

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	BIG SOCIETY PROJECT – TRANSFER OF THE ARTS SERVICE TO THE HARLOW ARTS TRUST
Service/Department	COMMUNITY AND CUSTOMER SERVICES
Names and roles of officers completing the assessment (indicate Lead officer)	LYNN SEWARD
Contact telephone number of Lead officer	01279 446119
Date assessment completed	OCTOBER 2011 TO 20 JANUARY 2012

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?	A new initiative
1.2	Briefly state the main purpose of the policy/service/function?	To secure five of the Council's discretionary services through working in partnership with the voluntary, community and business sectors. In this case, the transfer of the Arts Service to Harlow Arts Trust.
1.3	Briefly state the main activities of the policy/service/function?	<ul style="list-style-type: none"> To hold a conference for potential providers of services To invite informal expressions of interest To follow up with individual discussions with potential provider organisations, and to use the Council's procurement procedures where appropriate To make recommendations about allocations of funding from the Council's Big Society Fund To undertake consultation with staff and unions To undertake consultation with users of the service To establish performance management and other monitoring processes To oversee the smooth transition of the service To work in partnership with the new provider to support the continuation and development of the service and to monitor and evaluate as appropriate
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	The initiative is designed to secure the future of valued discretionary services and as such it will benefit all of the community of Harlow. It will also benefit the Council and may benefit community, voluntary and business sector organisations – in this case the Harlow Arts Trust.

1.5	Which staff carry out the policy/service/function?	<p>A Project Team has been established to take the initiative forward. The team consists of:</p> <ul style="list-style-type: none"> ▪ Head of Community and Customer Services ▪ Head of Legal ▪ Head of Finance ▪ Human Resources Manager ▪ Commissioning and Relationship Manager ▪ Community, Cultural and Leisure Services Manager ▪ Big Society Team Manager ▪ Chair of Voluntary Sector Forum ▪ Communications Manager ▪ Communications Officer ▪ Regeneration Manager <p>Other officers may be brought in as required</p>
-----	--	--

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? What gaps are there in the data? What else do you need?</p> <p>NB. Attach copies of the relevant data that you are using for this assessment</p>	<p>Significant data is available on each of the services. Much of this has been made available in the prospectus for the conference, which has been widely distributed and also put on the Council's website.</p>	<p>None identified at this time</p>
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? What gaps are there in the data? What else do you need?</p>	<p>There have been a number of surveys and consultation exercises on customer satisfaction, and many of these services are covered by the 'Have Your Say' survey (which replaced the Place Survey in Essex).</p>	<p>None identified at this time</p>

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	<p>What consultations have been held and with whom did you consult?</p> <p>What were the main issues raised?</p>	<p>Consultation has been carried out with the voluntary and community sector, through the Voluntary Sector Forum, and this has been enhanced by having a voluntary sector representative on the Project Group. The project has been discussed at the Forum on at least two occasions, including two workshops dedicated specifically to the topic.</p> <p>Information about the initiative has been circulated to all known voluntary and community groups with an invite to attend the conference. The conference venue was the Harlow Study Centre, which is easily accessed and likely to be more welcoming than the Council Chamber.</p> <p>Individual discussions have been held with staff and with Harlow Arts Trust.</p> <p>There have also been opportunities to discuss the proposals with the Portfolio Holder at Neighbourhood Forums.</p>	<p>None identified at this time</p>

		The main issue raised was concern that the service should continue	
3.2	<p>What consultations were held specifically with the equality target groups?</p> <p>What were the main issues raised?</p>	<p>At an early stage an Equalities Impact Assessment was undertaken for the Big Society Project as a whole and this was presented to the Equalities Group, which includes representatives of groups with protected characteristics under equalities legislation</p>	<p>The Corporate Equalities Group will have an on-going role in monitoring the progress of the initiative.</p>

	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>Any organisations entering into a partnership to deliver these services will have to have an Equal Opportunities Policy and this will form part of the Service Level Agreement that will be entered into.</p>	<p>The Corporate Equalities Group will have an on-going role in monitoring the progress of the initiative.</p>

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 identified</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>	No specific impact identified
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>	No specific impact identified
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>	No specific impact identified

		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>	No specific impact identified
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>	No specific impact identified
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>	No specific impact identified

4.8	Any other groups, if appropriate e.g. children leaving care; pregnant or breast-feeding mothers; carers etc	No specific impact 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?	N/A

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		√	
Race		√	
Disability		√	
Age		√	
Sexual orientation		√	
Religion and belief		√	
Socio-economic disadvantage		√	

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	Countersigned Head of Service
Print Name	MAUREEN PEARMAN	Print Name	LYNN SEWARD
Date	23.1.12	Date	23.1.12

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.