

## Equality (Impact) Assessment Form



<b>Organisation or Department</b>	<b>Environmental Services Department</b>
<b>Service Area / Section</b>	<b>Economic Regeneration, Regeneration and Protection Division</b>

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
<b>Part A</b>	<b>08/10/07</b>	<b>Lead officer(s)</b>	Ken Wardale	Head of Regeneration and Protection	12/10/07
		<b>Others on the review team</b>	Alan Blundell	AD – Regulatory Services	
	Susan Gambles	AD – Economic Regeneration			
	Keith Molloy	Economic Regeneration Manger			
	Patricia Evans	Policy and Programmes Manager			
	Maurice Dearden	Principal Licensing Officer			
	Julie Middlehurst	Acting Chief Trading Standards Officer			
	Ron Sherwood	Acting Food Health and Safety Service Manager			
	Dave Young	Environmental Protection Service Manager			

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			Steve Sargent	Housing Strategy – Service Manager	
			Anees Mank	Private Sector Housing Service Manager	
<b>Part B</b>		<b>Lead officer(s)</b>	Susan Gambles	Assistant Director – Economic Regeneration	April 2008
		<b>Others on the review team</b>	Keith Molloy		
<b>Part C</b>		<b>Lead officer(s)</b>	Susan Gambles	Assistant Director – Economic Regeneration	April 2008
		<b>Others on the review team</b>	Keith Molloy		
<b>Part D</b>		<b>Lead officer(s)</b>	Susan Gambles	Assistant Director – Economic Regeneration	April 2008
		<b>Others on the review team</b>	Keith Molloy		
<b>Part E</b>		<b>Lead officer(s)</b>	Susan Gambles	Assistant Director – Economic Regeneration	April 2008
		<b>Others on the review team</b>	Keith Molloy		

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### 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?			Are there other groups that need to be considered	Priority
	1. Promoting equality of opportunity			Age, class, faith, sexuality	1, 2 and 3 = high
	2. Eliminating discrimination				Any 2 = medium
	3. Encouraging participation and positive attitudes and relations between groups				Any 1 = low
	Disability	Gender	Race	Please state which groups below:	
<b>Economic Regeneration Office</b>					
<i>As represented by the key drivers for the Economic Regeneration Office and contained within the Wigan Borough Economic Regeneration Strategy as follows:</i>					
Building competitive business	1,2	1,2	1,2	Age	Medium
Attracting and retaining investment, visitors and talent	1,2	1,2	1,2		Medium
Creating world class skills	1,2	1,2	1,2		Medium
Achieving economic inclusion	1,2	1,2	1,2	Class	Medium
Ensuring the best transition to working life for all our young people	1,2	1,2	1,2	Class	Medium
Securing a modern, integrated and efficient transport infrastructure	2	2		Age	Medium

Go to part B

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### 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		
2. List policies included in this assessment	Wigan Economic Regeneration Strategy	Ongoing Review of Strategy and Manifesto for Change (Action plan)
3. Please list your stakeholders and customers	Wigan Residents Existing Wigan Business Operators Potential Wigan Business Operators Developers and investors external to the Borough but involved or potentially involved in investing in the Borough	
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.  You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain	ERO communicates with a very wide range of stakeholders across a broad range of activity. All communication is produced within the corporate framework but there is a wide variety of content based on target audiences. Majority of communications formatted in one or more of the following media: Wigan Council Web site Move2Wigan Web site Email contact Newsletters (periodic and ad hoc publications) Property Finder Service (internet based service) Radio and multi media (Egi's/DVD)	Continuous review of web content/ongoing application of corporate standards/possible introduction of 'check list for authors (useful as DIA monitoring tool)

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English, Corporate standards and the Council's Translation and interpretation policy.	Exhibition materials Toolkits	
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### Part B: Assessment of services and policies

#### 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	ERO act as delivery and commissioning agent across the full range of services provided. The office also works in partnership in delivering the Economic Regeneration Strategy which is owned by the Local Strategic Partnership its associated partner organisations and the community as a whole.	Review of Economic Regeneration Strategy Systems review of all procurement activity in context of Procurement Equality Procedure (possible development and application of check list approach and QA test)
6. Has the procurement equality procedure been followed in each case?	All procurement and commissioning complies with relevant corporate procurement policy. Development of existing Economic Regeneration Strategy may not comply in process terms to the current Procurement Equality Procedure	Ongoing Strategy review will ensure compliance to current standard
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	ERO commission aspects of the Inward Investment function through MIDAS (the greater Manchester Inward Investment Agency). This service is subject to the provisions of an annual service level agreement or contract which includes relevant equality standards.	
8. Are you aware of the other		

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organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	Whilst relevant equality standards are in place no comparison has been carried out in respect of differentiating the policies of the service provider and Wigan's own policies.	An opportunity will exist through the annual process of agreeing service delivery content to address any potential areas of concern.
9. Has the procurement equality procedure been followed for items your service procures?	ERO complies with all relevant corporate procurement procedures.	

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### Part B: Assessment of services and policies

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

	<b>Answer and evidence to show this</b>	<b>Action Points</b>
<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>The majority of activity supported through ERO is geographically targeted to areas of greatest need. On this basis activity focused through associated agendas (eg worklessness) has the effect of concentrating activity in these areas within social identity model groups such as class, disability, gender and other groups. The purpose of interventions being to specifically target improvements within certain areas for certain groups. Actions are based on addressing known inequalities in these areas. The fair application of service provision in this way has to account for inherent inequalities known to exist in areas of multiple deprivation.</p>	<p>Evaluation monitoring and reporting of all area based initiatives.</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	correlation of worklessness and age may result in a concentration of service delivery within particular age cohorts.	Ongoing monitoring as part of programme(s) management
		Promote equality and address unmet need	None of services positively promote equality in respect of age.	
		Contribute to inequality	None of services are thought to contribute to inequality in respect of age.	
		Encourage participation, positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	
12.	C	Affect some groups differently	Worklessness agenda as a core area of activity positively discriminates in favour of certain 'class' groups concentrated in areas of deprivation	

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	Promote equality and address unmet need	All ERO services address the equality agenda in respect of class and promote equality by addressing the underlying drivers of class inequality in deprived areas predominantly through wealth and well being.	
	Contribute to inequality	None of services are thought to contribute to inequality in respect of class.	
	Encourage participation, positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	

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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	correlation of worklessness and disability may result in a concentration of service delivery within the disability cohorts.	
	Promote equality and address unmet need	All ERO services address the equality agenda in respect of disability through the worklessness agenda and promote equality by addressing the underlying drivers of inequality in deprived areas predominantly through wealth and well being.	
	Contribute to inequality	None of services are thought to contribute to inequality in respect of disability.	
	Encourage participation positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	
14. Ethnicity	Affect some groups differently	None of ERO services are thought to affect groups differently based on ethnicity	
	Promote equality and address unmet need	None of ERO services promote equality based on ethnicity	
	Contribute to inequality	None of services are thought to contribute to inequality in respect of age.	

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	Encourage participation, positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	
15. Gender	Affect some groups differently	Elements of ERO service provision focus on gender issues relative to under representation of women in the business community	
	Promote equality and address unmet need	Provision of support for business development amongst potential female business start up's on basis of addressing known disparity between gender groups.	
	Contribute to inequality	None of services are thought to contribute to inequality in respect of gender.	
	Encourage participation, positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	
16. Religion	Affect some groups differently	None of ERO services are thought to have a differential impact based of religion	
	Promote equality and address unmet need	None of ERO activities are thought to promote equality on the basis of religion	
	Contribute to inequality	None of services are thought to contribute to inequality in respect of religion.	

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	Encourage participation, positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	
17. Sexuality	Affect some groups differently	None of ERO services are thought to have a differential impact based of sexuality	
	Promote equality and address unmet need	None of ERO activities are thought to promote equality on the basis of sexuality	
	Contribute to inequality	None of services are thought to contribute to inequality in respect of religion.	
	Encourage participation positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	
18. Other Groups e.g.	Affect some groups differently	correlation of worklessness and groups such as carers may result in a concentration of service delivery within this cohorts.	
	Promote equality and address unmet need	All ERO services address the equality agenda in respect the worklessness agenda and promote equality by addressing the underlying drivers of inequality in deprived areas predominantly through wealth and well being.	

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	Contribute to inequality	None of services are thought to contribute to inequality in respect of other groups.	
	Encourage participation positive attitudes and relations between groups	ERO Services encourage participation, positive attitudes and relations between groups , ERO's community engagement team assist in the identification of inequality at a neighbourhood level work with local groups and organisations alongside main stream service provision to complement, enhance and add value in project and service delivery.	

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?	a) Property Finder Service - Developers, Agents and end users as part of the ongoing ISO 'surveillance' and accreditation process for the Property Finder service. b) Wigan Economic Strategy – (existing Strategy in place with review about to commence) All LSP partners and appropriate outside agencies (local, regional and national), local business community, Wigan and Leigh College c) Individual Project Consultation (eg Westwood/Wilding Street Development Proposals) – local residents, developers, other stakeholders	a) Continue to use ISO system to record feedback and actions arising  c) All future relevant consultation documentation to be stored in appropriate evidence files.
2. What consultation method/s will you use?	a) Questionnaire (paper) annually b) Workshops, questionnaires, forums (online and face to face) c) Exhibitions, newsletters/flyers, letters	a) Future use of electronic methods b) Consultation to be embedded in review of Economic Strategy
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	a) All service users would be targeted randomly b) residents particularly difficult to reach groups c) difficult to reach groups in the community	b/c) Effective use of LSP structure and associated forums (use all/any existing engagement through townships/town centre forums and other existing neighbourhood and community forums)

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<p>4. Are there effective mechanisms to record and analyse the consultation responses?</p>	<p>a) Responses are monitored and reported through the ISO accreditation and monitoring and review process                  b) formal record retained and reported to WEP/LSP/WMBC on all consultation feedback                  c) all responses formally recorded, retained as evidence and reported as appropriate in the development process (eg as part of planning application process)</p>	<p>b) present consultation as part of proposal for revising strategy to/through LSP</p>
<p>5. Date (and place if applicable) of consultation</p>	<p>a) Questionnaire surveys carried out annually                  b) tbc                  b) as necessary relative to individual projects programmes</p>	<p>b) to be agreed through LSP structure                  c) more effective use of project management structures to map out and plan for future consultation requirements</p>
<p>6. Can you prove who you consulted with?</p>	<p>a) Recorded as part of ISO systems                  b) all participants in process recorded and reported to WEP/LSP/WMBC                  c) recorded and reported as part ongoing development process</p>	<p>b/c) set up maintain and monitor evidence files within ERO internal systems</p>
<p>7. Summary of consultation findings</p>	<p>a) Overall performance good with any issues identified and dealt with through ISO review                  b) previously incorporated in Strategy and future and ongoing review to include all findings/feedback and input from participants                  b) Findings relative to individual projects reported back as discrete input to each development</p>	<p>b) used to inform final Strategy document                  c) used to fix final form of any relevant submissions eg planning/funding applications</p>
<p>8. Where can full details of the consultation findings be found?</p>	<p>a) Hard copy of all questionnaire returns and analysis retained as ISO evidence (hard copy ERO Gateway House, Standishgate, Wigan)                  b) Economic Regeneration Offices, Standishgate, Wigan                  c) Economic Regeneration Offices, Standishgate, Wigan</p>	<p>b/c) set up evidence files within ERO systems</p>

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	also where relevant reported as part of planning application process as pre application consultation response	
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Go to part D

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### Part D: Action Plan

Organisation/ Department	Environmental Services
Service Area	Regeneration and Protection
Responsible Officer	Keith Molloy

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
1 a)Continue to use ISO system to record feedback and actions arising	high	KMu	Ongoing	existing	Number of feedback forms returned	30%
c)All future relevant consultation documentation to be stored in appropriate evidence files.	high	KM/all staff	May 2008	existing		

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<p>2</p> <p>a)Future use of electronic methods</p> <p>b)Consultation to be embedded in review of Economic Strategy</p>	<p>medium</p> <p>medium</p>	<p>KMu</p> <p>PE</p>	<p>2009</p> <p>tba</p>	<p>existing</p> <p>no current resource allocation</p>	<p>Forms returned</p> <p>n/a</p>	<p>40%</p> <p>n/a</p>
<p>3</p> <p>b/c) Effective use of LSP structure and associated forums (use all/any existing engagement through townships/town centre forums and other existing neighbourhood and community forums)</p>	<p>medium</p>	<p>PE/all project staff</p>	<p>tba</p>	<p>no current resource allocation</p>	<p>n/a</p>	<p>n/a</p>
<p>4</p> <p>b) present consultation as part of proposal for revising strategy to/through LSP</p>	<p>medium</p>	<p>PE</p>	<p>tba</p>	<p>no current resource allocation</p>	<p>n/a</p>	<p>n/a</p>

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<p>5</p> <p>b) to be agreed through LSP structure</p> <p>c) more effective use of project management structures to map out and plan for future consultation requirements</p>	<p>medium</p> <p>medium</p>	<p>PE</p> <p>KM/SG</p>	<p>tba</p> <p>Dec 2008</p>	<p>no current resource allocation existing</p>	<p>n/a</p> <p>n/a</p>	<p>n/a</p> <p>n/a</p>
<p>6</p> <p>b/c) set up maintain and monitor evidence files within ERO internal systems</p>	<p>high</p>	<p>KM/all</p>	<p>May 2008</p>	<p>existing</p>	<p>n/a</p>	<p>n/a</p>
<p>7</p> <p>b) used to inform final Strategy document</p> <p>c) used to fix final form of any relevant submissions eg planning/funding applications</p>	<p>medium</p> <p>medium</p>	<p>PE</p> <p>All project officers</p>	<p>tba</p> <p>ongoing</p>	<p>no current resource allocation existing</p>	<p>n/a</p> <p>n/a</p>	<p>n/a</p> <p>n/a</p>

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

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
8 b/c) set up/monitor evidence files within ERO systems	high	KM/all	May 2008 ongoing	existing	n/a	n/a

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

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

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

	Answer and evidence to show this	Action Points
1. Function/policy		
2. Have you reviewed Parts A & B		

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3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		
5. Who is better off because of these changes		

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

	Answer and evidence to show this	Action Points
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6.	Who is worse off because of these changes?		
7.	Who else do the changes affect?		
8.	Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.		
9.	Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.		
10.	What is the potential effect on community cohesion?		

Go to part C, then update part D.