

Equality Impact Assessment Template – Stage Two

Please complete this template if completion of the Stage 1 template has identified that a full Equality Impact Assessment is required.

Before proceeding with the Stage 2 Equality Impact Assessment, you should discuss the scope of the analysis with service managers in your area. You will also need to refer to the equality impact assessment guidance.

Name of item being assessed:	Deletion of the Access Officer from the Councils staffing establishment.
Version and release date of item (if applicable):	
Owner of item being assessed:	
Name of assessor:	Paul Hendry
Date of assessment:	29/12/2015
Date Stage 1 EIA completed:	15/09/2015

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets	<input type="checkbox"/>	Performance Targets	<input type="checkbox"/>
User Satisfaction	<input type="checkbox"/>	Service Take-up	<input type="checkbox"/>
Workforce Monitoring	<input type="checkbox"/>	Press Coverage	<input type="checkbox"/>
Complaints & Comments	<input type="checkbox"/>	Census Data	<input type="checkbox"/>
Information from Trade Union	<input type="checkbox"/>	Community Intelligence	<input type="checkbox"/>
Previous Equality Impact Analysis	<input type="checkbox"/>	Staff Survey	<input type="checkbox"/>
Other (please specify) Responses from the Councils public consultation exercise on the proposed service cuts (the Council undertook public consultation as part of the Council's wider savings proposals between 3 November 2015 and 14 December 2015). Consultations with members of the DES Board (Alan Fleming, John Carr and Keith Hester) received between 30/12 and the 4 th January.			

2. Please provide details on how you have used the available evidence, information you have selected as part of your Impact Assessment?

Outcomes from the public consultation will be presented to Members as part of the decision making process on the cuts proposals. I have tried to identify any specific issues of concern which should be part of the outcomes and evidence to be presented. I also established that the Disability External Scrutiny (DES) Board had not responded or consulted specifically. I therefore consulted them on the 30/12/2015.

3. If you have identified any gaps in relation to the above question, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

We did not receive any consultation responses from the DES Board, so I consulted them directly and included their response in the evidence provided to Members.

I have not identified any further gaps and neither have the consultations. I believe we have all the information necessary to make this decision.

STEP 2 – Involvement and Consultation

1. Please use the table below to outline any previous involvement or consultation with the appropriate target groups of people who are most likely to be affected or interested in this policy, strategy, function or service

Target Groups	Describe what you did, with a brief summary of the responses gained and links to relevant documents, as well as any actions
Age – relates to all ages	We undertook a public consultation as part of the Council's wider savings proposals between 3 November 2015 and 14 December 2015. This identified no specific concerns.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	<p>There were consultation responses from the Disability Alliance. I noted that there were no responses from the DES Board and so consulted them separately.</p> <p>A summary of the feedback from the public consultation exercise should be read as part of this EIA. This includes a response from the Disability Alliance. The main concerns over the removal of funding for this post is the loss of an important link with disabled user groups who have provided valued advice over the years. The Disability Alliance has highlighted the value of that advice (from user groups) in monetary terms. The DES Board members who responded to the further consultation have reinforced the importance of having a designated officer to deal with. There is a specific concern about the impacts on the less mobile and disabled who live in rural areas</p>

Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	The general public consultation carried out identified no impacts.
Marriage and Civil partnership –protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	The general public consultation carried out identified no impacts.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	The general public consultation carried out identified no impacts.
Race - includes colour, caste, ethnic / national origin or nationality.	The general public consultation carried out identified no impacts.
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	The general public consultation carried out identified no impacts.
Sex - applies to male or female.	The general public consultation carried out identified no impacts.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	The general public consultation carried out identified no impacts.

2. Who are the main stakeholders and what are their requirements?

The Disability Alliance and the DES Board, Public Protection/Transport Team (training for Taxi Drivers), Planning Officers and Building Control.

Building Control: The BC Service works alongside the Access Officer to assess compliance with Part M of the Building Regulations, dealing with the design of access and facilities for disabled people in proposed developments. This valuable wide ranging knowledge and skills help the service to develop design solutions which meet the client's requirements as well as satisfying regulatory requirements. This is of particular benefit to the service which operates in a competitive market with the private sector.

Public Protection/Transport Team: This post is due to deliver compulsory access training to hackney carriage and private hire taxis to provide them with the knowledge required to provide this service to those with protected characteristics.

Planning Officers: This post comments on planning applications regarding access and equalities considerations and works closely with the Access Panel comprising disabled and mobility experts. They have commented on very many applications both large and small and this post is the conduit of their comments.

Disability Alliance: They value having a named contact officer (The Access Officer) within the Council to communicate with over issues of concern to the disabled community. They have made a very strong case that the relationship between this group and the Access Officer should be maintained in order to ensure the ongoing benefits of previous joint work.

DES Board: They reflected the views of the Disability Alliance. They have a further concern about the impacts on disabled people in rural areas. The Access Officer is able to meet them and visit facilities/venues of concern and this is valued. Without this post then matters will get worse with a consequential increase in a feeling of isolation. They have also suggested that without someone liaising with the construction sector new buildings will be deficient in terms of access.

3. Amongst the identified groups in the previous question, what does your information tell you about the potential take-up of resulting services?

Having a designated Access Officer is not a statutory requirement, however it is very clear that one point of contact for advice on access to services within the council is valued by the various user groups/and internal customers. There is a concern that 'access' to facilities will deteriorate over time without someone representing their needs.

STEP 3 – Assessing Impact and Strengthening the Policy

What will be done to improve access to and take-up of, or understanding of the policy, strategy, function or service? (these are the measures you will take to mitigate against adverse impact)

The deletion of the Access Officer post will remove an expert source of advice for internal stakeholders providing services to the public. The council will have to provide specific training for officers on the Disability Discrimination Act and its relevance to the provision of services. Officers will have to carry out their own learning and research and to know when to seek advice from the Disability Alliance and the DES Board. Services will have to determine how they communicate with the Disability Alliance and other related groups.

The council's Equality Policy, makes reference to some activities carried out by the AO Post, these will become more difficult to achieve. This policy promotes equality of access and aims to eliminate unlawful discrimination.

There will be no designated officer dealing specifically with the construction industry on access matters.

STEP 4 – Procurement and Partnerships

Is this project due to be carried out wholly or partly by contractors? NO.

If 'yes', have you done any work to include equality considerations into the contract already? Specifically you should set out how you will make sure that any partner you work with complies with equality legislation.

N/A

STEP 5 – Making a Decision

Summarise your findings and give an overview of whether the policy, strategy, function or service will meet the authority's responsibilities in relation to equality and support the Council's strategic outcomes?

The removal of this post will not have a direct impact on whether the council meets its legal requirements under the Equality Act or its responsibilities under the Disability Discrimination Act, however it does increase the likelihood that a Service will act in a way which is contrary to these duties and may bring about a legal challenge. This Post directly supports officers in fulfilling their equalities responsibilities.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor the policy/function or the proposals following the Equality Impact Assessment and include any changes of proposals you are making.

What structures are in place to monitor and review the impact and effectiveness of the new policy, strategy, function or service?

None at the current time, the post involved in this kind of work is precisely the post being cut.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible post holder & directorate
Involvement & consultation	Consult the DES Board	Before 31 st December	Paul Hendry (Env.)
Data collection	Review the public consultation responses	Before 31 st December	Paul Hendry (Env.)
Assessing impact	<p>Provide training for officers on the Disability Discrimination Act (DDA) and its relevance to the provision of services.</p> <p>Officers will have to carry out their own learning and research on DDA issues and know when to seek advice.</p> <p>Deliver compulsory access training to hackney carriage and private hire taxis to provide them with the</p>	After 1 April 2016	Officers in other service areas

	knowledge required to provide this service to those with protected characteristics.		
Procurement & partnership	N/A		
Monitoring, evaluation and reviewing	N/A		

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Assessor		
Name: Paul Hendry	Job Title: Countryside Manager	Date: 12/01/2016

Service Director or Senior Officer (sign off)		
Name:	Job Title:	Date:

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk