

Appendix E: Equality Impact Assessment/Analysis

Service Area	Neighbourhood Services
Policy/Service being assessed	One Stop Shop Business Plan
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New
EqlA Review team – List of members	
Date of this assessment	22 January 2018
Signature of responsible officer (to be signed after the EqlA has been completed)	Graham Folkes-Skinner

A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to

If you require help, advice and support to complete the forms, please contact the Equalities team on equalities@warwickshire.gov.uk or call 01926 412659/ 418199



Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities														
State the Function/Policy /Service/Strategy being assessed:	Gender	Race	Disability	Sexual Orientation	Religion/Belief	Age	Gender Reassignment	Pregnancy/ Maternity	Marriage/ Civil Partnership (only for staff)						
Shared Environmental Enforcement with Rugby Borough Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.										NO					
Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how.										NO					

Form A2 – Details of Plan/ Strategy/ Service/ Policy

<u>Stage 1 – Scoping and Defining</u>	
(1) What are the aims and objectives of Plan/Strategy/Service/Policy?	The proposal is to bring the shared OSS service within Warwick District more in line with Warwick District Council's ICT & Digital Strategy 2015-19
(2) How does it fit with Warwick District Council's wider objectives?	The OSS proposals will contribute to the Fit for the Future Strategy by providing value for money, increasing the provision of digital services and making the best use of new technology whilst being more efficient in the delivery of services
(3) What are the expected outcomes?	As above
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	All
<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?	Consultation has involved the immediate and wider management team both within Warwick District Council and Warwickshire County Council
(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?	Consulted with OSS staff and the affected Ward Councillors of Whitnash and Lillington
(3) Which of the groups with protected characteristics have you consulted with?	None

<u>Stage 3 – Analysis of impact</u>			
<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE Neutral</p>	<p>DISABILITY Customers with disabilities may find it difficult to use the self-serve technology to begin with. OSS staff will be on hand to assist customers and if required offer a face to face service</p>	<p>GENDER Neutral</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP Neutral</p>	<p>AGE Proportionately older people may find it more difficult to use the self-serve technology to begin with. OSS staff will be on hand to assist customers and if required offer a face to face service.</p>	<p>GENDER REASSIGNMENT Neutral</p>
<p>(2) If there is an adverse impact, can this be justified?</p>	<p>RELIGION/BELIEF Neutral</p>	<p>PREGNANCY MATERNITY Neutral</p>	<p>SEXUAL ORIENTATION Neutral</p>
	<p>TRANSIENT POPULATIONS Neutral</p>		
<p>(3) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>See Action Plan</p>		

(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	N/A
(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?	N/A
(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	No
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<u>Stage 4 – Action Planning, Review & Monitoring</u>	

If No Further Action is required then go to –
Review & Monitoring

(1)Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action (See Stage 3 for impacts)	Lead Officer	Date for completion	Resource requirements	Comments
AGE A face to face enquiry will be maintained at the 3 sites		From start of proposals		
DISABILITY A face to face enquiry will be maintained at the 3 sites		From start of proposals		

(2) Review and Monitoring
State how and when you will monitor policy
and Action Plan

Identified review dates in report

Please annotate your policy with the following statement:

'An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).'