

HARLOW DISTRICT COUNCIL

EQUALITY IMPACT ASSESSMENT FORM TEMPLATE

NB: This EIA template form should be completed as part of an assessment or screening process involving a minimum of the Project Lead plus at least one other officer. It is strongly recommended that it not be completed by one person working on their own.

Name of service, function or policy being assessed	Environmental Health – reduction in services.
Service/Department	Regulation
Names and roles of officers completing the assessment (indicate Lead officer)	Graeme Bloomer (Lead) , Michael Pitt
Contact telephone number of Lead officer	446270
Date assessment completed	19/1/11

1. Aims of the policy/service/function and how implemented

	Key Questions	Notes
1.1	Is this a new policy/service/function or a review of an existing one?	Review of existing service. It is proposed that the duties, functions and responsibilities of the EH service be reduced to achieve a budgetary saving. No area of responsibility is to be abandoned: the range and extent of work within any identifiable areas will be restricted.
1.2	Briefly state the main purpose of the policy/service/function?	The Primary function of EHS is to deliver the objectives of statutory powers and duties within the Council's remit relevant to public health, environmental protection, housing standards, and food safety
1.3	Briefly state the main activities of the policy/service/function?	Proactive risk-based inspection of business premises; investigation of complaints and incidents; response to consultations; provision of advice; creation and maintenance of relevant systems and records.
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	Responsible businesses; users and employees of businesses; complainants; all residents and visitors
1.5	Which staff carry out the policy/service/function?	All EHS staff

2. Information Gathering and Data Collection

	Key Questions	Notes	If further data collection is needed – state by whom, when and how is it going to be done?
2.1	<p>What quantitative (numerical) data do you already have (e.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	<p>Records of complaints and incidents. No direct information on users of businesses etc. regulated. Respondents to user satisfaction work have for some time been asked to self-identify in respect of ethnicity age group and gender give some quantitative data</p>	N/A
2.2	<p>What qualitative data do you already have (e.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	<p>Review of user satisfaction data suggests user broadly reflect the profile of Harlow</p>	N/A

3. Consultation

Please state below what formal or informal consultation has taken place or that you are planning to hold with appropriate stakeholders in relation to this policy/function			
	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.1	What consultations have been held and with whom did you consult? What were the main issues raised?	None to date	Not appropriate
3.2	What consultations were held specifically with the equality target groups? What were the main issues raised?	None to date	Not appropriate

	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.3	<p>Is the Council working in Partnership with other organisations to implement this policy/function? Should this be taken into consideration? (E.g. Agreeing the equalities monitoring categories) Should the partnership arrangements have an EIA?</p>	<p>Some aspects rely on working relationships with other bodies</p>	N/A

Note

- It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process.
- You must ensure that you record all the main areas of concern raised by equality and customer groups during consultations and how you aim to address these concerns.

4. Assessment of Impact

Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list below how the policy or function will or does work for each of the following equalities groups.

Identify any differential impact and consider whether the policy/function meets any particular needs identified for each of the six equalities groups.

NB:If you do identify any adverse impact you must:

- a) **Seek appropriate advice as to whether it is highlighting unlawful discrimination or is potentially discriminatory, and**
- b) **Identify steps to mitigate any adverse impact**

Include any examples of how the policy or function helps to promote race, disability, age and/or gender equality.

		State evidence of impact or potential impact/How helps to promote equality
4.1	<p>Gender – identify the impact/potential impact of the policy/function on women, men and transgender people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>No specific impact known</p> <p>Budget reductions could reduce the capacity at the core of the service to recognise and respond to any issues that might arise.</p>

		State evidence of impact or potential impact/How helps to promote equality
4.2	<p>Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Administration of home adaptations for disabled residents is service specifically intended for disabled people. There may be a reduction in responsiveness of the service overall, although no specific service reduction: statutory duty will continue to be fulfilled</p>
4.3	<p>Age – identify the impact/potential impact of the policy/function on different age groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Older people represent a high proportion of customers for home adaptations for disabled people. Comments at 4.2 are this relevant</p>
4.4	<p>Race – identify the impact/potential impact of the policy/function on different black and minority ethnic groups, including Gypsy and Traveller communities</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>No specific impact known</p> <p>Budget reductions could reduce the capacity at the core of the service to recognise and respond to any issues that might arise.</p>

		State evidence of impact or potential impact/How helps to promote equality
4.5	<p>Sexual orientation – identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>No specific impact known</p> <p>Budget reductions could reduce the capacity at the core of the service to recognise and respond to any issues that might arise.</p>
4.6	<p>Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no faith</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>No specific impact known</p> <p>Budget reductions could reduce the capacity at the core of the service to recognise and respond to any issues that might arise.</p>
4.7	<p>Socio-economic disadvantage – identify any impact on those who have a low income, or whose family circumstances/history may affect their ability to access services eg. carers and the cared for; pensioners; single-parents; long-term unemployed; history of abuse/domestic violence; benefits claimants; housebound; chronically ill;</p>	<p>Aspects of service delivery to be reduced are not aimed specifically at the socio-economically disadvantaged. This group has the most restricted access to alternatives and so relies most on public services: as a result reduction in service responsiveness and effectiveness may affect this group disproportionately. Mitigating this will be the continuation of risk-based targeting of all functions such that the most important work is protected as far as is practicable.</p>

4.8	Any other groups, if appropriate e.g. children leaving care; pregnant or breast-feeding mothers; carers etc	None identified
		Notes
4.9	Are there any additional measures that could be adopted to further equality of opportunity in the context of this policy/service/function and to meet the particular needs of equalities groups that you have identified?	None

NB

Please provide a summary overview by completing the Section overleaf, ticking the relevant boxes to confirm the outcome and findings of this assessment process

It is also essential that you complete an action plan based on your assessment (see form EIA.2) and attach this to your Equality Impact Assessment form (EIA.1) form. This is a vital component of the equalities impact assessment process.

Include all of the measures that you will take to improve the policy/function for the different equalities characteristics, e.g. staff training, positive action, revisions to policy, monitoring of your action plan, etc.

Once you have completed the forms EIA.1 and EIA.2 please sign and date and:

a) Send a copy to your Head of Service for endorsement

b) Keep a copy as a record of the processes you have been through in carrying out the EIA

c) Send a PDF copy of the signed and endorsed EIA form plus enclosed action plans to the Corporate Equalities Group via the HDC Community Liaison Officer equalities@harlow.gov.uk

5. Summary Overview of EIA

As a summary overview of information and findings provided in the earlier sections of this Equality Impact Assessment, please tick the relevant boxes as appropriate to denote the OUTCOME of this process for each of the Equality Characteristics.

Equalities category	No adverse impact AND promotes equality and diversity <i>Please tick ✓ if appropriate</i>	No adverse impact BUT equality and diversity NOT promoted <i>Please tick ✓ if appropriate</i>	Evidence of adverse impact <i>Please tick ✓ if appropriate</i>
Gender and transgender		√ (other than equal to all of the population)	
Race		√ (other than equal to all of the population)	
Disability		√ (other than equal to all of the population)	
Age		√ (other than equal to all of the population)	
Sexual orientation		√ (other than equal to all of the population)	
Religion and belief		√ (other than equal to all of the population)	
Socio-economic disadvantage		√ (other than equal to all of the population)	

NB: Tick relevant box as appropriate and based on information provided in section

Note

- If you are unsure of any aspect of this Equality Impact Assessment process you can seek guidance from your service representative on the Corporate Equalities Group or from the HDC Community Liaison Officer who can be contacted on equalities@harlow.gov.uk and extension 6388.
- Once the EIA form has been completed please ensure all enclosures are attached then sign and date the form, ensure it is countersigned by your Head of Service, keep a copy for your records and send a PDF to equalities@harlow.gov.uk

Signed
Project Manager

Countersigned
Head of Service

Print Name M PITT.....

Print Name G BLOOMER

Date 19.01.11

Date 19.01.11.....

Under the Freedom of Information Act, this completed EIA form will be placed on the Harloweb and be available on request to the general public.