

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:	Highway Maintenance Savings
Version and release date of item (if applicable):	Version 1
Owner of item being assessed:	Melvyn May
Name of assessor:	Mark Edwards
Date of assessment:	22 January 2016
Date Stage 1 EIA completed:	27 October 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) Included as part of a district wide consultation on the Councils 2016/17 savings proposals.			<input checked="" type="checkbox"/>

2. Please provide details on how you have used the available evidence, information you have selected as part of your Impact Assessment?
From the responses we have tried to gauge whether the proposed savings will have any specific effect on any of the target groups.

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.
N/a

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	Public consultation undertaken between 3 November and 14 December 2015 in respect of proposed budget reductions across a range of highway maintenance activities. 44 responses were received. A number of respondents mentioned that the young and elderly could be most affected along with those living in rural areas. This is due to the proposal to remove some grit bins from the network which may result in some footways not being treated.
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.	No specific effect on this group.
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.	No specific effect on this group.
Marriage and Civil partnership – protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	No specific effect on this group.
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	No specific effect on this group.
Race - includes colour, caste, ethnic / national origin or nationality.	No specific effect on this group.

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.	No specific effect on this group.
Sex - applies to male or female.	No specific effect on this group.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	No specific effect on this group.

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

All highway users will expect the network to be maintained to a reasonable standard.

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

N/a

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 budget reductions will need to be publicised so that highway users are aware of a reduction in standards.

STEP 4 – Procurement and Partnerships

Is this project due to be carried out wholly or partly by contractors? Yes

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.

Highway contractors are required to comply with equalities legislation.

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?

This proposed reduction in highway maintenance budget and standards will affect everyone that uses the public highway. In the event that grit bins (which are provided for public use) are removed from the network then it is possible that under certain circumstances some areas of highway will not be gritted by members of the public which could affect a small number of highway users, although it does not affect the Council's statutory obligations. Elderly and/or young pedestrians may be at a higher risk in this situation.

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?

We will continue to monitor the number of third party claims and complaints during 2016/17 to see if these budget reductions result in an increase.

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	Publishing of revised maintenance standards	September 2016	Mark Edwards
Data collection	Monitor claims and complaints	April 2016	Melvyn May
Assessing impact	Report to Members	March 2017	Mark Edwards
Procurement & partnership	Ensure contractor is aware of reduced standards	April 2016	Melvyn May
Monitoring, evaluation and reviewing	Review 2016/17	April 2017	Melvyn May

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: Mark Edwards	Job Title: Head of Highways and Transport	Date: 22.01.16
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Service Director or Senior Officer (sign off)

Name: John Ashworth	Job Title: Corporate Director	Date: 26.01.16
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Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk