

## Appendix C - Equality Impact Assessment Corporate Service Improvement Tool

Details of the assessment	
<b>Name of Function/Policy/ Service being assessed</b>	<b>Sevenoaks District Community Plan</b>
<b>Date of assessment</b>	<b>Completed: 22.2.13</b>
<b>Directorate &amp; Service</b>	<b>Community Development</b>
<b>Policy Owner:</b>	<b>Sevenoaks District Kent Locality Board</b>
<b>Name of Officer(s) carrying out assessment:</b>	<b>Alan Whiting</b>

Step 1	Initial Screening for:	
	<ul style="list-style-type: none"> <li>new policies/strategies</li> <li>revised policies/strategies</li> <li>policy decisions</li> <li>considering partnership working arrangements</li> <li>procurement/commissioning activities</li> </ul> (For assessments identified within the Equality Impact Assessment Timetable 2007-10 please go straight to Step 2).	
	Key Questions	Answers/Notes
1	What are you looking to achieve in this activity?	Delivery of the Sevenoaks District Community Plan
2	Who in the main will benefit?	All residents in Sevenoaks District
3	Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?	Yes <input type="checkbox"/> Please explain:
		No <input checked="" type="checkbox"/> Please explain:
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.
4	Does the activity make a positive contribution to equalities?	Yes <input checked="" type="checkbox"/> Please explain:
		No <input type="checkbox"/> Please explain:
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.

Where the screening has identified the need for a full impact assessment, this must:

- be commenced during the drafting stages of a new policy/strategy and fully completed following any consultation period before submitting for committee approval
- carried out before any policy decision is taken
- completed in the planning stages of any procurement exercise

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	Key Questions	Answers/Notes
<b>Step 2</b>	<b>Scoping the assessment</b>	
1.	What is the overall aim, or purpose of the function/ policy/service?	To improve the social, economic and environmental wellbeing of residents in the District
2.	What outcomes do you want to achieve with this function/ policy/service and for whom?	To make a Sevenoaks District: <ul style="list-style-type: none"> <li>• A safer place to live, work and travel</li> <li>• A place where children have the best start and where people can be supported to lead independent and fulfilling lives</li> <li>• A place where people can enjoy clean and high quality rural environments</li> <li>• A place where people can have healthy lifestyle, access to quality healthcare and health inequalities reduced</li> <li>• A place with a thriving local economy where businesses flourish and people have skills fro employment</li> <li>• A place where people can live, work and travel more easily and are empowered to shape their communities</li> </ul>
3.	Who is intended to benefit from the function/service/ policy?	All residents in the Sevenoaks District, people who travel to the District for work or tourism purposes
4.	Who defines or defined the function/service/policy?	The Sevenoaks District Kent Locality Board
5.	Who implements the function/service/policy?	The Sevenoaks District Kent Locality Board Officer Delivery Group
6.	How do the outcomes of the function/service/policy meet or hinder other policies, values or objectives of the public authority (if applicable)?	Please select which corporate priority these outcomes relate to: <ul style="list-style-type: none"> <li>• Safe Communities</li> <li>• Caring Communities</li> <li>• Green Environment</li> <li>• Healthy Environment</li> <li>• Dynamic Economy</li> <li>• Sustainable Economy</li> </ul> <p><i>(double click on the text highlighted in grey and remove unrelated priorities)</i></p>

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	Key Questions	Answers/Notes
7.	What factors could contribute or detract from the outcomes identified earlier?	The actions set out within Safe Communities help to deliver the outcomes identified
<b>Step 3 Consideration of data and information</b>		
8.	What do you already know about who uses this function/service/ policy?	<p>We have collected a significant of information during the 10 years of the current Community Plan vision and 3 year action plan. The partnership is an established partnership (previously the Local Strategic Partnership).</p> <p>The Partnership structure which sits underneath the Sevenoaks Locality Board means that the Community Plan outcomes are scrutinised by Members as well as partners on the Locality Board Officer Delivery Group</p> <p>We have collected a great deal of information about people who use current services as part of the Community Plan consultation and will continue to seek to views of people who use services.</p>
9.	Has any consultation with service users already taken place on the function/service/ policy and if so what were the key findings?	Yes - a full copy of the consultation findings are available on request and a summary is attached (Appendix C1)
10.	What, if any, additional information is needed to assess the impact of the function/service/policy?	<ul style="list-style-type: none"> <li>• None</li> </ul>
11.	How do you propose to gather the additional information?	Through regular 1./4ly monitoring from lead agencies identified in the action plan
<b>Step 4 Assessing the Impact</b>		

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Key Questions		Answers/Notes	
12.	Based on what information you already know, in relation to each of the following groups consider whether a) there is anything in the function/service/policy that could discriminate or put anyone at a disadvantage b) for an existing function/service/policy, how it is actually working in practice for each group		
a.	<b>Equality groups</b>	Age	No adverse impacts – the Community plan seeks to address issues relating to age
b.		Disability	No adverse impacts – the Community plan seeks to address issues relating to Disability. Specific actions for vulnerable groups including people with learning and physical disabilities are included
c.		Gender <i>(inc. Gender reassignment, marital or civil partnership status, pregnancy or maternity)</i>	No adverse impacts – the Community Plan seeks to address particular issues around health and the delivery of the Sevenoaks Health Inequalities Action Plan. In addition, the Community Safety Partnership addresses LGBT i.e. (Lesbian, Gay, Bisexual and Transgender) issues.
d.		Race	No adverse impacts – the Community Plan seeks to address issues relating to Race and has specific actions regarding the Gypsies, Travellers and Travelling Show People
e.		Religion/Belief	No adverse impacts – the Community Plan Officer Delivery Group includes Faith Sector representation
f.		Sexual Orientation	No adverse impacts – the plan seeks to reduce victimisation and the Community Safety Plan has specific actions to address LGBT issues.
g.		General <i>i.e. affecting all of the above /other e.g. socio-economic</i>	No adverse impacts – the Community plan seeks to address all inequalities, including health, socio-economic and deprivation/rural deprivation and child poverty
<b>Step 5 Reviewing and Scrutinising the Impact</b>			
13.	Have you identified any differential impact and does this adversely affect any groups in the community?	<ul style="list-style-type: none"> <li>Each section of the Community plan seeks to address particular issues raised by Members of the Community; representative groups etc. and seek to ensure equality to all groups. We are aware that particular groups in the community are perhaps more adversely affected by the issues which the plan seeks to address. For example people on low incomes. The plan seeks to reduce disadvantage and improve life chances to children, young people, vulnerable groups, groups from different ethnic backgrounds and people living within pockets of deprivation and people at risk of exclusion.</li> </ul>	

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	Key Questions	Answers/Notes
14.	Can we make any changes?	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
15.	If there is nothing you can do, can the reasons be fairly justified?	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
16.	Do any of the changes in relation to the adverse impact have a further adverse affect on any other group?	No

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Step 5 continued...		Actions to be inserted into Equality Action Plans		
Based on your answers in Step 5, please finalise your actions here. These actions will then be incorporated into our equality action plans.				
Equality Strand	Action	Outcome/monitoring information and targets	Date for Completion	Responsible Officer
If an adverse impact was found or unmet needs identified, which actions will you put in place to address this:				
	N/A			
If the impact is still unclear, list the actions you will put in place to gather the information you need:				
	N/A			
If you did not find any evidence of unmet needs or adverse impact, list the actions you will put in place to maintain good practice:				
	Ensure each partner organisation has signed up to commitments to deliver the Community Plan in line with equalities statement in the Community Plan	Partners signed up to equalities commitments in plan as well as actions and targets submitted to the Sevenoaks Locality Board	<i>April 2013</i>	Alan Whiting/Lesley Bowles
	Partners held to account regarding actions and commitments in the plan	Partners signed up to commitments in plan and scrutinised through the provision of 1/4ly monitoring information.	<i>April 2013 and monitoring quarterly</i>	Alan Whiting/Lesley Bowles

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	Undertake regular monitoring to pick up barriers to services or equalities related issues that require increased focus from the Locality Board Officer Delivery Group	Quarterly monitoring of the Community Plan undertaken	<i>Quarterly over 3 year period</i>	Alan Whiting/Lesley Bowles
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<b>Step 6 Decision making and future monitoring</b>		
	<b>Key questions</b>	<b>Answers / notes</b>
17.	Which decision making process do these changes need to go through i.e. do they need to be approved by a committee/Council?	N/A
18.	How will you continue to monitor the impact of the function/service/ policy on diverse groups?	Please see above. The Sevenoaks District Locality Board Officer Delivery Group will review quarterly monitoring reports of the Community Plan which will then be submitted to Sevenoaks District Council's Social Affairs Committee and the full Sevenoaks District Kent Locality Board
19.	When will you review this equality impact assessment?	The EIA for this one-off event will become standard template for this type of event.
<b>Final steps</b>		
<p><b>For an existing function/service/policy:</b> Send your assessment to the Equality Policy Officer who will include it in the Annual Equality Report which is made available for consultation.</p> <p><b>For a new function/service/ policy:</b> Summarise your findings in the committee report.</p>		