

## Equality (Impact) Assessment Form



<b>Organisation or Department</b>	<b>Highways and Street Lighting DLO</b>
<b>Service Area / Section</b>	Operations / Environmental Services

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
<b>Part A</b>		<b>Lead officer(s)</b>	Martin Walls	HDLO Manager	Oct 07
		<b>Others on the review team</b>			
<b>Part B</b>		<b>Lead officer(s)</b>	Martin Walls	HDLO Manager	Jan 08
		<b>Others on the review team</b>			
<b>Part C</b>		<b>Lead officer(s)</b>	Martin Walls	HDLO Manager	Jan 08
		<b>Others on the review team</b>			
<b>Part D</b>		<b>Lead officer(s)</b>			
		<b>Others on the review team</b>			
<b>Part E</b>		<b>Lead officer(s)</b>			
		<b>Others on the review team</b>			

## Equality (Impact) Assessment Form



### Part A: Assessing Relevance and Prioritising Areas

List functions and policies	For which of the following parts of the general duty, in the areas of gender, disability and race does it apply? 1. Promoting equality of opportunity 2. Eliminating discrimination 3. Encouraging participation and positive attitudes and relations between groups			Are there other groups that need to be considered Age, class, faith, sexuality	Priority 1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race	Please state which groups below:	
To assist other services in the maintenance of the roads and footpaths across the entire borough	<b>2</b>	<b>1</b>	<b>1</b>	<b>N/A</b>	
To assist other services in the maintenance of the street furniture on the highway network	<b>2</b>	<b>1</b>	<b>1</b>	<b>N/A</b>	

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Go to part B

## Equality (Impact) Assessment Form



### Part B: Assessment of services and policies

#### How is your service organised?

	Answer and evidence to show this	Action Points
1. Purpose of the service	To assist other services in the maintenance of the street furniture and highway network which includes the placing of street furniture and maintenance of street lights and reconstruction of the network	
2. List policies included in this assessment	All Corporate policies are adhered to as well as statutory requirements which relate to the functions of the service	
3. Please list your stakeholders and customers	All highway users indirectly, the overall client directly.	
<p>4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible.</p> <p>You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.</p>	Our service only responds to requests by our dedicated client and therefore all issues relating to what levels of service are provided is determined by them. However during the works our service will always try to engage with users.	

### Part B: Assessment of services and policies

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### Working in partnership working, procurement and commissioning

5. Please list any aspects of your functions or policies that are delivered externally or with external partners	We do not have any true partners , however our service regularly liaises with contractors or agency's who support our key functions with regards to delivering the service in line with agreed policies and procedures	
6. Has the procurement equality procedure been followed in each case?	Not applicable	
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	Not applicable	
8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	Not applicable	
9. Has the procurement equality procedure been followed for items your service procures?	Not applicable	

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### Part B: Assessment of services and policies

#### Evidence to show whether the service is provided and accessed fairly

	Answer and evidence to show this	Action Points
<p>10. Please list all the information gathered that might help you decide whether or not the service is being applied fairly to all social identity groups</p> <p>If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance</p>	<p>Equal Opportunities and Customer Care training is also provided to all employees to ensure that good standards of customer care are provided to all service users</p> <p>All Corporate policies are followed when delivering services</p>	

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### Part B: Assessment of services and policies

#### Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

		Answer and evidence to show this	Action Points
11. Age	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly.	
	Contribute to inequality	The service is not affected and is accessed fairly.	
	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
12. Class	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly.	
	Contribute to inequality	The service does not contribute to inequality.	

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	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
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### Part B: Assessment of services and policies

#### Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
13.	Disability	Affect some groups differently	The service is not affected and is accessed fairly.
		Promote equality and address unmet need	The service is not affected and is accessed fairly.
		Contribute to inequality	The service does not contribute to inequality.
		Encourage participation positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers
14.	Ethnicity	Affect some groups differently	The service is not affected and is accessed fairly.
		Promote equality and address unmet need	The service is not affected and is accessed fairly..
		Contribute to inequality	The service does not contribute to inequality.
		Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers

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### Part B: Assessment of services and policies

#### Is your service provided and accessed fairly? Continued...

15. Gender	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
16. Religion	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	

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17. Sexuality	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
18. Other Groups e.g. carers, homeless	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	

Go to part C

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### Part C: Consultation

Please see the Plain English Guidance and Consultation Toolkit for advice. Please try to organise your consultation in partnership with other departments/sections and remember to feedback afterwards.

	<b>Answer and evidence to show this</b>	<b>Action Points</b>
1. Who will you consult with?	All consultation will be managed by both our internal Clients and they will determine the scope of the consultation	
2. What consultation method/s will you use?	Please refer to Point 1	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Please refer to Point 1	
4. Are there effective mechanisms to record and analyse the consultation responses?	Please refer to Point 1	
5. Date (and place if applicable) of consultation	Please refer to Point 1	
6. Can you prove who you consulted with?	Please refer to Point 1	
7. Summary of consultation findings	Please refer to Point 1	
8. Where can full details of the consultation findings be found?	Please refer to Point 1	

Go to part D

## Equality (Impact) Assessment Form



### Part D: Action Plan

Organisation/ Department	Environmental Services Department
Service Area	Highways and Street lighting DLO
Responsible Officer	Martin Walls

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
To continue with our close working relationship with our Clients and customers to ensure issues relating to E+D Are addressed and considered during both the planning and implementation phase.						

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## Equality (Impact) Assessment Form



### Part D: Action Plan Continued...

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target

Completed by		Date	
Has the action plan been ratified? E.g. Cabinet, DMT		Date	
Have the actions been mainstreamed into the service plan?		Date	
Who will the results of the Equality (Impact) Assessment be shared with?		Date	
How will the Equality (Impact) Assessment be published?		Date	
How and when will the action plan be monitored?			
Date of the next assessment			

Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

## Equality (Impact) Assessment Form



### Part E: How do changes or new policies affect different groups?

	Answer and evidence to show this	Action Points
1. Function/policy	Please refer to Part C. Section 1	
2. Have you reviewed Parts A & B	Please refer to Part C. Section 1	
3. Outline any proposed changes to the policy or service	Please refer to Part C. Section 1	
4. How will service users be affected by these changes	Please refer to Part C. Section 1	
5. Who is better off because of these changes	Please refer to Part C. Section 1	

### Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
6. Who is worse off because of these changes?	Please refer to Part C. Section 1	

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7.	Who else do the changes affect?	Please refer to Part C. Section 1	
8.	Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.	Please refer to Part C. Section 1	
9.	Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.	Please refer to Part C. Section 1	
10.	What is the potential effect on community cohesion?	Please refer to Part C. Section 1	

Go to part C, then update part D.