

Equality Impact Assessment

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion of belief
- Sex
- Sexual orientation

The duty also covers marriage and civil partnership but only with regard to eliminating discrimination. And in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on StaffNet

<http://staffnet.valeofglamorgan.gov.uk/Directorates/Managing-Director-and-Resources/Performance-and-Development/Equalities/Equalities-Impact-Assessments/Equality-Impact-Assessments.aspx>

Title and description of the policy, procedure, practice or decision (referred to as “policy” throughout form).	Community Review – Lavernock Ward (Sully and Lavernock Community Council)
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Who is responsible for developing and implementing the policy?

Name	Rebecca Light
Job Title	Electoral Registration Manager
Directorate	Resources
Division	Legal Services

1. Who will be affected by this policy?

Examples may include Vale of Glamorgan residents, internal department(s), a specific group of customers or employees, customers or residents in a specific location.

Please specify:

Vale of Glamorgan residents (18+)

2. Does the policy relate to an area where there are known inequalities (for example, disabled peoples’ access to public transport; the gender pay gap; racist or homophobic bullying in schools; the educational attainment of Gypsies and Travellers)?

Yes

No

Please detail:

3. What will be the impact of this policy / decision / practice on people because of their age?

- Positive
- Negative
- Neutral / insignificant

What age groups will the policy impact upon?

- Young people (children and young people, up to 18)
- People 18- 50
- Older people (50+)
- All
- Other (please specify) _____

Reasons for your decision (including evidence) / How might it impact?

4. What will be the impact of this policy / decision / practice on disabled people?

- Positive
- Negative
- Neutral / insignificant

Which impairment(s)?

- Visual
- Hearing
- Physical disability
- Learning disability
- Mental health condition
- All
- Other (please specify) _____

Reasons for your decision (including evidence) / How might it impact?

5. What will be the impact of this policy / decision / practice on different genders?

Positive

Negative

Neutral / insignificant

Will the impact be on:

Men

Women

Reasons for your decision (including evidence) / How might it impact?

6. What will be the impact of this policy / decision / practice on trans people?

Positive

Negative

Neutral / insignificant

Reasons for your decision (including evidence) / How might it impact?

7. What will be the impact of this policy / decision / practice on marital status and civil partnership? (¹ see note on page 1)

Positive

Negative

Neutral / insignificant

Reasons for your decision (including evidence) / How might it impact?

8. What will be the impact of this policy / decision / practice on pregnancy and/or maternity?

Positive

Negative

Neutral / insignificant

Reasons for your decision (including evidence) / How might it impact?

9. What will be the impact of this policy / decision / practice on different groups because of their race?

Positive

Negative

Neutral / insignificant

Please indicate groups that may be affected:

Ethnic minorities

Nationalities

Asylum seekers / refugees

Gypsies / Travellers

All

Other (please specify) _____

Reasons for your decision (including evidence) / How might it impact?

10. What will be the impact of this policy / decision / practice on different groups because of their religion, belief or non-belief?

- Positive
- Negative
- Neutral / insignificant

Please indicate groups that may be affected:

- Religious group(s)
(please specify) _____
- Belief (e.g. Humanism)
(please specify) _____
- Non-belief
(please specify) _____
- All

Reasons for your decision (including evidence) / How might it impact?

11. What will be the impact of this policy / decision / practice on different groups because of their sexual orientation?

- Positive
- Negative
- Neutral / insignificant

Please indicate groups that may be affected:

- Gay men
- Lesbians
- Bisexuals
- All
- Other (please specify) _____

Reasons for your decision (including evidence) / How might it impact?

12. What will be the impact of this policy / decision / practice on the Welsh language?

Positive

Negative

Neutral / insignificant

Reasons for your decision (including evidence) / How might it impact?

13. If you have identified any positive or negative impact (other than negligible) upon any protected characteristic groups or individuals then you must complete a full impact assessment.

Is a full equality impact assessment required

Yes

No

This decision must be authorised by the relevant Director, Head of Service or Operational Manager

Approved by (name)	
Designation	
Date	

If it has been identified that there is a requirement to produce a full equality impact assessment, you must continue overleaf. If, however, you have determined that a full assessment is not necessary, then you are required to submit an authorised electronic copy of this document to tsgreaves@valeofglamorgan.gov.uk

Only complete these sections if you have identified the need for a full equality impact assessment

14. Who will be affected by this policy?

Examples may include Vale of Glamorgan residents, internal department(s), a specific group of customers or employees, customers or residents in a specific location.

Please specify:

15. Decisions must be based on robust evidence. Please detail the evidence that you have used to inform your assessment. What evidence do you have about how your service is used? What was the strength of the evidence and did you identify any gaps? Did the evidence identify any barriers to services, or different needs and priorities for protected characteristic groups? If the evidence was weak or gaps were identified, what action have you taken to address this?

16. There is a legal duty to consult and involve people and organisations representing the protected characteristics where it is identified that they are potentially affected by the policy (for example men; women; parents; carers; the black and minority ethnic community (including asylum seekers, refugees, economic migrants); disabled people; the Welsh speaking community; the lesbian, gay and bisexual community; transgender people; different faith groups; etc.)

Please detail engagement activities that have taken place – internally and externally:

17. Will this policy have a significant effect on how services are delivered?

Yes

No

Please detail:

18. Will this policy have a significant effect on how other organisations operate?

Yes

No

Please detail:

19. Will the policy impact upon other policies or practices?

Yes

No

Please detail:

20. Have you identified any evidence that the policy could directly or indirectly discriminate against or have an adverse impact on people in any of the protected groups? If 'Yes', what do you intend to do to mitigate against this? If you do not intend to mitigate against any identified adverse impact please provide justification.

Yes

No

Please detail:

21. What can be done further to promote equality of opportunity by altering the policy? Please detail, including opportunities to promote good relations and community cohesion:

22. It is a requirement of the specific duties in Wales to undertake future monitoring of the equality impact of a policy. Please provide details of the monitoring that you will conduct? (for example the number of disabled people using your service as a proportion of the general population)

Please detail:

23. How often will you analyse and report upon this monitoring information, and where will it be reported?

Please detail:

24. How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, producing information in accessible formats, etc.)?

Please detail:

25. Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

Please detail those actions and where they will be placed:

26. An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome(s) of the impact assessment below.

Please tick as appropriate:

No major change – the impact assessment demonstrated that the policy was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Adjust the policy – the impact assessment identified potential problems or missed opportunities. The policy was adjusted to remove barriers or better promote equality.

Continue the policy – the impact assessment identified the potential for adverse impact or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant policies.)

Stop and remove the policy – the impact assessment identified actual or potential unlawful discrimination. The policy was stopped and removed, or changed.

27. Authorisation of full assessment

This equality impact assessment must be approved by the relevant Director, Head of Service or Operational Manager.

Approved by (name)	
Job Title	
Date	

Signature _____

On completion of this form you must send an authorised electronic copy to the Equalities Section: tsgreaves@valeofglamorgan.gov.uk.