

**Waveney and Suffolk Coastal District Council's**

# **Equality Scheme**

**2012-2014**

**“SERVICES FOR ALL”**



**March 2012**

**Available in alternative formats**

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## 1. Purpose of this scheme

Waveney and Suffolk Coastal District Councils work in partnership and have shared a Chief Executive since 2008. The Councils now have a joint management team, with its heads of service working from both the Woodbridge and Lowestoft headquarters of both councils. Both Councils have increasingly moved towards sharing services and expertise, to help both drive up the quality of services and knowledge, and also gain the consequent financial efficiencies.

The Councils have had separate equality policies in place and have decided, through the 'Services for All' group of members and officers to bring these together into a single policy document. The former policies have been revised and updated to reflect best practice and to meet the requirements of new legislation.

The purpose of this Scheme is to clearly define how we will continue to meet our obligations under equalities legislation. Under the Equality Act 2010 we have a general equality duty which means that we must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic<sup>1</sup> and those who do not; and
- foster good relations between people who share protected characteristics and those who do not.

More information about our statutory duties is set out in section six of this Scheme.

This Scheme is a guide to our work to promote equal opportunities, oppose discrimination and recognise the benefits of a diverse community. This Scheme provides a clear message to staff and councillors that we are serious about customer service; it demonstrates we understand our customers and can adapt services to their needs.

The Scheme outlines:

- guidance to staff and councillors about the promotion of equal opportunities and opposing discrimination, both as an employer and a service provider;
- our commitment to promoting equal opportunities and challenging discrimination in our employment and service delivery functions;
- our equality impact analysis process; and
- our statutory duties.

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<sup>1</sup> See appendix 1 for definition of protected characteristics

## 2. Our equality commitments

We recognise that people may experience different forms of disadvantage depending on their age, ethnicity, race, gender (including if they have had gender reassignment), religion and belief, sexual orientation, marital or civil partnership status and whether or not they have a disability.

As a service provider and employer we are committed to promoting equal opportunities and eliminating all forms of discrimination, harassment and victimisation.

We examine our policies and practices to guard against institutional discrimination. We are also committed to providing services fairly to all sections of the community and valuing cultural diversity.

We aim to provide:

- services that are accessible;
- equal and appropriate opportunities in employment and recruitment; and
- effective partnership working with all sectors of the community.
- We will take positive action to promote equality wherever possible

We are committed to promoting equality by:

1. aiming to ensure that our services are accessible and relevant to the needs of our community;
2. having appropriate recruitment, employment and promotion practices and procedures;
3. the letting of contracts to suitable/appropriate suppliers of services;
4. making funding decisions based on the requirement of the Suffolk Compact<sup>2</sup> and Best Value Statutory Guidance<sup>3</sup>.
5. consulting with communities and groups affected when developing policies;
6. providing training opportunities for staff and councillors;
7. providing publicity for the access to services in relevant languages and formats where necessary; and
8. ensuring equal access to our complaints and other procedures.

To ensure that this commitment is on-going, this scheme will be reviewed at least once every three years.

To ensure equality in service provision, we are committed to the following.

- Access to council buildings – we will work to ensure that buildings from which a public service is delivered will be as accessible as is reasonably practicable to people with disabilities.
- Charges for services – when charges are made for services we will recognise this may have an impact on people with low incomes and work to minimise impacts where possible.

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<sup>2</sup> Suffolk Compact: [www.savo.uk/content/view/40/110/](http://www.savo.uk/content/view/40/110/)

<sup>3</sup> Best value Statutory Guidance: [www.communities.gov.uk](http://www.communities.gov.uk)

- Community consultation – we will, where appropriate, consult with organisations and individuals who are able to represent their community in order to help us develop policies and services.
- Information about services – we will provide, on request, information on our services, policies and practices in a reasonable variety of formats to avoid exclusion or discrimination against any group or individual.
- Inspection and regulation – we will undertake inspection and regulation duties in such a way that prevents prejudice, stereotyping and unequal treatment.
- Interacting with the public – we will ensure, through training and raising awareness, that all staff and councillors are familiar with the principles, practices and policies in regard to equal opportunities.
- Service delivery – we will seek to ensure equality of access and will strive to meet people’s specific needs.
- Take-up of services – we will, wherever practicable, monitor the use of our services to ensure that no individual or groups are excluded because of disability, economic status, gender, race, religion, sexual orientation or age and take positive action when positive.
- Transparency – we will be open about the information on which we base our decisions, about what we are seeking to achieve and about our results.
- We will ensure through training our frontline staff that they understand customer needs and know how to interact accordingly e.g. a customer with impaired hearing.

### **Going beyond the equality protected characteristics**

Whilst there is no legal requirement to do so, we will also consider the impact that our activities may have on groups in addition to the protected groups. These are:

- Low income
- Rural isolation
- English not a first language

### **3. Working with partners and procuring**

#### **Partnerships**

We work in partnership with other organisations to achieve best practice and ensure the best use of resources across Suffolk. Key partnerships include:

- Sentinel Leisure
- DC Leisure – SCDC
- Openwide Coastal
- Local Strategic Partnerships
- Town and Parish Councils
- Anglia Revenues Partnership
- Orwell Housing
- East Suffolk Shared Services
- Waveney Norse
- Suffolk Coastal Services
- Norfolk Property Services
- Homechoice Administration Services
- Suffolk County Council and
- Suffolk Crime and Disorder Reduction Partnership.

As a public authority involved in partnership work, we are still responsible for meeting the equality duty in relation to the partnership.

#### **Procurement**

Procurement is the process by which we enter into a contract to carry out works or provide goods and services – it's the way we buy things. Equality considerations form a very important part of the procurement process.

We will ensure that the purchase of goods, services and facilities is undertaken in line with our commitment to ensure equality of access and opportunity for all and complies with the requirements included in the Equality Act 2010.

We aim to ensure that our suppliers abide by the law and are working to best practice in this area. As part of our tender evaluation criteria, suppliers are required to provide evidence that they have appropriate equal opportunities policies in place and are committed to them.

## 4. Involvement and consultation

Consultation with the community, both groups and individuals, provides vital information to make sure that our services are delivering and meeting the community needs. We regularly involve and consult on a wide range of issues. This provides people with the opportunity to tell us what they think about us and how we should be delivering our services. We ensure that:

- consultation methods are accessible for under-represented groups (for example in a language and style that is understandable);
- consultation exercises are well managed, give people enough time to respond and have clear aims;
- service users are consulted and their views taken into account when developing policies;
- the same groups are not over burdened; and
- the results of consultation are published, fed back to those taking part in the consultation and taken into the decision making process in an open and responsible way.

Groups that are often under-represented in consultation, and therefore groups that we are particularly keen to engage and consult with, include:

- disabled people;
- Gypsies and Travellers;
- lesbian, gay, and bisexual people
- transgender people;
- older people;
- people from minority ethnic communities;
- people with caring responsibilities;
- refugees and asylum seekers;
- religious groups;
- women; and
- young people.

The Waveney Disability Forum was set up as a reference group to assist the Council to listen to, learn from and consult with disabled people. It has created an opportunity for disabled people, their carers and disability organisations in the Waveney district to come together to:

- consult directly with Waveney District Council on the services and facilities which affect disabled people
- provide a collective and stronger voice on all issues of disability to achieve positive outcomes for the community.

The creation of a similar group is currently being investigated at SCDC.

The Councils are involved with and support the Suffolk County Council's hate crime unit in initiatives such as the Stay Safe scheme. This scheme is a project run by Suffolk's Hate Crime Service, in partnership with Suffolk Acre, learning disability groups and Young Voices Youth Parliament.

Further information about our approach to involvement and consultation can be found in our Community Engagement Strategy:  
Link - Statement of Community Involvement:

ADD LINK COMMUNITY ENGAGEMENT STRATEGY

## **Young people**

We have a clear method for involving young people in the process of decision making and the services that we offer to them. We engage young people in work and activities that can provide them with the skills needed to be active members of the community for example in the creation of the Woodbridge, North Lowestoft and Felixstowe Skate Parks. Young people and other Skate Park users were consulted in the creation of the Lowestoft skate park and did inform the design, layout and equipment selection at the Parks. The users, including young people have also formed the EAST (Extreme Adrenalin Sports Together) Group who continue to hold annual competitions at the Lowestoft Park. The Big Lottery have also recognised the high standard of the community consultation and continued engagement. We continually involve young people in the development and procurement process of local play areas and a local high school has visited the Council chamber in Lowestoft to vote on preferred designs for a local play space.

Support given by Waveney District Council to the Waveney Youth Council, which currently has representation from all high schools in Waveney, Lowestoft Sixth form College and two special schools and are working to involve non-mainstream representation, empowers young people to have their say and suggest changes to our services. This includes feedback on our complaints procedure and budget consultation events to educate young people on the services we deliver and to give them the opportunity to suggest how future budgets could be allocated across the Council. We also encourage local partners to engage with the youth council to ensure young people have their say on all local services they might use. We support a number of youth related events throughout the year including Local Democracy week and National Youth Take Over Day.

We encourage Young People to get involved in their community by identifying local issues and needs, then supporting them to develop possible solutions to these via our Community Development work and more recently the Community Led Planning process and allocation of our Service Level Agreement Grants.

## **Benefits of involvement and consultation**

If community involvement is effective, more people will benefit from it and our overall service delivery will be improved.

Benefits for the community:

- a better understanding of local issues and the planning process;
- a positive experience of working with the council;
- improved community cohesion;
- improvement in the delivery of services in the public interest;
- increased participation in decision making;
- more attention to public priorities;
- raised awareness of the local issues and priorities;

- the creation of a sense of shared ownership;
- the opportunity to influence decision making; and
- the opportunity to work collaboratively with other individuals and organisations.

Benefits for the councils:

- more effective and efficient use of resources;
- a shared responsibility for decision making;
- improved quality of decisions and problem solving;
- raising the profile of the Council's work; and
- the opportunity to work together with the community and stakeholders.

## **5. Transparency**

The Government wants citizens to be able to judge, challenge, applaud and hold to account public bodies. The Equality Act 2010 is based around the following principles:

- transparency;
- enabling citizens to exercise greater choice;
- devolving power; and
- focusing on measurable results.

Transparency means public bodies such as us being open about the information on which we base our decisions, about what we are seeking to achieve and about our results and performance.

### **Publishing data**

Under the Equality Act we are required to publish information relating to both our workforce and the services we provide. This data must be published in a way that is open and freely available to a range of individuals and groups such as equalities campaigners. It is envisaged by the Government that this will ensure that:

- we are held to account for our actions by the local communities and interested parties; and
- we will be judged by citizens on the basis of clear information about the equality results we achieve.

### **Equality impact analysis**

When making our key decisions, writing policies and guidance we are required to have regard to the equality duty. We undertake Equality Impact Analysis (EqIAs) in order to help us consider the impact that our work has on different communities, promote access to services for all of our communities and take positive action where possible to promote access and community cohesion. We are also required to be transparent about the results of such assessments and the data that underpins them. We therefore publish summaries of our EqIAs on our website. See: <http://www. ....>

### **Equality objectives**

We are required to set equality objectives; these objectives will be published from April 2012.

## **6. Our statutory duties**

### **The Equality Act 2010**

The Act creates a general public sector equality duty as well as introducing specific duties. The specific duties (outlined below) are intended to ensure that we are accountable for delivering on the equality duty by requiring us to be transparent about our staff and the services we deliver.

#### **General equality duty**

As a public authority we must have due regard to:

1. eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
2. advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (further information about protected characteristics can be found in Appendix 1); and
3. fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.

#### **Having due regard for advancing equality involves:**

- removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and
- encouraging persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

We also need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status. This means that the first arm of the equality duty (see above) applies to this characteristic but that the other arms (advancing equality and fostering good relations) do not apply.

#### **Specific duties**

As well as the general duty, we also have a number of specific duties we have to comply with. The purpose of the specific duties is to help us to comply with the general duty. Whilst complying with the specific duties is a necessary part of complying with the general equality duty, it is not sufficient in itself. In terms of the specific duties we are required to:

1. prepare and publish equality objectives every four years (not later than April 2012);  
and
2. publish information annually to demonstrate compliance with the general equality duty by including information relating to our employees and others affected by our policies and practices, such as service users.

All information must be published in a way that is accessible to the public and is written in plain English.

## **7. Our responsibilities as a service provider**

### **Equality Impact Analysis**

For a number of years, we have carried out Equality Impact Assessments (EIA'S) on our strategies, policies and projects. This has involved the completion of an EIA form. The Equality Act 2010 has changed the emphasis of EIA's with much more importance attached to analysis and engagement undertaken with those likely to be affected by a policy. This change is intended to focus more attention on the quality of the analysis and how it is used in decision-making, and less on the production of the EIA form itself, which some may have taken to be an end in itself.

Under the new equality duty, we are not required to follow any specific methodology or template to undertake equality analysis, but we need to be able to show that we have had due regard to the effect of our policies and practices on equality – this will involve looking at evidence, engaging with people, staff, service users and others and considering the effect of what we do on the whole community.

As a result of this, we have revised our approach and amended our guidance and form. Completion of the new EqlA form supports the equality analysis but it is only a starting point and prompts us to consider equality issues. It is not a tick box exercise. See Appendix 2 for the revised Equality Impact Analysis Form. EqlA forms completed in respect of key policies and strategies will be published on our websites.

### **Equality monitoring arrangements**

We recognise that, in many cases, we have only limited information and evidence about the extent to which our services and functions take account of race, gender and disability etc. We recognise that we have further work to do in this area and it will take time to build up a body of evidence against which we can monitor progress. We recognise the need to gather information and evidence about the effects of our services on the protected characteristics, as well as the views of our users and non-users. We use some of the following methods to gather information:

- analysis of complaints;
- equality impact analysis;
- focus group for disabled employees;
- locality networks;
- customer and resident surveys;
- feedback at community events;
- service/policy specific monitoring and consultation; and
- staff and councillor surveys.

Our aim is to ensure that monitoring arrangements are proportionate to the size of the relevant service, the nature of the policies concerned and the potential impact on the public, especially with regard to the protected characteristics.

When monitoring, we take into account resource implications, the sensitivity of the information and the willingness of the public to supply it. We also consider how best to publish the results of monitoring. We recognise that implementing monitoring arrangements across the entire organisation is an area which requires further development for all protected characteristics, but especially those which were not part of previous legislation, such as religion/belief and sexual orientation.

## **8. Our responsibilities as an employer**

### **Equality of opportunity in employment**

We are committed to promoting equality and diversity in all aspects of employment and are committed to a policy of equal opportunity for all staff. Assessment for recruitment, selection, and appraisal, training and career progression purposes is based entirely on the individual's ability and suitability for the work. All applicants with a disability who meet the essential criteria for a vacancy are guaranteed an interview.

We are committed to providing all our staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible. We encourage a diverse workforce and aim to provide a working environment where staff are valued and respected, and where discrimination, bullying and harassment are not tolerated. This responsibility is shared by everyone and includes both councillors and staff.

We carry out regular staff surveys to keep up to date with staff opinions and this helps us to identify what we can do better. We also carry out an annual staff engagement survey and the results of this feed into our subsequent workforce and service plans and actions.

We are committed to monitoring employment and recruitment to ensure equal opportunity of employment. This includes monitoring the following activities:

- job applications;
- access to training and internal promotions;
- grievances/discipline matters;
- leavers from employment;
- staff affected by redundancy and early retirements;
- flexible working requests; and
- instances of bullying.

To help us to continually improve our approach to equality we are committed to regularly reviewing our recruitment and employment policies and practices.

### **Arrangements for gathering information: employment**

We undertake regular monitoring of our staff to update our human resources records. The information gathered is used for monitoring purposes. We continue to encourage staff to share with us any information regarding race, gender, sexual orientation, religious/faith and disability issues they may have, whilst ensuring that their privacy is respected. Any information about our staff helps us to understand the make-up of our workforce and how it reflects that of our community. It also helps us to identify if there are instances of occupational segregation (the division of labour where men, women and members of different ethnic or religious groupings are channelled into different types of occupational roles and tasks).

In terms of recruitment, we gather information about each applicant. This information is monitored to ensure that our advertising is reaching all sectors of the community. As a result of our achievement of the disability symbol, more detailed monitoring is

carried out before short listing to ensure that all disabled applicants who meet the essential criteria are guaranteed an interview.

Monitoring continues throughout the career of the applicant and provides a detailed, accurate database, capturing the following information:

- activities leading to promotion (for example mentoring);
- disciplinary and grievance (stating outcomes and sanctions);
- exit interviews;
- grade at entry;
- Appraisals; and
- training and development (offered and undertaken).

### **Disability (Double Tick)**

The Councils have been awarded the disability (double tick) symbol which is a recognised award given to organisations which can demonstrate their commitment to employing disabled people.

Each year we are required to provide written evidence on how we have continued to meet the commitment and requirements of this award.

### **Employment and equal pay**

Our Human Resources team already holds data relating to gender which is used for monitoring purposes in accordance with the Data Protection Act 1998. Annual monitoring takes place to make sure that our employment policies are not discriminatory on grounds of gender.

The Councils operate a job evaluation scheme where comparisons are made across the wide scope of jobs throughout the organisation to ensure equality of posts, grades, levels of responsibilities and duties.

Equality Impact Analysis are carried out on new Human Resources policies. We consult staff to assess what impact our Human Resources policies have on different groups, for example, single parents, maternity returners, and low paid part-time staff.

We have a flexible working policy which provides all staff with the opportunity to request flexible working. We monitor this policy to ensure that staff are taking up the opportunity of flexible working.

### **Staff and councillor development/organisational learning**

We are conscious that effective communication, staff development and organisation-wide learning play a key role in the implementation of this Equality Scheme. We are therefore committed to integrating an equality dimension in the design, development and implementation of learning and development activities.

In accordance with our legal responsibilities and our commitment to delivering high performing customer-focused service, all staff are made aware of the performance standards of work and behaviour expected. We ensure equality of access to learning and development (and thereby opportunities for career progression), and evaluate the extent to which the beneficiaries of training activities acquire the necessary skills and knowledge.

We incorporate an equality dimension in the development of service provision and team planning. This includes:

- an equality competency in the appraisal process for staff;
- equality requirements in the induction of new staff and councillors;
- employees who investigate and monitor complaints effectively provided with the necessary skills and knowledge;
- specific development activities provided to staff in management and specialist roles, for example, trainers, lawyers and staff involved in research and data collection, policy development, service design, monitoring and evaluation; and
- we have moved our recruitment process to competency based recruitment. All competencies for posts now mirror those corporate competencies included in the appraisal scheme, including a diversity competency.

Learning and development activities are delivered by both in-house staff and external consultants. Input is sometimes sought from representatives of consultative groups to inform the content and development of such activities. The quality of delivery, benchmarked against agreed learning objectives, are recorded by in-house evaluation returns.

Equality and diversity sessions are provided across both Councils for Councillors as part of the Joint Member Development Programme and where practicable, joint sessions are held with officers. The importance of Councillors having an understanding and awareness of equality and diversity issues is recognised both in terms of service provision and for undertaking their community leadership roles in promoting cohesive local communities.

## Appendix 1: Protected characteristics

The Equality Act covers the same groups that were protected by previous equality legislation – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity – but extends some protections to groups not previously covered, and also strengthens particular aspects of equality law. Protected characteristics are the grounds upon which discrimination is unlawful.

The following are the protected characteristics and their definitions according to the Act.

- **age**- refers to a person belonging to a particular age (e.g. 30 year olds) or range of ages (e.g. 18 - 30 year olds).
- **disability**- a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. For the purposes of the Act, these words have the following meanings: 'substantial' means more than minor or trivial, 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions), 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.
- **gender reassignment**- the process of transitioning from one gender to another.
- **marriage and civil partnership**- marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.
- **pregnancy and maternity**- pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
- **race**- refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
- **religion or belief**- religion has the meaning usually given to it but belief includes religious and philosophical beliefs. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
- **sex**- a man or a woman.
- **sexual orientation**- whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Further guidance on the protected characteristics and what the Equality Act duties mean can be found at the following website [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### Going beyond the equality protected characteristics

Whilst there is no legal requirement to do so, we also consider the impact that our activities may have on groups in addition to the protected groups and have added an additional Characteristic – Socially Excluded which may include the following:

- Low income
- Rural isolation
- English not a first language
- Social exclusion for any other reason

## Equality Impact Analysis Form (EqIA)

### Introduction:

Where appropriate, this form should be completed by the service team, lead officer or author in consultation with other officers, Members and service users. Additionally, consideration of the effect and impact of the Council's policies, projects, initiatives or actions on all of its communities, should ensure that the Council promotes equality and access to services (taking *positive action* where possible) and does not impose any negative impact on the Council's communities or visitors.

Furthermore, service users, representational groups and partners should be consulted to inform the Equality Impact Analysis process as necessary.

### Part 1

Service conducting EqIA	<i>(Name of Service carrying out the Equality Impact Analysis)</i>
Policy / Project / Initiative or Action	<i>(Title and brief description as necessary of the Policy / Project / Initiative or Action being drafted, amended designed, considered etc.)</i>
Date of Assessment	<i>(Date the analysis was carried out.)</i>

Part 2 of this form is to be used as a prompt for considering the wider and specific impacts on our communities of any policy, action or decision taken.

### Part 2

	<b>Groups</b>	<b>Likely Impact</b> (positive and/or adverse)
a	Age (Includes safeguarding issues)	<i>(Impact on young people or older people either preventing or restricting access to services. What positive action will be taken to promote their access and inclusion.)</i>
b	Belief/Religion/Faith	<i>(Impact on people with different beliefs or holding a different faith, either preventing or restricting access to services. What positive action will be taken to promote their access and inclusion.)</i>
c	Socio-economic Status	<i>(Impact on people who would otherwise be excluded in due to affordability and access issues.. What positive action will be taken to promote their access and inclusion e.g. concessions.)</i>
d	Disability (Physical, sensory, learning, mental and physical health)	<i>(Impact on people with a disability preventing or restricting access to services. What positive action will be taken to promote their access and inclusion.)</i>
e	Ethnicity/Race/Nationality (including Gypsy Travellers)	<i>(Impact on people from a black, minority and ethnic group preventing or</i>

		<i>restricting access to services e.g. through isolation, hard to reach issues and/or language barriers. What positive action will be taken to promote their access and inclusion.)</i>
f	Gender (including transgendered and transsexual individuals)	<i>(Impact on people with a different gender preventing or restricting access to services e.g. recruitment of either male or female applicants. What positive action will be taken to promote fair access and inclusion.)</i>
g	Sexual Orientation	<i>(As above including Lesbian, Gay, bisexual and Transgender preferences.)</i>
h	Any other groups/issues (unemployed, homeless, refugees or asylum seekers, migrant workers, rural issues)	<i>(Including or in addition to all the above groups.)</i>
i	Pregnancy & Maternity (or Paternity)	<i>(Impact on pregnant woman and their partners e.g. recruitment and entitlements within the workplace, or impact of policy or action on citizens who may be at risk of an unwanted pregnancy e.g. teenage pregnancy issues, preventing or restricting access to services due to their status. What positive action will be taken to promote fair access and inclusion.)</i>

### Part 3

a	Is the policy, project, initiative or action subject to equality monitoring?	Yes / No  <i>(e.g. community mapping or data collecting to inform the policy, project, initiative or action to be taken or reviewing effectiveness once implemented on particular community groups)</i>
b	If yes, how is the data collected/disseminated and where will it be discussed?	
c	Has the Lead Officer consulted with any groups or sought information from them? What are the sources of data to inform this Policy?	<i>(The Community Development Team and Local Strategic Partnerships are in regular contact with minority groups and their Community Leaders and can assist with engagement and consultation requirements as and when necessary.)</i>

**Part 4**

a	Languages	<i>(Does the information contained within this form need to be presented in a different language or type (e.g. 'easy read')? Does language present a barrier when considering this corresponding policy, project, initiative or action).</i>
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**Part 5**

<p>Any changes proposed (including any comments from document owner)</p> <p><i>(As a result of completing this EqIA has the Author, Service Team, Project Manager etc made any changes or adjustments to the Policy / Project / Initiative or Action and if so record here those changes.)</i></p>
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**Part 6**

Name	Signature	Date
<i>Author, Service Manager, Project Manager, Head of Service, Elected Member, Director as appropriate.)</i>		