

# 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	Planning Services	Development Services	Simon Grundy
Support Officer(S)		EIA Completion Date 5 <sup>th</sup> November 2013	
1) Name of policy / function	Shop Front Design and Advertisements Supplementary Planning Document		
2) Is this new or existing?	Existing (the Shop Front Design and Advertisements SPD (2013) is a revision of SPG No.1; Shop Fronts (2004)		
3) What is the overall aim(s) of the policy / function?	The SPD gives applicants for planning permission further guidance and detail to Core Strategy Policy CS3 Sustainable Living and Climate Change, adopted in March 2010 This revision to the previous SPG adopted in 2004 takes account of the latest government guidance and adds further guidance and advice.		
4) What are the objectives of the policy / function?	To provide guidance and advice to applicants for planning permission on Core Strategy Policy CS3(8)		
5) Who implements this policy / function within Stockton-on-Tees and how?	The SPD will be a material consideration in the determination of planning applications. As such, it will be referred to and used by Planning Services, however the design guidance will be implemented by developers.		

<b>6) Are there any partner agencies involved in the delivery of this policy / function? If so, whom?</b>	The SPD will be referred to and used by Planning Services, however the final implementation of shop frontages and advertisements would be carried out by developers.
<b>7) Are other services affected by this policy / function? If yes which are they?</b>	All services with a land/property portfolio (e.g. education, health and social care, land and property management).

## 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 age profile of the Borough's population is going to change. It is likely that by 2029, the population of children in the Borough will fall by 3%, the working age population will fall by 2% and the population of those of retirement age will increase dramatically by 62%. This change in the Borough's population represents a significant change in the potential customers of the policy. (Information from the Office of National Statistics)

19.9% of the Population of the Borough define themselves as having a long term limiting illness. This is higher than the English figure at 17.9% but lower than the north east average of 22.7%. The distribution of people with a limiting long term illness varies spatially with 41% of residents in Stockton Town Centre Ward having defining themselves in this way compared to just 10.5% in Ingleby Barwick West. (Information from the Office of National Statistics)

The faith profile of the Borough is as follows 81.6% Christian, 10% no religion 1.4% Muslim, 0.2% Sikh, 0.2% Hindu, 0.1% Buddhist and less than 0.0% Jewish. 69.3% didn't state their religion. (2001 Census) Of the two most popular religions in the Borough, Christians are relatively even in their spatial distribution but the majority of Muslims live in Parkfield and Oxbridge and Stockton Town Centre Wards.

In 2006, there were 187,100 people in the Borough, of which 92,800 were male (49.6%) and 94,300 were female (50.4%). The gender differences follow the same patterns as the national trends with less female children and more elderly women.

The race profile of the Borough is as follows White 97.2%, Pakistani 1.1%, Mixed 0.6%, other 0.5%, Indian 0.4%, Chinese 0.25 and Bangladeshi less than 0.0%. Stockton's non white population is spatially concentrated in the Parkfield and Oxbridge and Stockton Town Centre Wards (information from the 2001 census)

The Government estimates that the gay, lesbian or bisexual population in England and Wales is between 5% and 7%. Using this information, it can be assumed that there are between 9,000 and 13,000 people in the Borough who are gay, lesbian or bisexual.

--

<b>LOCALLY COLLECTED DATA e.g. IPSOS MORI Household Survey, BVPIs, Viewpoint</b> <b>Please list significant findings for age, disability, faith/belief, gender, race sexual orientation and community cohesion</b>
---

No data has been collected at local level in the production of this SPD.
--

<b>SERVICE AREA COLLECTED DATA e.g. Comments and Complaints, User Surveys, Evaluation Forms.</b> <b>Please list significant findings for age, disability, faith/belief, gender, race sexual orientation and community cohesion</b>
---

In addition to using the local press, the internet and all Stockton Libraries, the Spatial Planning Team actively consult a variety of individuals and organisations within the Borough, including Stockton Residents and Community Groups Association (SRCGA) and affiliated community groups. This will be carried out when the Shop Front Design and Advertisement SPD undergoes its formal consultation period in July 2012.
--

## 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"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	10
Disability	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	14
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"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	2 <input type="checkbox"/>	10
<b>Total Score</b>						<b>74</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.

<b>Score being evidenced</b>	<b>Reference / Source / Justification for the score</b>
Disability	This SPD includes advice on access arrangements into shops and premise for people with disabilities. It is considered that ensuring developments provide access in different premise and properties would promote equal opportunities, avoid conflict between different groups and enable people of different ages and abilities to participate in public life.

## Equality Impact Assessment Summary

<b>Name of policy / function</b>	Shop Front Design and Advertisements Supplementary Planning Document	
<b>Service Group</b>	<b>Service</b>	<b>Lead Officer For EIA</b>
DNS	Planning Services	Simon Grundy
<b>Support Officer(S)</b>		<b>EIA Completion Date</b> 28/06/2012

### 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 that Shop Fronts and Advertisements Supplementary Planning Guidance Policy / Function is being delivered so all residents have equal opportunities to benefit from its aims and objectives.		
<b>Key Actions</b>	<b>Who is responsible?</b>	<b>Timescale</b>
A six week consultation period will be undertaken with statutory LDF consultees and self selected individuals and organisation who have requested consultation. As the SPD contains further guidance for applicants for planning permission on the implementation of Core Strategy Policy 3: Sustainable Living and Climate Change (which has its own EIA), rather than being containing policy in its own right, targeted consultation will not take place.	Spatial Planning Team	July September 2012
Following the consultation, the document will be amended where appropriate in accordance with consultation responses.	Development Services	Early/Mid 2013



Following the SPD's adoption, applicants for planning permission will be asked to complete feedback forms, including diversity information.	Development Services	Ongoing
---	----------------------	---------

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