our services are delivered in a non-discriminatory way and meet the needs of all residents will be reflected in increased resident satisfaction results.

## **The Completed Equality Impact Assessment**

Equality Impact Assessments need to be part of the early stages of policy development so that they can be incorporated into any decisions. Whilst they can and will be used retrospectively for policies already approved and functions currently operating, they should never be considered a “bolt-on” to be used to complete the policy development process. Incorporating Equality Impact Assessments into the planning and delivery of services will enable us to integrate and embed equality principles into all areas and aspects of the council’s service delivery. The completed Equality Impact Assessments should be returned to the Diversity Team [diversity@stockton.gov.uk](mailto:diversity@stockton.gov.uk) who will publish them on the Diversity section of the council’s website. This meets our statutory duty to publish equality impact assessments. New policies will not be given Cabinet or Council approval without a completed Equality Impact Assessment.

## The 3 Stage Process- Guidance Notes

Once you have identified the aims and objectives of your policy, the 3 Stage Process gives you a robust mechanism to systematically assess it for the impact across the six strands of diversity.

### Stage 1 - Collecting information and data to support the assessment

An effective EIA relies on the effective analysis of both qualitative and quantitative data whether externally or internally developed as this gives us a clear description of the effectiveness of our service provision. Whilst it is tempting to undertake consultation exercises to support your EIA, you are likely to have already undertaken much data collection work throughout the early stages of the policy development, or through an existing policy's ongoing delivery and monitoring. Any decision to collect new data or introduce new monitoring needs to be in proportion to the importance of the policy or service, and mindful of the additional systems or investment that will be required to provide this.

In order to complete the impact assessment you will need to:

- Consider what information or data you have available either within your service or elsewhere in the Council and whether any further data will be needed.
- Use both quantitative (e.g. census, BVPI, Resident Satisfaction, national statistics, research, economic and workforce profile) and qualitative data (customer feedback information, complaints about the service, policy or function)
- There are comprehensive equality profiles available on the equality and diversity pages on the Stockton Borough Council website to support the EIA process [www.stockton.gov.uk/yourcouncil/33299/](http://www.stockton.gov.uk/yourcouncil/33299/)
- Consider information about the take-up and investigate who is not able to access the service or benefit from the policy

Use this data to identify the significant findings or trends, relating to the policy area and any impact across the 6 strands. It will be your judgement to identify what constitutes a significant impact but you must be mindful to consider all data which reflects difference between different groups. The person undertaking the EIA should clearly identify and document gaps and inadequacies in data, explain how these will be addressed and how future impact will be monitored.

## Stage 2 - Scoring the Policy / Function

Once all the information available has been gathered and considered, you can move onto scoring the policy for impact. A simple scoring system and chart is included on the proforma. Again the judgement on whether the policy is having / is likely to have a positive or negative effect under each of the headings is your own, but to help inform the judgement you should bear the following key considerations in mind when coming to your conclusions:

- Will / does the policy / function involve, or have consequences for, the people the council serves or employs?
- Are there any customer groups which might be expected to benefit from the policy / function but do not?
- Is there any reason that people's access to a service may be affected differently by the proposed policy due to age, disability, faith and belief, gender, race or sexual orientation?
- Is there any evidence that any part of the policy / function could discriminate unlawfully either directly or indirectly across the diversity strands?
- Are there any groups which are not satisfied with the policy / function or are more likely to make complaints?
- Is there a need to gather further information in order to assess this policy / function?
- Are there any barriers to the policy / function being received equally by all residents?
- Will the policy / function create the opportunity for integration?

The headings that you are being asked to score the policy against are taken from the range of equality duties that the council is required to operate within in order to demonstrate that our services offer true equality of access. This is recommended practice from the Commission for Racial Equality.

If you don't have enough data to make a judgement about the impact of the policy this needs to be recorded as 2<sup>ND</sup> to indicate that the anticipated neutral impact is not based on the data analysis. Where this occurs one of the actions recorded in the action plan will be to show how the lack of data will be addressed prior to the next review.

Some examples of positive and negative impacts are given below; use them to inform your deliberations. Remember something designed to offer extra support to one group of people may also have a positive or negative impact on others and you must be mindful of this. The examples highlight the need to gather and interpret high quality data and to fully understand your customer profile:

**Example 1**

The council has proposed a policy of only using meeting rooms that are fully accessible for disabled people. The data analysis identifies that there are no accessible meeting rooms which can be used located in the area of the town where the majority of BME residents live, therefore there will be a positive impact for disabled people in that all meetings will now be fully accessible

**But**

It may have a negative impact on the number of BME residents attending meetings as they will have further to travel to meeting venues.

**Example 2**

The Youth Service is proposing to increase its youth club provision by purchasing another double-decker Youth Bus. This will increase the number of youth club sessions substantially. The policy will therefore have a positive impact for young people by increasing youth provision across the borough

**But**

It may have a negative impact because data analysis has identified that access to the Youth Buses is limited for disabled young people who are already underrepresented as service users.

**Example 3**

Following consultation with their large print borrowers, the Library Service is proposing to produce a range of new information leaflets in large print. The policy will have a positive impact for disabled users as supported by the consultation findings

**And**

It will also benefit other groups, especially older people.

Where you make a judgement what you are impact assessing will have a positive impact (3), then you will be asked to evidence this and indicate the areas of the policy / function that are demonstrating this positive impact.

Once you have completed the scoring exercise, you will arrive at a total score for the policy / function under review. This score will assist the Diversity Team in determining whether any further work is required.

You may find that for some of the diversity strands there is no evidence to identify either a clear positive or negative impact for the policy function. In this case the score will be 2 (neutral impact) but this will indicate that future data collection needs to investigate this area and that subsequent review of the policy may be required.

Based on the score and the responses in other areas, the Diversity Team will consider whether the policy / function is likely to have a negative impact on one or more groups within the diversity strands and will advise on steps to mitigate this adverse impact before the policy can be implemented, or change it as soon as possible if already in place. This will be either by:

- **Changing the policy / function or amending the way it is delivered** to address stakeholder concerns or issues highlighted by the data or
- **Substantiating the aims of the policy / function as originally proposed** even when it could affect some people or groups adversely, for example because of the policy's importance to meet the specific needs of particular groups and there is no other way of achieving the aims of the policy. This should only be used when the negative impact of not pursuing the policy would be greater than its amendment or withdrawal. As such it should only be used on rare occasions.



## Stage 3 Publication and Monitoring

Once you have completed the EIA form, you will need to complete the summary sheet which gives space to indicate EIA score for the policy / function under review and also detail any remedial action required. You will then need to return the whole form to the Diversity Team [diversity@stockton.gov.uk](mailto:diversity@stockton.gov.uk) who will consider the assessment and make any suggestions or comments where appropriate. Once the assessment is agreed the summary form will be published on the internet under the Equality and Diversity section of the Council's homepage.

Following completion of the EIA process and even if the function / policy under review scores highly you will need to be conscious of the ongoing monitoring process which includes:

- submitting the Equality Impact Assessment Proforma to the Diversity Team for quality assurance checking and publication
- reviewing the equality impact of the policy / function at least on an annual basis and recording any changes
- reviewing the equality impact of the policy / function if it is amended
- including any remedial actions into Service Improvement Plans where required

It is vital to monitor policies / functions continuously to ensure that they are not having any adverse impact on people across the different diversity strands and to be aware that even if the policy / function doesn't change that the needs of communities which it is designed to serve may well do so.

# Equality Impact Assessment

Section One: About the Strategy / Policy / Function - *instructions appear in the status bar at bottom of screen*

Service Group	Service	Section	Lead Officer For EIA
DNS	Technical Services	Network Safety	Valerie Milford
Support Officer(S)		EIA Completion Date 24 November 2011	
1) Name of policy / function	Taxis in Bus Lane - Stockton on Tees Project		
2) Is this new or existing?	New		
3) What is the overall aim(s) of the policy / function?	<p>To agree the policy of not allowing taxis to utilise bus lanes in the Borough.</p> <p>The Stockton Hackney Carriage Drivers Association requested that taxis be permitted to use bus lanes, their view being that as part of the wider public transport service they are at a disadvantage in not being able to utilise the dedicated bus lanes in the Borough. Following this request a report was compiled with input from stakeholders including the Police, Sustrans, bus operators and Tees Valley Unlimited - none of these organisations supported the request with most objecting on a a number of grounds but principally on safety concerns.</p>		
4) What are the objectives of the policy / function?	<ul style="list-style-type: none"> <li>- To agree the policy of not allowing taxis to utilise bus lanes in the borough.</li> <li>- Permits to allow disabled accessible hackneys and private hire vehicles to access the restricted northbound lane of Stockton High Street to now be made available free of charge. To be noted that 26 (9%) of Hackney vehicles and 9 (3%) of Private Hire vehicles have permits.</li> </ul>		

<b>5) Who implements this policy / function within Stockton-on-Tees and how?</b>	<ul style="list-style-type: none"> <li>- Technical Services Division</li> <li>- Licensing</li> </ul>
<b>6) Are there any partner agencies involved in the delivery of this policy / function? If so, whom?</b>	Partners Include: <ul style="list-style-type: none"> <li>- Bus Operators</li> <li>- TVU</li> <li>- Stockton Police</li> </ul>
<b>7) Are other services affected by this policy / function? If yes which are they?</b>	<ul style="list-style-type: none"> <li>- Healthier Communities and Adults</li> <li>- Safer Communities</li> <li>- Liveability</li> <li>- Regeneration Division</li> <li>- Car Parking - for bus lane enforcement</li> </ul>

## Data Review and Analysis

The data analysis should be used to identify who are the actual and potential customers for this policy. And any significant findings across the diversity strands i.e. any data that shows a difference or tells a story about the strand

### **NATIONALLY COLLECTED DATA e.g. Census 2001, Labour Force Survey etc.**

**Please list significant findings for age, disability, faith/belief, gender, race, sexual orientation and community cohesion.**

The population is approximately 189,100, living in over 76,900 households. The population within Stockton-on-Tees has risen by 7.9% since the 1991 Census, compared with the North East average of a 1.8% fall.

Population stats from ONS September 2007, and household data from JSU.

- Projected figures from the Office for National Statistics show that by 2029:
  - the total population will grow to over 209,900;
  - the number of people of working age (16-retirement) will increase by 3%;
  - there will be a large increase of 64% of older people (retirement age);
  - the growth in the numbers of our residents from black and minority ethnic communities will continue the trend from 1.6% in 1991 to 2.8% in 2001 (over 5,000 people);
  - we will have increasing numbers of residents with disabilities, in part due to the aging population;
  - There will be a more dispersed population with a shift towards the south of the Borough. (Office for National Statistics 2007)
- 19.9% residents LLTI or disability from 2001 Census
- Faith communities include 81.6% declared Christian, 1.4% Muslim, 0.2% Hindu, 0.2% Sikh and 0.1% Buddhist taken from 2001 Census

### **LOCALLY COLLECTED DATA e.g. IPSOS MORI Household Survey, BVPIs, Viewpoint**

**Please list significant findings for age, disability, faith/belief, gender, race sexual orientation and community cohesion**



**SERVICE AREA COLLECTED DATA e.g. Comments and Complaints, User Surveys, Evaluation Forms.**

**Please list significant findings for age, disability, faith/belief, gender, race sexual orientation and community cohesion**

**TAXIS IN BUS LANES**

- Age - no findings
- Disability - a meeting of the Disability Advisory Group (DAG) was held on 26<sup>th</sup> April 2011 in order to discuss the remit of the report and request views of the group in relation to allowing taxis to use bus lanes. Consideration was therefore given to the option of easing the existing northbound restriction to the High Street and the suggestion that waivers be issued free to all taxis rather than charge a £10.00 fee. An analysis of accidents shows that 5 in 7 involve passengers falling on buses due to harsh braking. This type of accident would increase if additional traffic is permitted to travel within bus lanes. It is also important to note that access will be allowed for taxis to use bus lanes to those carrying disabled passengers.
- Faith/Belief - no findings
- Gender - no findings
- Race - no findings
- Sexual Orientation - no findings
- Community Cohesion - restricting bus lanes to buses only will allow for increased mobility for those members of the community who do not own or have use of a car and therefore increasing social inclusion.
  - will allow for increased accessibility to major venues such as shopping centres, employment bases and leisure amenities.
  - Stockton High Street Regeneration

**DIVERSITY REPORT - TAXI DRIVERS - (COMMUNITY PROTECTION)**

- Age - No major findings

- Disability - No major findings
- Faith/Belief - No major findings
- Gender - 95% of Taxi Drivers are male - 5% are female
- Race - 58% of Taxi Drivers are Asian - 42% are White
- Sexual Orientation - No major findings
- Community Cohesion - No major findings

## Stage 2 Scoring the Policy

Now that you have all the information available you can move onto scoring the policy for impact:

	Does it reduce discrimination?	Does it or is it likely to promote equality of opportunity?	Does it promote good relations between these groups?	Does it encourage participation in public life and access to council services?	Does it promote positive attitudes and images to different groups?	Total Score for strand
Age	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	11
Disability	3 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	12
Faith/Belief	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	10
Gender	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	10
Race	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	10
Sexual Orientation	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	10
Community Cohesion	2 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	13
<b>Total Score</b>						<b>76</b>

### Scoring System:

- Score 3 if the policy has a positive effect
- Score 2 if the policy has a neutral effect
- Score 1 if the policy has a negative effect
- If a score has been awarded due to lack of data rather than anticipated effect please indicate by using **the check box**





**Evidencing the Score** - Positive impact scores (3) should be evidenced in the table below. This is not a repeat of the data in the review and analysis section but a demonstration of how the policy or strategy is having a positive impact. For example, if there is a specific section in a document that sets out what you are trying to achieve, please reference here.

Score being evidenced	Reference / Source / Justification for the score
Age	Evidence suggests that restricting the use of bus lanes to buses only will result in fewer accidents on buses. 71% of accidents on buses concern passengers falling due to harsh braking. This type of accident would increase if additional traffic is permitted and would have a greater impact on older passengers.
Disability	Improved road safety would have a positive impact on this group. Also need to note that permits to allow disabled accessible hackneys and private hire vehicles to access the restricted northbound lane of Stockton High Street will now be made available free of charge.
Faith/Belief	Neutral Effect
Gender	Neutral Effect
Race	Neutral Effect
Sexual Orientation	Neutral Effect
Community Cohesion	Implementation of the policy will allow for increased mobility for those members of the community who do not own or have use of a car, therefore increasing social inclusion. Implementation will also allow for increased accessibility to major traffic generators such as shopping centres, employment bases and leisure amenities. Bus lanes perform a hugely important role in helping the reliability and punctuality of bus services and therefore reducing reliance on the private car, congestion and improving the environment through reduced emissions

## Equality Impact Assessment Summary

<b>Name of policy / function</b>	Taxis in Bus Lanes - Stockton on Tees Project	
<b>Service Group</b>	<b>Service</b> Network Safety	<b>Lead Officer For EIA</b> Valerie Milford
<b>Support Officer(S)</b>	<b>EIA Completion Date</b> 24 <sup>th</sup> November 2011	

### Action Plan:

This action plan highlights that will address the issues highlighted in the Equalities Impact Assessment. Longer term issues will be developed into actions within the relevant Service Improvement Plan. They will also be included in the Disability, Gender and Race Action plans that form part of the Council's Single Equality Scheme

Objective - To ensure and objectives.	Policy / Function is being delivered so all residents have equal opportunities to benefit from its aims		
Key Actions		Who is responsible?	Timescale

<b>Stage 3 Publication and Monitoring</b> Date of Publication Date Set for Review	<b>Published Score</b>
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