

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EIA) is required to ensure that equality is placed at the centre of policy development and review, as well as service delivery. The purpose of this EIA is to systematically analyse the likely impact of a service, policy or proposals on different community groups, and how the needs of such groups have been taken into account in developing those proposals.

The EIA can anticipate and recommend ways to avoid any discriminatory or negative consequences for a particular group, on the grounds of any protected characteristic. It provides the opportunity to demonstrate the potential benefits for equality target groups arising from a proposed policy or project.

The need for an EIA stems from the general duty placed on public authorities to eliminate unlawful discrimination in carrying out functions, and promote equality of opportunity. This is outlined in the Equality Act 2010, with specific public sector duties in place from April 2011.

1. Name of Policy or Service (existing or proposed)	
All services relating to the recovery of monies owing to the council. All outstanding invoices for services provided by the Council to the residents/businesses of the borough be it by contract/in default of statutory notices or demanded by legislation are forwarded to the Legal Department to commence County Court proceedings.	
2. Responsible Manager	
Dave Whelan	
3. Date EIA completed	Review date
4. Description and aims of policy / service (including relevance to equalities)	
<p>The service carries out the recovery of debt owed to the council, by utilising the enforcement options available through the County Court.</p> <p>The aims of the service are to ensure that the debt is investigated, and that the debtor is provided with an opportunity to pay any outstanding balances, (together with notification of costs and interest accruing on the debt) prior to any instigation of court proceedings, in line with the council's policies. There will be regular monitoring of the application of the policies.</p> <p>If it transpires that there are any special/social factors in the case, then this should be treated with empathy. If any reasonable offers are made to settle the debt, then settlement should be agreed, whether it is prior to or during Court proceedings.</p> <p>Once the debt is issued at the County Court, the service aims to ensure that the debt together with the legal costs and interest is recovered utilising the enforcement options, and that the enforcement action is commensurate to the amount of the debt.</p>	

5. Who are the stakeholders?

The stakeholders involved in the process are the debtor, the council, officers of the council together with various teams including legal services and the County Court. Further, there could potentially be involvement from political parties, the press and all local organisations that may have dealings with the council.

6. What outcomes do we want to achieve?

The service aims to recover outstanding monies to the council including legal costs and interest. All debtors should be treated with respect and empathy in special cases, and should be informed that they are entitled to legal representation from the outset of the case. Should the need of an interpreter arise, arrangements shall be made accordingly.

Any enforcement action should be taken in line with legislation requirements, council policy and in accordance with natural justice.

7. How will performance be measured?

The key performance indicators are as follows:-

1. Number of debtors chased.
2. Number of debts paid once letter before action has been sent.
3. Number of debts paid once court proceedings issued.
4. Number of offers/settlement agreements
5. Number of defences and cases which conclude at trial.
6. Number of debts written off when enforcement is not viable.
7. Amount of revenue generated by way of court fees/solicitors fees/interest

8. Brief summary of research and background data

Corporate Debt Policy
Enforcement/Recovery Procedures

9. Methods and outcome of consultation

This service has not been involved in any consultation, but feedback is recorded when provided and used to improve our service.

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

Age – Is there any concern that these proposals could cause differential impact on the grounds of age? All age groups.

Disability – Is there any concern that these proposals could cause differential impact on the grounds of disability? Disability is recognised under the Equality Act as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’

Gender Reassignment – Is there any concern that these proposals could cause differential impact on the grounds of gender reassignment? The Equality Act recognises this where a person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for changing sex.

Marriage / Civil Partnership – Is there any concern that these proposals could cause differential impact on the grounds of marriage or civil partnership? Under the Equality Act, no such protection exists for single or unmarried people.

Pregnancy / Maternity – Is there any concern that these proposals could cause differential impact on the grounds of pregnancy or maternity?

Race – Is there any concern that these proposals could cause differential impact on the grounds of race? Race is recognised under the Equality Act as a person’s skin colour, nationality or ethnic origin.

Sex – Is there any concern that these proposals could cause differential impact on the grounds of gender? Including men, women and transgender people.

Sexual Orientation – Is there any concern that these proposals could cause differential impact on the grounds of sexuality? Including heterosexual, gay, lesbian and bisexual people.

Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included.

A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Debt Recovery	O	O	O	O	O	O	O	O	O	All groups are treated equally.

Symbol	Impact
+	<i>Positive</i>
O	<i>Neutral / Negligible</i>
-	<i>Negative</i>
P	<i>Potential issue</i>

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The EIA can anticipate and recommend ways to avoid any discriminatory or negative consequences for a particular group, on the grounds of any protected characteristic. It provides the opportunity to demonstrate the potential benefits for equality target groups arising from a proposed policy or project.

The need for an EIA stems from the general duty placed on public authorities to eliminate unlawful discrimination in carrying out functions, and promote equality of opportunity. This is outlined in the Equality Act 2010, with specific public sector duties in place from April 2011.

1. Name of Policy or Service (existing or proposed)	
Democratic Services (excluding electoral services)	
2. Responsible Manager	
Martin O'Loughlin	
3. Date EIA completed	Review date
23/8/2012	
4. Description and aims of policy / service (including relevance to equalities)	
A high quality democratic service which meets all the legislative requirements and which is accessible to all users of the service.	
A cost effective and efficiently run service which encourages all members of the public to participate in.	
5. Who are the stakeholders?	
Councillors, officers, and residents of the South Ribble	
6. What outcomes do we want to achieve?	
Ensure that the Councillors, officers, and residents of the South Ribble able to participate fully in the democratic decision making process of the authority and that the process is open and transparent	

7. How will performance be measured?

Performance is measured against the number and level of complaints made about the service

8. Brief summary of research and background data

The democratic process within the authority is governed by a number of requirements including legislation, best practice and the Council's constitution.

9. Methods and outcome of consultation

Democratic services have developed over time and are amended in line with changes to legislation. The Constitution is continually reviewed by a Committee of the Council in public which enables input from all stakeholders including the public

10. Results of initial screening

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Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included.

A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

To continue to make the relevant adjustments to meet the individual needs of the equality standards group.

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Democratic Services	O	O	O	O	O	O	O	O	O	<p>Democratic Services provide support to members of the council and provides a mechanism for enabling decisions required of the council to be made in an effective, efficient and transparent way.</p> <p>This includes all formal decisions of the Council, Executive and decisions delegated to members of the Council.</p> <p>The Service also provides civic and ceremonial support to the Mayoral office.</p>

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1. Name of Policy or Service (existing or proposed)	
Electoral Services	
2. Responsible Manager	
Martin O'Loughlin	
3. Date EIA completed	Review date
23/8/2012	
4. Description and aims of policy / service (including relevance to equalities)	
A high quality registration service and electoral service which meets all the legislative requirements and which is accessible to all users of the service.	
A cost effective and efficiently run service which encourages all members of the public to participate in.	
5. Who are the stakeholders?	
Residents of the South Ribble	
6. What outcomes do we want to achieve?	
Ensure that the electorate are able to participate fully in the democratic process.	

7. How will performance be measured?

That completion of a successful election and a publication of an accurate electoral register. Achieve the performance standards required by the Electoral Commission

8. Brief summary of research and background data

Accurate electoral register – production of accurate electoral is critical to a successful election. You can only vote, stand as a candidate or subscribe to nomination paper if your name appears on the electoral register. It is therefore essential to achieve democratic participation.

Guidance from the Electoral Commission – we are issued with regular guidance and have to comply with performance standards issued from this independent regulatory body.

Guidance from Cabinet Office and Home Office - we are issued with regular guidance from these government departments.

9. Methods and outcome of consultation

Polling District Review – we undertake a review of all our polling stations every four years; this involves consultation with the general public, elected members and specific organisations who might have comments on aspects of accessibility.

Polling Station Feedback – we make sure that feedback forms are available at polling stations on election day; these can be used by the electorate to comment on the election or the electoral registration process.

Young People – we conduct regular workshops/events at schools and always ensure the students complete feedback forms. They are asked about what they thought about the session, but also the electoral/electoral registration process in general.

Internal Feedback – we conduct feedback session with all staff involved with the election process. Feedback forms are given to all our staff who worked as canvassers.

10. Results of initial screening

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A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

To continue to make the relevant adjustments to meet the individual needs of the equality standards group.

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

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	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Elections	0	+	0	0	0	+	0	0	0	<p><u>Polling Stations</u></p> <p>All polling stations are regularly inspected and continuously reviewed for their suitability, especially in regards to accessibility. Electoral law requires a review to take place once every four years.</p> <p>All polling stations are provided with disabled polling booths, large print ballot papers and tactical devices to assist blind or partial sighted voters.</p> <p>All polling stations display notices that explain the voting process and experienced staff are on hand to assist any voters if required. The templates or notices themselves are provided by the Electoral Commission to ensure that they meet good practice guidelines and also ensure accessibility for all.</p> <p><u>Postal Votes</u></p> <p>Postal votes are available to all electors; this ensures that all those who can't get to a polling station for whatever reason are not disenfranchised. Postal votes are particular helpful to elderly and disabled electors. In order to prevent electoral fraud postal applications and postal ballot papers require an elector to provide their signature and date of birth. However if a person can't provide a signature then they have the opportunity to apply for an exemption, making postal voting an extremely accessible method of voting.</p> <p><u>Public Awareness</u></p> <p>Electoral Commission undertake extensive public awareness activities that focus on the population as a whole, but also groups that often sighted as more difficult to register, such as students, home movers, service voters and BME communities. Electoral</p>

										events are all promoted locally using press releases and council newspaper which go to every home. The council's website has a variety of materials including video on how to vote.
Electoral Registration	O	+	O	O	O	+	O	O	O	<p><u>Annual Registration</u> Electoral registration forms are sent to all households once a year, this allows electors to make sure they are registered and to amend their details as needed. The registration process is therefore accessible to all eligible electors in South Ribble. Electors can update their information during this time through a variety of means, such as: returning the form in the post or responding via internet, text message or free phone number. If required it is possible the free phone number can be set up to accommodate for a variety of languages other than English.</p> <p>If we fail to get a response we send canvassers out to collect the information. These canvassers are vital part of the annual registration process as they can help electors complete the form. This helps to ensure that residents aren't excluded because they find it difficult to complete the form. Canvassers are given information explaining electoral registration in several languages. Establishments such as nursing/residential homes are dealt with separately in order to make sure the residents don't miss out on registering to vote.</p> <p><u>Monthly Registration</u> Electors can register monthly, by requesting and completing a simple form.</p> <p><u>Public Awareness</u> Certain groups identified as under registered are targeted, such as young people. We conduct awareness raising events in schools and other young people focused areas. This is done continuously throughout the year and we conduct extensive activities during Local Democracy Week.</p>

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1. Name of Policy or Service (existing or proposed)

The Council's Suite of Corporate Governance Policies

2. Responsible Manager

Clare Ware – Internal Audit Manager / David Whelan – Legal Services Manager

3. Date EIA completed

Review date

9th of August 2012

9th of August 2013

4. Description and aims of policy / service (including relevance to equalities)

The Council has a suite of corporate governance documents policies in place.

They include:

- Anti-Fraud and Corruption Strategy
- Code of Conduct for Benefit Investigation Officers
- Combating Benefit Fraud
- Fraud Response Plan
- Whistleblowing Policy
- Anti-money Laundering Policy
- RIPA Policy
- Corporate Prosecutions Policy
- Anti-Bribery Policy

It is vitally important that the Council has strong corporate governance policies and arrangements

in place (and that such policies/arrangements are consistently complied with). The Council is a custodian of public money – it must exercise all due care and diligence in relation to how it uses public money. Further it must be able to demonstrate that it has acted with all due care and propriety.

A failure to have effective corporate governance policies in place could result in significant financial loss for the Council ; it could also lead to significant reputational damage.

Some of our policies (Prosecutions policy, RIPA policy) are essentially outward looking in that they set down the necessary rules to how we proceed when carrying out certain actions impacting on members of the public.

A common theme of all corporate governance policies is that we should act in a transparent and consistent manner. However, acting in a consistent manner does not mean that we should ignore the particular circumstances of individuals. For example when deciding whether to bring a prosecution we must consider whether the prosecution is in the public good. Various factors will be considered in this assessment – such factors would include the age of the individual, the state of their health, and whether they have any disability.

All our policies are designed not only to fully comply with the law but also to be in accordance with best practice. We aim to have rigorous and robust governance arrangements in place.

5. Who are the stakeholders?

- South Ribble Borough Council
- Elected Members – policies apply to (or potentially impact) on all members, in addition to Governance Committee, which approves any amendments made to any of the policies
- Officers of the Council particularly the Monitoring Officer and the Section 151 officer
- Various teams within the Council including Internal Audit and Legal
- The Magistrates Court
- The Press
- External auditors
- The Ombudsman
- All local organisations that may have dealings with the Council
- The Police
- Any persons who may have dealings with the Council
- Individual Whistleblowers

6. What outcomes do we want to achieve?

- Increased Public Confidence in the Council
- Advertising that the Council has a zero tolerance to fraud and irregularity and will take whatever steps necessary to deal with perpetrators whether they are internal or external to the Council
- Doing everything possible to prevent the public purse from being defrauded from whatever source
- Encouraging individuals to report any suspected allegations
- Providing a safe environment where individuals have confidence in the reporting system and investigation process
- Ensuring that any investigations to be carried out are done so both fairly and effectively
- Continuously maintaining high ethical arrangements
- Full compliance with all legal requirements
- Ensuring that all surveillance activities we carry out are fully in compliance with legislative requirements – in particular that any such actions are a proportionate response to the situation at hand
- Ensuring that any prosecutions we bring are in the public interest
- Ensuring that all employees of the Council are fully aware of all relevant duties in this regard
- Ensuring that justice is not only done but is also seen to be done

7. How will performance be measured?

We will have regard to the following Indicators:

- Any residents' surveys that may be carried out regarding satisfaction levels with the Council
- Number of Prosecutions brought by the Council
- Number of Successful Prosecutions
- Any instances of illegality by the Council
- Any instances of failure to comply with RIPA
- Feedback from Governance Committee
- Any findings/recommendations of External Audit
- Feedback from the Section 151 Officer/Monitoring Officer

In addition to the above Internal Audit has a suite of Key Performance Indicators which are reported to Joint, Governance (SRBC) and (CBC) Committees throughout the year.

Internal Audit issues Satisfaction Surveys on completion of all reviews, the results of which are reported to the above committees.

Following an investigation two reports are generally produced. One relates directly to the investigation, the other details the weaknesses in controls which may have contributed to the fraud/irregularity and provides areas for improvement.

8. Brief summary of research and background data

We have detailed background information relating to all prosecutions that we carry out.

We maintain detailed records for a specified period of any investigations/audits that we carry out.

We follow up to see that recommendations of Internal Audit reviews are indeed implemented.

A central register of all RIPA actions is maintained.

We maintain records of any reports/recommendations by External Audit

We maintain records of any issues reported via the Whistleblowing policy.

The method of reporting of any problems/suspensions is via answer phone available during out of hours. The Head of Assurance contact details are also available for reporting. There is also the option to contact the Council's Monitoring Officer directly.

9. Methods and outcome of consultation

For this assessment no formal consultation has been carried out – this was not considered necessary in this particular instance.

There are no reasons for supposing that any parts of the policies in question could have a differential impact on any of the equality groups. Essentially the same rules apply to all.

When these policy documents are prepared all relevant officers are consulted with. As a matter of course now the Scrutiny and Performance Officer (who leads on equality issues for the Council) will also be consulted on any subsequent amendments.

Policies will be reviewed periodically (as and when it is considered necessary). When policies are reviewed comparison will be made against other organisations' policies to ensure best practice.

If it became apparent that an individual was having problems in bringing an issue to our attention then we would look to see what could be done to overcome any such problem.

Awareness sessions for members (Member Induction) and managers (Leaders' Forum) have been carried out in the past – similar sessions will take place in future when it is considered necessary/desirable.

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

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A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

- Periodic review (as and when required) of the policies will be carried out
- Continue to ensure that we have procedures in place to enable the supply of our policies in different languages
- Continue to ensure that the policies may be provided in different format
- Ensure that all interviews are conducted in places which are fully accessible to disabled people
- Ensure that dates and times of any requisite meetings are convenient/acceptable for all parties – in particular ensure that no clashes with religious festivals take place
- Ensure that awareness raising sessions for these policies takes place periodically – in particular to ensure that managers in the Council have received appropriate training
- Ensure that these policies continue to be publicised to all parts of the Council
- Arrange that interpreters are available for any deaf complainants

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Suite of Corporate Governance policies	O	O	O	O	O	O	O	O	O	

Symbol	Impact
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1. Name of Policy or Service (existing or proposed)	
Local Land Charges Service	
2. Responsible Manager	
David Whelan	
3. Date EIA completed	Review date
12 March 2012	12 March 2013
4. Description and aims of policy / service (including relevance to equalities)	
<p>The services that are provided include:-</p> <ol style="list-style-type: none"> 1. the maintenance and updating of the Local Land Charges Register on a regular basis; 2. carrying out LLC1 searches – an official search of the local land charges register; 3. carrying out a full search – both CON 29R and CON29O; 4. carrying out personal searches 5. dealing with requests for information 	
5. Who are the stakeholders?	
<p>The Council</p> <p>Members</p>	

Officers of the Council including the Director of Corporate Governance, the Legal Services Manager and the Local Land Charges Officer

Various teams within the Council including Legal, Planning, Building Control and Environmental Health

All residents who may either buy or sell land within the borough

Lancashire County Council

Solicitors' firms

Personal Search companies

All local organisations who may have dealings with the Council

6. What outcomes do we want to achieve?

Ensuring that the purchase and disposal of property in the borough proceeds as smoothly as possible (in so far as it is within the power of the Council to affect this)

Ensuring that full searches and LLC1 searches are dealt with as quickly as possible

Ensuring that the arrangements for carrying out personal searches are reasonable for all parties concerned

Ensuring that all information that the Council supplies is as accurate as possible

Ensuring that all relevant legislative requirements are complied

Ensuring the highest possible standards of customer service

Ensuring that the service is provided in a cost effective manner

7. How will performance be measured?

How quickly are full searches and LLC1 requests turned round?

How quickly are personal searches dealt with?

How much income is generated by the service? Is the Council through its fees and charges recovering the cost of providing the service?

How many complaints about the service are received?

Does the Council have any claims to deal with arising from the supply of inaccurate information?

Customer satisfaction scores with the Council

8. Brief summary of research and background data

We have detailed background information relating to the numbers and types of searches/requests for information that we process.

We also maintain detailed records of how long it takes to process searches/requests for information.

We maintain detailed records of both how much income is generated by the service and also how much it costs.

Whilst such searches are carried out for the benefit of all persons involved in the buying and selling of land nevertheless our direct customers are in the vast majority of cases either Solicitors' firms or Personal Search Companies.

Records of any complaints received will be retained and analysed.

9. Methods and outcome of consultation

For this assessment no formal consultation has been carried out – this was not considered necessary in this particular instance.

The service that we provide is a statutory service.

As has already been stated essentially we deal directly with two groups of people: 1 Solicitors' firms; 2 Personal Search Companies. Ultimately the service is provided for the benefit of all people who wish to buy and sell land in the borough.

There are a number of ways in which we provide the relevant information – electronically, by letter, and face to face. Any searches/requests for information in person are dealt with in the Civic Centre which is a fully accessible building for disabled people.

We are flexible as to times when people may come into the offices to carry out personal searches – so long as we have prior notice then searches/requests for information may be carried out at any time during working hours.

There are no reasons for supposing that any part of the service could have a differential impact on any of the equality groups. The same rules apply to all. However, if it became apparent that an individual was having problems fully accessing our services we would look to see what could be done to overcome any such problems. As a general rule though people normally only access our services either through a Solicitors' firm or a Personal Search Company.

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

Age – Is there any concern that these proposals could cause differential impact on the grounds of age? All age groups.

Disability – Is there any concern that these proposals could cause differential impact on the grounds of disability? Disability is recognised under the Equality Act as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’

Gender Reassignment – Is there any concern that these proposals could cause differential impact on the grounds of gender reassignment? The Equality Act recognises this where a person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for changing sex.

Marriage / Civil Partnership – Is there any concern that these proposals could cause differential impact on the grounds of marriage or civil partnership? Under the Equality Act, no such protection exists for single or unmarried people.

Pregnancy / Maternity – Is there any concern that these proposals could cause differential impact on the grounds of pregnancy or maternity?

Race – Is there any concern that these proposals could cause differential impact on the grounds of race? Race is recognised under the Equality Act as a person’s skin colour, nationality or ethnic origin.

Sex – Is there any concern that these proposals could cause differential impact on the grounds of gender? Including men, women and transgender people.

Sexual Orientation – Is there any concern that these proposals could cause differential impact on the grounds of sexuality? Including heterosexual, gay, lesbian and bisexual people.

Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included.

A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

Regular monitoring of the service will be carried out

Ensure that all personal searches take place in buildings which are fully accessible to disabled people

Ensure that all face to face discussions are conducted in places which are fully accessible to disabled people

Ensure that dates and times of appointments are convenient/acceptable for all parties – be mindful of the varying needs of those people needing to speak to us

Ensure that the local land charges service continues to be publicised to all sectors of the community

If any complaints are received about the service to analyse such complaints to see if potentially there are any equality issues involved

Have procedures in place to ensure that if necessary the property information may be supplied in different languages

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
	O	O	O	O	O	O	O	O	O	
Local Land Charges Service	O	O	O	O	O	O	O	O	O	There are absolutely no reasons for supposing that any part of the service could have a differential impact on any of the equality groups.

Symbol	Impact
+	Positive
O	Neutral / Negligible
-	Negative
P	Potential issue

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EIA) is required to ensure that equality is placed at the centre of policy development and review, as well as service delivery. The purpose of this EIA is to systematically analyse the likely impact of a service, policy or proposals on different community groups, and how the needs of such groups have been taken into account in developing those proposals.

The EIA can anticipate and recommend ways to avoid any discriminatory or negative consequences for a particular group, on the grounds of any protected characteristic. It provides the opportunity to demonstrate the potential benefits for equality target groups arising from a proposed policy or project.

The need for an EIA stems from the general duty placed on public authorities to eliminate unlawful discrimination in carrying out functions, and promote equality of opportunity. This is outlined in the Equality Act 2010, with specific public sector duties in place from April 2011.

1. Name of Policy or Service (existing or proposed)	
Licensing Act 2003 and Gambling Act 2005	
2. Responsible Manager	
David Whelan	
3. Date EIA completed	Review date
January 2013	January 2014
4. Description and aims of policy / service (including relevance to equalities)	
<p><u>Licensing Act 2003</u></p> <ul style="list-style-type: none"> - The licensing of all premises involved in the sale of alcohol, the provision of regulated entertainment and/or late night refreshments - The licensing of Personal Licences - The licensing of temporary events – TEN - The carrying out of enforcement work in relation to the above. <p><u>Gambling Act 2007</u></p> <ul style="list-style-type: none"> - The licences of all premises involved in the provision of Gambling - The Licensing of Permits, Temporary and Occasional Use Notices - The carrying out of enforcement in relation to the above. 	

5. Who are the stakeholders?

The Council

All Councillors including in particular the members of the Council's Licensing Act Committee

Officers of the Council

Various teams within the Council including legal services (incorporating Licensing), Environmental Health, Planning, Health & Safety

Political Parties

Other Borough Councils who may be consulted in respect of good practice

The Gambling Commission

The Press

The Police

The Magistrates

All local organisations that may have dealings with the Council

All those members of the public who use licensed premises or organise temporary events for activities covered under the Licensing Act 2003 and/or Gambling Act 2007

Those people described as Responsible Authorities or interested parties under the Licensing Act 2003

All applicants

6. What outcomes do we want to achieve?

Highest possible standard/compliance with Licensing Act 2003 and Gambling Act 2005 and supporting legislation and guidance

Ensuring (wherever possible) ultimate access for applicants and service users

Ensuring public confidence in the Council

Ensuring client satisfaction

Ensuring total compliance with supporting legislation and regulations

Ensuring that all enforcement action and implementation of legislation is undertaken fairly and in accordance with natural justice and Council policies

Ensuring that all applicants may be legally represented at hearings if they so desire

Ensuring good customer service

Ensuring unfit persons are not licensed or continue to be licensed

Ensuring that unfit persons are not licensed or continue to be licensed – Note: SRBC has a separate enforcement policy which will have its own equality impact assessment

7. How will performance be measured?

Number of applications made and by whom

Number of applications granted/refused

Of those refused how many are taken to appeal to the Magistrates Court

Number of appeals Upheld/Overtaken

Number of Complaints regarding the performance of the Council/ Council Officers in relation to licensing

Number of complaints Upheld/Dismissed

Amount of Revenue generated by way of licence fees by the Council

8. Brief summary of research and background data

The Licensing Act 2003 and Gambling Act 2005 are very restrictive as to what can or cannot be asked of applicants. Application forms are in a prescribed form and the only amendment allowed is to include the individual Council Logo.

Historically a questionnaire was created incorporating the information required under NI 182 but this ceased to be used when we were no longer required to collate the NI 182 information. At the time the information did not show up any problems and neither have there been any complaints regarding access to the service or service provision in respect of equality issues.

It is obvious equality issues could impact on the service but as stated above to date no issues have been raised as such it is believed that a light handed approach can be adopted for the future (subject to review).

Equality issues and access to the service will be kept in mind on an on-going basis and in particular when revising working practices or on receipt of a complaint. If any complaints regarding equality issues are upheld procedures will be changed on an ongoing basis (where possible).

9. Methods and outcome of consultation

Equality will be considered on an on-going basis and in particular when revising working practices or on receipt of a complaint.

No changes have been identified following this assessment as nothing has arisen due to complaints received. Procedures will continue to be changed (where possible) on an ongoing basis where complaints are upheld.

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

Age – Is there any concern that these proposals could cause differential impact on the grounds of age? All age groups.

Disability – Is there any concern that these proposals could cause differential impact on the grounds of disability? Disability is recognised under the Equality Act as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’

Gender Reassignment – Is there any concern that these proposals could cause differential impact on the grounds of gender reassignment? The Equality Act recognises this where a person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for changing sex.

Marriage / Civil Partnership – Is there any concern that these proposals could cause differential impact on the grounds of marriage or civil partnership? Under the Equality Act, no such protection exists for single or unmarried people.

Pregnancy / Maternity – Is there any concern that these proposals could cause differential impact on the grounds of pregnancy or maternity?

Race – Is there any concern that these proposals could cause differential impact on the grounds of race? Race is recognised under the Equality Act as a person’s skin colour, nationality or ethnic origin.

Sex – Is there any concern that these proposals could cause differential impact on the grounds of gender? Including men, women and transgender people.

Sexual Orientation – Is there any concern that these proposals could cause differential impact on the grounds of sexuality? Including heterosexual, gay, lesbian and bisexual people.

Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included.

A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

To ensure equality of service provision on an on-going basis we will continue to do the following:

Monitoring of the service will be carried out as outlined above.

Ensure wherever possible that all services are accessible to all customers and/stakeholders regardless of Equality Status

Ensure that all applications are dealt with in accordance with the provisions of the Licensing Act 2003 and Gambling Act 2005 where applicable

Ensure that all face to face discussions or hearings are wherever possible conducted in places which are fully accessible to disabled people

Ensure that dates and times of appointments or hearings are convenient/acceptable for all parties,

being mindful of the varying needs of those people needing to access the service

Have procedures in place to ensure that if necessary the application forms and information regarding the services may be supplied in different languages or font size.

If any complaints are received regarding either service to analyse such complaints to see if potentially there are any equality issues involved.

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Licensing Act 2003 and Gambling Act 2005 Applications	P	P+	O	O	O	P+	P	P	O	There are potential issues with the areas outlined but it is felt that given the rigid nature of the legislation controlling applications and the steps SRBC take to minimise any impact on the various areas along with the lack of complaints to date that any potential impact is kept to a minimum. The combined with the intention to change procedures when issues arise would appear to be sufficient to ensure compliance with the legislation.

Symbol	Impact
+	Positive
O	Neutral / Negligible
-	Negative
P	Potential issue

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EIA) is required to ensure that equality is placed at the centre of policy development and review, as well as service delivery. The purpose of this EIA is to systematically analyse the likely impact of a service, policy or proposals on different community groups, and how the needs of such groups have been taken into account in developing those proposals.

The EIA can anticipate and recommend ways to avoid any discriminatory or negative consequences for a particular group, on the grounds of any protected characteristic. It provides the opportunity to demonstrate the potential benefits for equality target groups arising from a proposed policy or project.

The need for an EIA stems from the general duty placed on public authorities to eliminate unlawful discrimination in carrying out functions, and promote equality of opportunity. This is outlined in the Equality Act 2010, with specific public sector duties in place from April 2011.

1. Name of Policy or Service (existing or proposed)	
All services relating to the consideration of legal proceedings in the Magistrates Court. Cases are referred to the legal department in which there have been breaches of legislation which the council has a duty to enforce, for example, health and safety, food safety, planning, licensing, environmental crime and so on.	
2. Responsible Manager	
Dave Whelan	
3. Date EIA completed	Review date
4. Description and aims of policy / service (including relevance to equalities)	
<ul style="list-style-type: none"> • The consideration of prosecution in line with legislation and all appropriate council policies, in particular the council's prosecution policy. • The effective prosecution of individuals breaching legislation which the council has a duty to enforce. • Ensuring effective prosecution following consideration of alternative avenues. • Prior to the instigation of proceedings in the magistrates court, the prosecution policy is adhered to, i.e. that there is sufficient evidence to prove beyond reasonable doubt and that the public interest test is justified 	

- In relation to cases, in which the accused is served with a fixed penalty notice, to correspond with the accused in writing, providing them with an opportunity to pay the fixed penalty notice
- Depending on the severity of the case, the accused is offered an opportunity to attend an interview under caution. Should the need of an interpreter arise, arrangements shall be made accordingly.
- Depending upon the circumstances of the case and consideration of all relevant policies and exploration of other sanctions for example a written warning, caution and so on.
- Ensure that all legal costs/investigators costs are reimbursed to the corporate purse where applicable
- Ensuring any special/social factor cases be treated with empathy
- Ensure that the enforcement action is commensurate to the breach

5. Who are the stakeholders?

The stakeholders involved in the process are:-

- Officers of the Council
- Various teams within the Council including Legal services
- Elected members of the Council
- The Press
- The Magistrates Court
- Partnerships involved in the investigations e.g. the police
- All local organisations and that may have dealings with the Council
- The Accused

6. What outcomes do we want to achieve?

- Effective prosecution of individuals who are flouting the law
- Increased public confidence in the Council
- Reduction in abuse of Council Services
- Reduction in similar crimes in the area
- Ensuring that all cases that proceed to prosecution adhere to the corporate prosecutions policy and to continue to consider the public interest test throughout the case, for example if there are any extreme social factors which weigh against a prosecution which has already

commenced, to consider withdrawal of the same.

- Ensuring that all enforcement action is taken in line with legislation requirements, council policy and in accordance with natural justice
- Ensuring that defendants are aware that they are entitled to legal representation at court hearings
- Recovery of monies illegally gained

7. How will performance be measured?

- Number of people prosecute
- Number of fixed penalty notices paid once letter before action is sent
- Number of cases dealt with by way of other sanctions, for example cautions, administrative penalties
- Number of defendants pleading guilty at court
- Number of defences and cases which conclude at trial
- Number of cases withdrawn where the public interest factor is no longer justified
- Amount of revenue generated by way of recovering legal/investigators fees

9. Methods and outcome of consultation

The service has not been involved in any consultation, but feedback is recorded when provided and used to improve our service.

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

Age – Is there any concern that these proposals could cause differential impact on the grounds of age? All age groups.

Disability – Is there any concern that these proposals could cause differential impact on the grounds of disability? Disability is recognised under the Equality Act as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’

Gender Reassignment – Is there any concern that these proposals could cause differential impact on the grounds of gender reassignment? The Equality Act recognises this where a person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for changing sex.

Marriage / Civil Partnership – Is there any concern that these proposals could cause differential impact on the grounds of marriage or civil partnership? Under the Equality Act, no such protection exists for single or unmarried people.

Pregnancy / Maternity – Is there any concern that these proposals could cause differential impact on the grounds of pregnancy or maternity?

Race – Is there any concern that these proposals could cause differential impact on the grounds of race? Race is recognised under the Equality Act as a person’s skin colour, nationality or ethnic origin.

Sex – Is there any concern that these proposals could cause differential impact on the grounds of gender? Including men, women and transgender people.

Sexual Orientation – Is there any concern that these proposals could cause differential impact on the grounds of sexuality? Including heterosexual, gay, lesbian and bisexual people.

Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included.

A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Prosecutions Policy	0	0	0	0	0	0	0	0	0	All groups are treated equally

Symbol	Impact
+	Positive
0	Neutral / Negligible
-	Negative
P	Potential issue

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EIA) is required to ensure that equality is placed at the centre of policy development and review, as well as service delivery. The purpose of this EIA is to systematically analyse the likely impact of a service, policy or proposals on different community groups, and how the needs of such groups have been taken into account in developing those proposals.

The EIA can anticipate and recommend ways to avoid any discriminatory or negative consequences for a particular group, on the grounds of any protected characteristic. It provides the opportunity to demonstrate the potential benefits for equality target groups arising from a proposed policy or project.

The need for an EIA stems from the general duty placed on public authorities to eliminate unlawful discrimination in carrying out functions, and promote equality of opportunity. This is outlined in the Equality Act 2010, with specific public sector duties in place from April 2011.

1. Name of Policy or Service (existing or proposed)	
Standards	
2. Responsible Manager	
David Whelan	
3. Date EIA completed	Review date
25 July 2012	25 July 2013
4. Description and aims of policy / service (including relevance to equalities)	
<p>The Standards regime is about how the Council deals with complaints against elected members.</p> <p>Following the introduction of the Localism Act 2011 the Council has introduced a new Code of Conduct along with a number of supporting documents including a Hearings procedure.</p> <p>These documents specify the standards that are expected of members as well as outlining how complaints are dealt with.</p> <p>More specifically the aim of the Council's Standards regime is to:</p> <ul style="list-style-type: none"> • Ensure high standards of conduct are maintained by members; • Maintain public confidence in the Council; • Ensure that members – who are the subject of an investigation – are treated fairly and in accordance with the dictates of natural justice; 	

- Ensure that members who are found to be in breach of the code of Conduct are sanctioned in an appropriate and proportionate manner

5. Who are the stakeholders?

- The Council
- Members
- All Members of Standards Committee
- Officers of the Council particularly the Monitoring Officer
- Various teams within the Council including Legal and Democratic Services
- All Parish councils/Town councils within the Borough
- Political Parties
- Other borough councils who may assist with investigations
- The Press
- External auditors
- All local organisations that may have dealings with the Council
- The Police
- Any persons who may be called upon to act as witnesses in support of investigations

6. What outcomes do we want to achieve?

- Increased Public Confidence in the Council
- A strengthening of ethical arrangements
- High satisfaction rates with the Council from residents of the borough
- Ensuring that the requirements of the Localism Act are complied with
- Ensuring that justice is not only done but is also seen to be done
- Ensuring that all members complained of are treated fairly and in accordance with natural justice
- Ensuring that all members complained of are given a fair hearing
- Ensuring that all members complained of may be legally represented at hearings if they desire i

7. How will performance be measured?

We will have regard to the following Indicators:

- Number of Complaints made
- Number of Complaints investigated
- Number of Complaints upheld
- Number of Complaints upheld as a percentage of all complaints received
- Number of sanctions imposed
- Length of time it takes to complete an investigation
- Customer satisfaction scores with the Council

8. Brief summary of research and background data

We have detailed background information relating to the numbers and types of complaints received.

We have also maintained detailed records of how long it takes to deal with complaints.

We have records of the outcome of such complaints.

We have detailed background information about all of our members.

We have information about all complainants.

Records of any complaints received will be retained and analysed.

9. Methods and outcome of consultation

For this assessment no formal consultation has been carried out – this was not considered necessary in this particular instance.

The administration of a standards regime is required by statute.

All relevant documents (including the Code of Conduct) have been approved by Council. All such documents are available on the Council's website. Guidance is available on our website about how to complain about a member. In addition members of the Council's Legal and Democratic services teams are able to help members of the public with any queries/concerns they may have.

All complaints are assessed against the Council's Code of Conduct. This approach applies to all complainants – what matters is whether the member's conduct has fallen short of what is required and specified in the Code. All complainants are treated equally.

There are no reasons for supposing that any part of the service could have a differential impact on any of the equality groups. The same rules apply to all. However, if it became apparent that an individual was having problems fully accessing our services we would look to see what could be done to overcome any such problems.

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

Age – Is there any concern that these proposals could cause differential impact on the grounds of age? All age groups.

Disability – Is there any concern that these proposals could cause differential impact on the grounds of disability? Disability is recognised under the Equality Act as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’

Gender Reassignment – Is there any concern that these proposals could cause differential impact on the grounds of gender reassignment? The Equality Act recognises this where a person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for changing sex.

Marriage / Civil Partnership – Is there any concern that these proposals could cause differential impact on the grounds of marriage or civil partnership? Under the Equality Act, no such protection exists for single or unmarried people.

Pregnancy / Maternity – Is there any concern that these proposals could cause differential impact on the grounds of pregnancy or maternity?

Race – Is there any concern that these proposals could cause differential impact on the grounds of race? Race is recognised under the Equality Act as a person’s skin colour, nationality or ethnic origin.

Sex – Is there any concern that these proposals could cause differential impact on the grounds of gender? Including men, women and transgender people.

Sexual Orientation – Is there any concern that these proposals could cause differential impact on the grounds of sexuality? Including heterosexual, gay, lesbian and bisexual people.

Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included.

A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

- Ensuring that regular monitoring of the application of the policies is carried out
- Ensuring that the Equalities Monitoring form is sent out to each complainant

- Develop an understanding of the profile of complaints received – are equalities issues relevant to the complaints received? This information should be utilised to improve our service planning process and inform the way the service is delivered
- Have procedures in place to ensure that the policies may be supplied in different languages
- Ensure that the policies may be provided in different format
- Ensure that all hearings take place in buildings which are fully accessible to disabled people
- Ensure that all interviews are conducted in places which are fully accessible to disabled people
- Ensure that dates and times of hearings are convenient/acceptable for all parties – in particular ensure that no clashes with religious festivals take place
- Ensure, in conjunction with all relevant officers, that all Members of Standards Committee have received appropriate equalities/diversity training
- Ensure that the new standards arrangements continue to be publicised to all sectors of the Community
- Ensure that interpreters are instructed for deaf complainants

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
	O	O	O	O	O	O	O	O	O	
Standards Regime	O	O	O	O	O	O	O	O	O	There are absolutely no reasons for supposing that any part of the service could have a differential impact on any of the equality groups.

Symbol	Impact
+	Positive
O	Neutral / Negligible
-	Negative
P	Potential issue

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EIA) is required to ensure that equality is placed at the centre of policy development and review, as well as service delivery. The purpose of this EIA is to systematically analyse the likely impact of a service, policy or proposals on different community groups, and how the needs of such groups have been taken into account in developing those proposals.

The EIA can anticipate and recommend ways to avoid any discriminatory or negative consequences for a particular group, on the grounds of any protected characteristic. It provides the opportunity to demonstrate the potential benefits for equality target groups arising from a proposed policy or project.

The need for an EIA stems from the general duty placed on public authorities to eliminate unlawful discrimination in carrying out functions, and promote equality of opportunity. This is outlined in the Equality Act 2010, with specific public sector duties in place from April 2011.

1. Name of Policy or Service (existing or proposed)	
Taxis – All services relating to the licensing of Hackney Carriage and Private Hire Vehicles, Drivers and Operators including all enforcement work relating to the service.	
2. Responsible Manager	
David Whelan	
3. Date EIA completed	Review date
January 2013	January 2014
4. Description and aims of policy / service (including relevance to equalities)	
<p>The Licensing of all Hackney Carriage Drivers and Vehicles</p> <p>The Licensing of all Private Hire Operators, Drivers and Vehicles</p> <p>Carrying out enforcement work in relation to the above.</p> <p><u>Aims</u></p> <p>Ensuring Public Safety is the paramount consideration</p> <p>Maintaining public confidence in the Council</p>	

Ensuring that all applicants for licences are treated fairly and in accordance with the dictates of natural justice

Ensuring that all applicants are treated professionally, on a timely basis and in accordance with the relevant legislation. This includes Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions Act) 1976 as amended.

5. Who are the stakeholders?

The Council

All Councillors including in particular the members of the Council's General Licensing Committee

Officers of the Council

Various teams within the Council including legal services (incorporating Licensing)

Political Parties

Other Borough Councils who may be consulted in respect of good practice

The Press

The Police

The Magistrates

All local organisations that may have dealings with the Council

All those who have or wish to have hackney carriage drivers or vehicles licences or Private Hire Operator, Driver or Vehicle Licences

6. What outcomes do we want to achieve?

Highest possible standards of public safety

Ensuring (wherever possible) ultimate access for applicants and service users

Ensuring public confidence in the Council

Ensuring client satisfaction

Ensuring total compliance with supporting legislation and regulations

Ensuring that all enforcement action and implementation of legislation is undertaken fairly and in accordance with natural justice and Council policies

Ensuring that all applicants may be legally represented at hearings if they so desire

Ensuring good customer service

Ensuring unfit persons are not licensed or continue to be licensed

Ensuring that unfit vehicles are not licensed or continue to be licensed

Ensuring that unfit operators are not licensed or continue to be licensed

7. How will performance be measured?

Number of applications made and by whom

Number of applications granted/refused

Of those refused how many are taken to appeal to the Magistrates Court

Number of appeals Upheld/Overtaken

Number of Complaints regarding the performance of the Council/ Council Officers in relation to licensing

Number of complaints Upheld/Dismissed

Amount of Revenue generated by way of licence fees by the Council

8. Brief summary of research and background data

Previously extensive data was kept in relation to equalities monitoring but this ceased following an overhaul of the service.

The information has not shown up any problems and neither have there been any complaints regarding access to the service or service provision in respect of equality issues.

It is obvious equality issues could impact on the service but as stated above to date no issues have been raised as such it is believed that a light handed approach can be adopted for the future (subject to review).

Equality issues and access to the service will be kept in mind on an on-going basis and in particular when revising working practices or on receipt of a complaint. If any complaints regarding equality issues are upheld procedures will be changed on an ongoing basis (where possible).

9. Methods and outcome of consultation

Equality will be considered on an on-going basis and in particular when revising working practices or on receipt of a complaint.

No changes have been identified following this assessment as nothing has arisen due to complaints received. Procedures will continue to be changed (where possible) on an ongoing basis where complaints are upheld.

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

Age – Is there any concern that these proposals could cause differential impact on the grounds of age? All age groups.

Disability – Is there any concern that these proposals could cause differential impact on the grounds of disability? Disability is recognised under the Equality Act as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’

Gender Reassignment – Is there any concern that these proposals could cause differential impact on the grounds of gender reassignment? The Equality Act recognises this where a person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for changing sex.

Marriage / Civil Partnership – Is there any concern that these proposals could cause differential impact on the grounds of marriage or civil partnership? Under the Equality Act, no such protection exists for single or unmarried people.

Pregnancy / Maternity – Is there any concern that these proposals could cause differential impact on the grounds of pregnancy or maternity?

Race – Is there any concern that these proposals could cause differential impact on the grounds of race? Race is recognised under the Equality Act as a person’s skin colour, nationality or ethnic origin.

Sex – Is there any concern that these proposals could cause differential impact on the grounds of gender? Including men, women and transgender people.

Sexual Orientation – Is there any concern that these proposals could cause differential impact on the grounds of sexuality? Including heterosexual, gay, lesbian and bisexual people.

Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included.

A commentary has been provided for each policy where appropriate – see Appendix A

11. Decisions and / or recommendations (including supporting rationale)

To ensure equality of service provision on an on-going basis we will continue to do the following:

Monitoring of the service will be carried out as outlined above.

Ensure wherever possible that all services are accessible to all customers and/stakeholders regardless of Equality Status

Ensure that all applications are dealt with in accordance with the provisions of the Town & Police Clauses Act and Local Government (Misc Provisions) Act as amended, where applicable

Ensure that all face to face discussions or hearings are wherever possible conducted in places which are fully accessible to disabled people

Ensure that dates and times of appointments or hearings are convenient/acceptable for all parties, being mindful of the varying needs of those people needing to access the service

Have procedures in place to ensure that if necessary the application forms and information regarding the services may be supplied in different languages or font size.

If any complaints are received regarding either service to analyse such complaints to see if potentially there are any equality issues involved.

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Taxis	P	P+	O	O	O	P+	P	P	O	There are potential issues with the areas outlined but it is felt that given the duty to comply with the legislative requirements and steps SRBC take to minimise any impact on the various areas along with the lack of complaints to date that any potential impact is kept to a minimum. This combined with the intention to change procedures when issues arise would appear to be sufficient to ensure compliance with the equality legislation.

Symbol	Impact
+	Positive
O	Neutral / Negligible
-	Negative
P	Potential issue

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EIA) is required to ensure that equality is placed at the centre of policy development and review, as well as service delivery. The purpose of this EIA is to systematically analyse the likely impact of a service, policy or proposals on different community groups, and how the needs of such groups have been taken into account in developing those proposals.

The EIA can anticipate and recommend ways to avoid any discriminatory or negative consequences for a particular group, on the grounds of any protected characteristic. It provides the opportunity to demonstrate the potential benefits for equality target groups arising from a proposed policy or project.

The need for an EIA stems from the general duty placed on public authorities to eliminate unlawful discrimination in carrying out functions, and promote equality of opportunity. This is outlined in the Equality Act 2010, with specific public sector duties in place from April 2011.

1. Name of Policy or Service (existing or proposed)

Boundary Review

2. Responsible Manager

Martin O'Loughlin

3. Date EIA completed

27/6/2012

Review date

02/02/2013

4. Description and aims of policy / service (including relevance to equalities)

To review Ward Boundaries to ensure as equal an elector / councillor ratio as possible

5. Who are the stakeholders?

Members, public, Boundary Commission,

6. What outcomes do we want to achieve?

As equal an elector / councillor ratio as possible

7. How will performance be measured?

Statistically with the level of variance being as near to zero as possible and in any event not greater than + or - 10

8. Brief summary of research and background data

Background data and research using existing Ward Data from EROS (Election Software), Forward planning. Projected Data from proposed LDF on site allocations to year 2021 and beyond

9. Methods and outcome of consultation

Consultation with members and political groups. Consultation with public and other groups to be undertaken by Boundary Commission method to be determined

10. Results of initial screening

The following questions have been considered in order to evaluate the various equality groups:-

Age – Is there any concern that these proposals could cause differential impact on the grounds of age? All age groups. No impact

Disability – Is there any concern that these proposals could cause differential impact on the grounds of disability? Disability is recognised under the Equality Act as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’ No impact

Gender Reassignment – Is there any concern that these proposals could cause differential impact on the grounds of gender reassignment? The Equality Act recognises this where a person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for changing sex. No impact

Marriage / Civil Partnership – Is there any concern that these proposals could cause differential impact on the grounds of marriage or civil partnership? Under the Equality Act, no such protection exists for single or unmarried people. No impact

Pregnancy / Maternity – Is there any concern that these proposals could cause differential impact on the grounds of pregnancy or maternity? No impact

Race – Is there any concern that these proposals could cause differential impact on the grounds of race? Race is recognised under the Equality Act as a person's skin colour, nationality or ethnic origin. No impact

Sex – Is there any concern that these proposals could cause differential impact on the grounds of gender? Including men, women and transgender people. No impact

Sexual Orientation – Is there any concern that these proposals could cause differential impact on the grounds of sexuality? Including heterosexual, gay, lesbian and bisexual people. No impact

Religion or belief – Is there any concern that these proposals could cause differential impact on the grounds of religion or faith? All faiths recognised in the European Convention of Human Rights are included. No impact

11. Decisions and / or recommendations (including supporting rationale)

12. Is an Equality Action Plan required?

No

Appendix A – Results of initial screening

Policy / service	Protected Characteristics									Commentary
	Age	Disability	Gender reassignment	Marriage / civil p'ship	Pregnancy / maternity	Race	Religion or belief	Sex	Sexual Orientation	
Boundary Review	O	O	O	O	O	O	O	O	O	Purpose of the Review is to achieve equality of representation

Symbol	Impact
+	Positive
O	Neutral / Negligible
-	Negative
P	Potential issue