

Equality Impact Assessment (EqIA) Form

In order to carry out this impact assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIA's. Please refer to these to assist you in completing this form and assessment.

SCREENING

What is the policy? (name and description)	Corporate Services Efficiency Review
Which Directorate and Service is responsible for the policy?	Joint responsibility between Corporate Finance and Chief Executives Depts
Name & contact details of person(s) carrying out the EqIA:	Dave Ward & Themiya Haththotuwa
Date of assessment:	11 th May 2010

Stage 1: About the Policy

1. Is this a new or an existing policy?	New / Existing (Delete as appropriate)
2. What are the aims, objectives or purpose of the policy?	The review aims to make better use of the existing SAP systems, explore shared services, reduce manual processes and maximising the potential of current technology. This relates to the following functions: HR, CAP/CAR, Payroll, Pensions, Finance, Communications
3. What factors / forces could prevent you from achieving these aims and objectives?	Implementation costs, user buy-in, locality of offices
4. How does the policy contribute to the council's corporate aims and objectives?	This "policy" is part of the better deal for residents transformation programme therefore it directly contributes to the councils objectives and vision
5. Who is intended to benefit from this policy and in what way?	Internal customers across the council. External suppliers, external creditors and debtors

<p>6. Is responsibility for the policy shared with another department, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who is responsible for the policy? 	<p>This policy could impact on Community & Environment (cemeteries, registrars, planning & Citizenship – new feeds in to SAP) Adults & Childrens (Interface between FrameWorki and SAP and vica versa (care packages) Capita – implementation PWC – design HITS</p>
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Stage 2: Collecting Evidence

<p>7. What data or benchmarking information is available to facilitate the screening of this policy?</p> <ul style="list-style-type: none"> • Results from the Place Survey • Customer Satisfactions Surveys • Local or national research • Complaints or compliments received • CAA, IIP or other assessments 	<p>CIPFA statistical benchmarking on transactional costs</p>
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8. Have you undertaken any consultation on this policy? Yes

If yes, who was consulted? (this may include staff, members, community / voluntary groups, stakeholders, residents and service users)

Equality Strand	Name of Group	What consultation methods were used?	What do the results show about the impact on different equality groups?
Age			
Disability			
Gender			
Race			

Religion or Belief			
Sexual Orientation			
Other (please state)	All these combined	Interviews with staff and stakeholders. Direct discussions with users of the systems.	The proposed changes have no affect – the services will continue to be delivered equally across all directorates and there are no equality issues identified with staff.

9. If you have not undertaken any consultation, explain why?

Proposed Consultation (for NEW policies)

NOTE: If you have not undertaken any consultation as yet, list your proposals for consultation with target dates in the section below. Any proposed consultation needs to be **completed before** progressing with the rest of the EqIA.

For guidance on consultation, see consultation guidelines on the HUB <http://harrowhub/site/scripts/documents.php?categoryID=127>

Who do you plan to consult?	What method of consultation do you propose to use and what is your target date for consultation?	What did the results show about the impact on different equality groups?

Stage 3: Assessing Impact

10. Considering the information / data from your research or/and consultation, is there any reason to believe that any adverse impact occurs or has the potential to occur on any equality group?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		X		X		X		X		X		X		X

If yes, explain what the impact is and which group(s) this affects?

If none, go to question 11.

10A. What measures are you going to take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring

Equality Group	Actions identified to eliminate/reduce adverse impact (Copy these measures into the Improvement Action Plan)
Age	
Disability	
Gender	
Race	
Religion or Belief	
Sexual Orientation	
Socio Economic	

11. Is there any evidence or concern that **direct discrimination** may occur with reference to anti discrimination legislation?

***Direct discrimination** - occurs when a person is treated less favourably than others on the grounds of their age, disability, gender, race, religion or belief, or sexual orientation. Refer to main guidelines and toolkit for examples of direct discrimination.*

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
			X		X		X		X		X		X	

If yes, explain which equality group(s) this affects? **(You are encouraged to seek Legal Advice)**

12. Is there any evidence or concern that **indirect discrimination** may occur? If yes describe this below and whether you can credibly justify continuing with the policy in terms of the benefits of its wider aims?

***Indirect discrimination** - occurs when a rule, condition or requirement, which applies equally to everyone, has a disproportionately adverse effect on people from a particular equalities group when there is no objective justification for the rule. Refer to main guidelines and toolkit for examples of indirect discrimination.*

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
			X		X		X		X		X		X	

If yes, explain which equality group(s) this affects? (You are encouraged to seek Legal Advice)

13. Is the policy likely to affect relations between certain groups, for example because it is seen as favouring a particular group or denying opportunities to another?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
			X		X		X		X		X		X	

If yes, explain which equality group(s) this affects?

14. If you have any further evidence or concern the potential impact the policy may have on a particular group(s), explain these below. This could be positive or negative. (if neither positive or negative, insert none)

Equality Group	Positive	Negative
Age		
Disability		
Gender		
Race		

Religion or Belief						
Sexual Orientation						
Socio Economic Inequality						
<p>15. How does the policy conform to the requirements of the Public Equality Duties, which require all council functions and services to:</p> <ul style="list-style-type: none"> • promote equality of opportunity, • eliminate discrimination • promote good relations between different equality groups <p>If the answer is none or N/A please state why? What amendments could be made?</p>	<p>The services will continue to be delivered on an equal basis to all internal and external customers.</p> <p>These are technological changes and no impact will be felt by internal or external users/customers.</p> <p>Staffing changes will be done in fair and equitable way.</p>					
16. Has an impact been identified?	Yes		If yes, is the impact positive or negative?	Positive		Go to Q17
	No (go to Q17)	X		Negative		Go to Q16A
16A. If there is a negative impact on any group(s), is that impact legal?	Yes		If illegal, take legal advice	If legal, is the impact intended?	Yes	
	No				No	
17. Have you received any complaints or compliments about the policy? If so, provide details.	Not in relation to equalities.					

18. What monitoring is in place to check the effects of the policy on equality groups?	Project lead is member of ETG and CSB will monitor the progress of the review.
19. How will the results of any monitoring be analysed, reported and publicised?	Results will be discussed with service managers and relevant adjustments made as necessary
20. What monitoring measures need to be introduced to ensure effective monitoring of the policy? (Include in Improvement Action Plan)	As 18 above.
21. When will the policy be reviewed?	Dates to be confirmed as review progresses.

Decision

22. On the basis of your answers so far, what is the potential for differential impact? (see note 19.8 in Corporate Guidance Document)	High <i>(Large adverse impact on equality groups)</i>	Medium <i>(Some adverse impact on equality groups)</i>	Low <i>(Low potential for adverse impact on equality groups)</i>
			X
	Continue on to Part 2 for a full assessment.		Go to Stage 4 for any actions to improve policy and sign off.
Mark with an X			

FULL ASSESSMENT

23. Does the policy impact less favourably on a certain group or groups in comparison with others?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
If yes, explain how:														
24. Is there any evidence of higher or lower participation, uptake or exclusion by any of the following equality groups?														

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

25. Do any groups have lower than average success rates in particular processes and/or access to services?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

26. Do criteria or requirements in relation to the policy disadvantage certain groups, either explicitly or inadvertently?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

27. Is access to services and benefits reduced or denied for some groups in comparison with other groups?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

28. Do particular groups face increased difficulty or indignity as a result of the policy?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

29. Are there higher complaints rates or lower satisfaction rates for particular equality groups in connection with the policy, in comparison with other

groups?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

30. Is there evidence that the policy fails to respond to the needs of a particular group, in comparison with other groups?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

Further Consultation

31. In the context of the previous questions, are there any groups you feel need to be consulted in order to reduce / eliminate adverse impact or identify potential barriers to improve access to the policy? (*Answer with an X*)

YES

NO
(Go to Q33)

NOTE: If you already have some ideas on how to mitigate a potentially adverse impact you should include this in your consultation. Consultees can therefore help not only to identify potentially adverse impacts but also to identify possible solutions.

Consultation can take on many different forms and the extent should be in proportion to the effect that the proposal is likely to have. Methods of consultation could include a survey, questionnaire, and focus group or open meetings. Take care not to restrict consultation only to recognised or 'official' associations and community leaders. It may be helpful to contact other officers who you know have carried out consultation exercises with these groups / individuals.

What consultation do you propose to undertake? Complete the section below and also include these in the Improvement Plan.

Equality Group	Type of consultation planned	Who with?	By when?
Age			
Disability			
Gender			

Race			
Religion or Belief			
Sexual Orientation			
Other			

Stage 4 Making Adjustments (Improvement Action Plan)

32. List below any recommendations for action that you plan to take as a result of this impact assessment. This will include any actions identified throughout the EqIA. *(Insert additional rows as required)*

Area of potential adverse impact e.g. Race, Disability	Action proposed	Lead Officer	Timescale	Resource implication	Comments
None					

Stage 5 – Reporting Results

We are required to ensure all completed EqIA's will be put onto the Council's website under the equality and diversity section and they will also be made available to members of the public on request.

<p>33. Methods of publication – how will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc</p>			
<p>Stage 6 - Monitoring</p>			
<p>It is important to monitor the actions arising from the impact assessment to ensure improvement to policy.</p>			
<p>34. How will the actions be monitored to ensure improvement to the policy?</p>			
<p>Stage 7 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)</p>			
<p>The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG), who will discuss and agree the actions in the Improvement Plan.</p>			
<p>Once agreed the actions from the Improvement Plan need to be included in Departmental Business Plans for implementation.</p>			
<p>35. Which group or committee considered the action plan and agreed the actions to improve the policy? If you agreed no further action as a result of the EQIA, explain why?</p>	<p>This EqIA was conducted at the outset of the corporate services efficiency review and as the review has progressed, separate detailed EqIA's are in the process of being carried out for each of the individual work streams within the corporate services review.</p> <p>Once finalised, these will be presented to both the Corporate Equalities Group for sign-off and the Better Deal Trade Union Forum.</p>		
<p>Signed: (Lead officer completing EqIA)</p>	<p>D Ward</p>	<p>Signed: (Chair of DETG)</p>	
<p>Date:</p>	<p>11 May 2010</p>	<p>Date:</p>	