

Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

How should you assess impact?

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.

The form should be completed electronically and returned to the Equalities Section :

LJBrown@valeofglamorgan.gov.uk

If you have any queries, telephone: 01446 709362

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| Policy/practice title: Equality & Diversity Scheme |
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| Who is responsible for developing and implementing the policy/practice? | |
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| Name: Nicola Hinton/Linda Brown | Job Title: Corporate Equality Officer |
| Directorate: Chief Executive's Department | Division: Equalities |
| Assessment Date: 24 January 2011 | |

1. Objectives

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| What are the objectives of the policy/practice being developed or reviewed? |
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The scheme has been developed to help meet the Council's statutory obligations under the Equality Act 2010 and the associated public sector duties. It covers all equality strands – gender, race, disability, age, sexual orientation, gender reassignment, religion or belief. It replaces the existing race, gender and disability equality schemes and will sit alongside our Welsh Language Scheme. We aim to treat all employees and residents fairly and according to their needs. The action plan of the scheme is key to achieving this and will be monitored throughout the life of the scheme and reported annually.

2. Background data:

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| Who is intended to benefit from this policy/practice? | Please ✓ |
|--|-----------------|

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|---|---|
| All residents of the Vale of Glamorgan | ✓ |
| Internal departments (please state): All | ✓ |
| Customers/residents in a specific geographical location | |
| Specific customers (age, gender, etc.) Please identify: Groups protected under the Equality Act 2010. | ✓ |
| Other Please specify: Improvements made for protected groups are often beneficial to the wider population. | |

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| What research or baseline information do you have about how your service is used by various groups of people? |
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We have carried out consultation in relation to our gender, race and disability equality schemes and have used this to inform this new scheme. We have made reference to data that we have on staff internally and used 2001 census information and mid term estimates to help us understand the local population. We have also made reference to research by representative groups.

3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

| Please ✓ | Yes | No |
|-----------------|------------|-----------|
| Women | | ✓ |
| Men | | ✓ |

Will the policy/practice have a **positive impact** directly or indirectly on different genders?

| Please ✓ | Yes | No |
|-----------------|------------|-----------|
| Women | ✓ | |

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|-----|---|--|
| Men | ✓ | |
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| Please give details of the negative impact? |
| None identified. |
| Please give details of the positive impact? |
| The purpose of the scheme is to promote equality and eliminate discrimination in the Vale of Glamorgan so its aim is to have a positive impact. Priorities have been identified and an action plan developed, including actions specifically designed to promote gender equality. |
| What action(s) can you take to mitigate the negative impact? |
| Not applicable. |
| What action(s) can you take to have a more positive impact? |
| Actions included in action plan. |
| What supporting evidence do you have? |
| Recommendations from the review of the gender equality scheme have informed the priorities of the scheme and associated actions. The recommendations were based on Council data and information, internal and external consultation, as well as the expertise of a representative organisation. |

4. Race

People from different black and minority ethnic communities may use Council services differently (for example, women from some minority communities may use the Council's swimming pool more often if same sex swimming arrangements are in place).

Will the policy/practice have a **negative impact** on the following groups?

| Please ✓ | Yes | No |
|--------------------------------------|-----|----|
| Black and minority ethnic population | | ✓ |
| Economic migrants | | ✓ |
| Asylum seekers and refugees | | ✓ |

Will the policy/practice have a **positive impact** on the following groups?

| Please ✓ | Yes | No |
|--------------------------------------|-----|----|
| Black and minority ethnic population | ✓ | |
| Economic migrants | ✓ | |
| Asylum seekers and refugees | ✓ | |

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| Please give details of the negative impact? |
| None identified. |
| Please give details of the positive impact? |
| The purpose of the scheme is to promote equality and eliminate discrimination in the Vale of Glamorgan so its aim is to have a positive impact. Priorities have been identified and an action plan developed, including actions specifically designed to promote race equality. |
| What action(s) can you take to mitigate the negative impact? |
| Not applicable. |
| What action(s) can you take to have a more positive impact? |

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| Actions included in action plan. |
| What supporting evidence do you have? |
| As part of the Race Equality Scheme, we have undertaken a number of consultation exercises to inform us about the needs of different racial groups and this has informed the scheme and associated action plan. |

5. Disability

Will the policy/practice have a **negative impact** on people with disabilities?

| Disability: please ✓ | Yes | No |
|-----------------------------|------------|-----------|
| Visually impaired | | ✓ |
| Hearing impairment | | ✓ |
| Physically disabled | | ✓ |
| Learning disability | | ✓ |
| Mental health problem | | ✓ |
| Other: | | |

Will the policy/practice have a **positive impact** on people with disabilities e.g. will services be more accessible?

| Disability: please ✓ | Yes | No |
|-----------------------------|------------|-----------|
| Visually impaired | ✓ | |
| Hearing impairment | ✓ | |
| Physically disabled | ✓ | |
| Learning disability | ✓ | |
| Mental health problem | ✓ | |
| Other: | | |

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|---|
| Please give details of the negative impact? |
| None identified. |
| Please give details of the positive impact? |
| The purpose of the scheme is to promote equality and eliminate discrimination in the Vale of Glamorgan so its aim is to have a positive impact. Priorities have been identified and an action plan developed, including actions specifically designed to promote disability equality. |
| What action(s) can you take to mitigate the negative impact? |
| Not applicable. |
| What action(s) can you take to have a more positive impact? |
| Actions included in action plan. |
| What supporting evidence do you have? |
| As part of the review of the Disability Equality Scheme, we have undertaken a consultation facilitated by a representative group to inform us about the needs of disabled people and this has informed the scheme and associated action plan. |

6. Welsh language

Will the policy/practice have a **negative impact** on the Welsh language?

| Please ✓ | Yes | No |
|----------|-----|----|
| | | ✓ |

Will the policy/practice provide a **positive impact** on the Welsh language in accordance with the Council's Welsh Language Scheme? For example, translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms.

| Please ✓ | Yes | No |
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| Please give details of the negative impact? |
| Neutral impact. |
| Please give details of the positive impact? |
| Neutral impact. |
| What action(s) can you take to mitigate the negative impact? |
| No negative impact anticipated. |
| What action(s) can you take to have a more positive impact? |
| Action will be taken under our Welsh Language Scheme. |
| What supporting evidence do you have? |
| Not applicable. |

7. Age

Will the policy/practice have a **negative impact** for younger/older people?

| Please ✓ | Yes | No |
|----------------|-----|----|
| Under 25 years | | ✓ |
| Over 50 years | | ✓ |

Will the policy/practice provide a **positive impact** for younger/older people?

| Please ✓ | Yes | No |
|----------------|-----|----|
| Under 25 years | ✓ | |
| Over 50 years | ✓ | |

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| Please give details of the negative impact? |
| None identified. |
| Please give details of the positive impact? |
| The purpose of the scheme is to promote equality and eliminate discrimination in the Vale of Glamorgan so its aim is to have a positive impact. Priorities have been identified and an action plan developed, including actions specifically designed to promote age equality. |
| What action(s) can you take to mitigate the negative impact? |
| Not applicable. |
| What action(s) can you take to have a more positive impact? |
| Actions included in action plan. |
| What supporting evidence do you have? |

We have used the strategic objectives of the Welsh Assembly document “Strategy for Older People in Wales 2008 – 2013” and consulted with the Vale of Glamorgan Council’s Older People’s Strategy Forum. We have made reference to the seven core aims of the Welsh Assembly’s commitment to children and young people based on the United Nations Convention to the rights of the Child. We have consulted with the Council’s youth workers and Equalities Consultative Forum.

8. Religion and belief

Will the policy/practice provide a **negative impact** for people with different religions or beliefs?

| Religion/belief: please ✓ | Yes | No |
|---------------------------|-----|----|
| | | ✓ |

Will the policy provide a **positive impact** for people with different religions or beliefs?

| Religion/belief: please ✓ | Yes | No |
|---------------------------|-----|----|
| | ✓ | |

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| Please give details of the negative impact? |
| None identified. |
| Please give details of the positive impact? |
| The purpose of the scheme is to promote equality and eliminate discrimination in the Vale of Glamorgan so its aim is to have a positive impact. Priorities have been identified and an action plan developed, including actions specifically designed to promote equality for people with a range of religions and beliefs. |
| What action(s) can you take to mitigate the negative impact? |
| Not applicable. |
| What action(s) can you take to have a more positive impact? |
| Actions included in the action plan. |
| What supporting evidence do you have? |
| We recognise we need to develop a stronger understanding of needs in this area. Our action plan commits us to undertaking consultation to establish priorities relating to religion and belief for residents in the Vale of Glamorgan. |

9. Sexual orientation

Will the policy provide a **negative impact** for gay men/lesbians/bisexuals?

| Sexual orientation: please ✓ | Yes | No |
|------------------------------|-----|----|
| Gay men/lesbians/bisexuals | | ✓ |

Will the policy provide a **positive impact** for gay men/lesbians/bisexuals?

| Sexual orientation: please ✓ | Yes | No |
|------------------------------|-----|----|
| Gay men/lesbians/bisexuals | ✓ | |

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| Please give details of the negative impact? |
| None identified. |
| Please give details of the positive impact? |

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| The purpose of the scheme is to promote equality and eliminate discrimination in the Vale of Glamorgan so its aim is to have a positive impact. Priorities have been identified and an action plan developed, including actions specifically designed to promote equality for gay men, lesbians and bisexual people. |
| What action(s) can you take to mitigate the negative impact? |
| Not applicable. |
| What action(s) can you take to have a more positive impact? |
| Actions included in action plan. |
| What supporting evidence do you have? |
| We have made reference to national research produced by Stonewall and have consulted with our Equalities Consultative Forum. |

10. Gender Reassignment

Will the policy provide a **negative impact** for transgender people?

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|------------------------------|------------|-----------|
| Transgender: please ✓ | Yes | No |
| Transgender men and women | | ✓ |

Will the policy provide a **positive impact** for transgender people?

| | | |
|------------------------------|------------|-----------|
| Transgender: please ✓ | Yes | No |
| Transgender men and women | ✓ | |

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| Please give details of the negative impact? |
| None identified. |
| Please give details of the positive impact? |
| The purpose of the scheme is to promote equality and eliminate discrimination in the Vale of Glamorgan so its aim is to have a positive impact. Priorities have been identified and an action plan developed, including actions specifically designed to promote equality for gay men, lesbians and bisexual people. |
| What action(s) can you take to mitigate the negative impact? |
| Not applicable. |
| What action(s) can you take to have a more positive impact? |
| Actions included in the action plan. |
| What supporting evidence do you have? |
| We recognise that we need to research this area, including consultation with representative groups and stakeholders. This will help us develop evidence and identify what needs to be done to make improvements in this area. |

11. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers;
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants);
- people with disabilities / impairments (for example, sensory, physical, learning, medical);
- the Welsh speaking community;
- other ‘hard to reach’ or vulnerable groups (e.g. young/older people, low income families).

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| Consultation activities that have taken place (include the method of consultation, for example, focus group, survey, public meeting, citizens panel) |
| Focus groups, Equalities Consultative Forum, public meetings, youth workers, advice sought from representative organisations. |
| Who was consulted? |
| Race – groups of local Black, Asian and minority ethnic people were consulted on a range of issues facilitated by Race Equality First. Gender – internal and external stakeholders were consulted in focus groups facilitated by Chwarae Teg. Discussions with Atal y Fro on issues relating to domestic violence. Disability – focus groups of disabled residents were facilitated by Cardiff and the Vale Coalition of Disabled People and public meetings were held. Survey of staff with disabilities. Sexual orientation – discussions with Stonewall and LGBT Excellence Centre. Gender reassignment - discussions with LGBT Excellence Centre. Age – discussions held with Vale of Glamorgan Council’s Older People’s Strategy Forum and Vale of Glamorgan Council’s Youth Workers. Religion and belief – discussions with Cytun and Race Equality First has been asked to help with research through consultation. General - Equalities Consultative Forum. |
| How have the results of the consultation been implemented? |
| Feedback has been used to develop the scheme and action plan. We will further consult on the completed draft scheme and action plan before finalising it. |

12. Monitoring

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| How will you monitor the impact of this policy on service users? |
| We will regularly monitor the action plan and report annually on progress with the scheme. |
| What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)? |
| We will use the 2011 census (residents) and collect and report on information about staff. |

13. Publication of policy

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

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| We will publish the scheme and action plan on StaffNet and the Vale of Glamorgan’s Website. We will circulate it to stakeholders and those who have participated in consultation. |
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14. Further action

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.

15. Completed Impact Assessments:

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be published on the Council's website.

16. Authorisation

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

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| Approved by (name): Bev Noon | Date: 26 January 2011 |
| Designation: Operational Manager for Corporate Policy and Communication | |