

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	Work with Harlow Youth Council
Service/Department	Community and Customer Services
Names and roles of officers completing the assessment (indicate Lead officer)	Lynn Seward, Maureen Pearman
Contact telephone number of Lead officer	446119
Date assessment completed	11.1.11

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 number of hours of staff support to the Youth Council is reduced to achieve a budgetary saving.
1.2	Briefly state the main purpose of the policy/service/function?	Harlow Council provides officer support to the Harlow Youth Council. It is proposed that this is reduced to enable a budgetary saving
1.3	Briefly state the main activities of the policy/service/function?	The officer support includes providing advice to the Youth Council, help in setting meetings, sending out information, arranging training, transport, publicity and providing support to individual Youth Councillors.
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	The immediate beneficiaries are the Youth Councillors, but potentially all young people in Harlow benefit from having their views represented by the Youth Council.
1.5	Which staff carry out the policy/service/function?	One part time member of staff and occasional casual staffing (e.g. on residential events)

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>Monitoring is undertaken in respect of the make-up of the Youth Council, e.g. gender, race, disability.</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>Youth Councillors are involved in a number of opportunities to provide feedback on the support that they receive, including an annual residential training/planning event.</p>	<p>Comments and complaints will be monitored following the reduction in officer support and these will be analysed to identify any disproportionate impact on groups protected under equalities legislation</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>Formal consultation exercises have been carried out on the priorities for the Council's budget. These were carried out by external consultancies and were designed to be representative of the community.</p> <p>Preliminary discussions have been held with the Youth Council about the need to address the Council's budgetary gap.</p>	<p>Changes will be discussed in more detail with the Youth Councillors once the final budget proposals are drawn up.</p>
3.2	<p>What consultations were held specifically with the equality target groups?</p> <p>What were the main issues raised?</p>	<p>No detailed specific consultations held to date.</p>	<p>Changes will be discussed in more detail with the Youth Councillors once the final budget proposals are drawn up.</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>This service is also supported by Essex County Council, who have equalities policies similar to those of Harlow Council</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>While the proposed reduction in officer support will mean that the service to the Youth Council is reduced, there will be no disproportionate impact on any of the groups protected by equalities legislation other than ‘young people’.</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>While the proposed reduction in officer support will mean that the service to the Youth Council is reduced, there will be no disproportionate impact on any of the groups protected by equalities legislation other than ‘young people’.</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>The support available to the Youth Council will be reduced.</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>While the proposed reduction in officer support will mean that the service to the Youth Council is reduced, there will be no disproportionate impact on any of the groups protected by equalities legislation other than ‘young people’.</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>While the proposed reduction in officer support will mean that the service to the Youth Council is reduced, there will be no disproportionate impact on any of the groups protected by equalities legislation other than ‘young people’.</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>While the proposed reduction in officer support will mean that the service to the Youth Council is reduced, there will be no disproportionate impact on any of the groups protected by equalities legislation other than ‘young people’.</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>While the proposed reduction in officer support will mean that the service to the Youth Council is reduced, there will be no disproportionate impact on any of the groups protected by equalities legislation other than ‘young people’.</p>

4.8	<p>Any other groups, if appropriate e.g. children leaving care; pregnant or breast-feeding mothers; carers etc</p>	<p>While the proposed reduction in officer support will mean that the service to the Youth Council is reduced, there will be no disproportionate impact on any of the groups protected by equalities legislation other than 'young people'.</p>
		<p>Notes</p>
4.9	<p>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?</p>	<p>Work will be undertaken to strengthen the capacity of the Youth Council so that it is able to function adequately with less input from the Council</p>

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
Project Manager

Countersigned
Head of Service

Print Name Maureen Pearman.....
.....

Print Name Lynn Seward

Date 11.1.11

Date 11.1.11.....

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.