

Appendix C

Charnwood Borough Council

Equality Impact Assessment 'Knowing you customers needs'

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation - Equality duty:

As a local authority who provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Gender
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.
7. Duty to make reasonable adjustments.

Note: Complete the action plan as you go through the questions

Team	Disability Profile By Team (number)			
	Known to be disabled	Disability Status unknown	Staff count	% of staff
Building control	0	12	15	0
Conservation and landscape	0	6	6	0
Development Management	1	20	27	3.7
Planning Policy	0	6	8	0
Sustainability	0	0	1	0
Regeneration	0	0	0	0

Team	Gender Profile By Team (number)	
	Male	female
Building control	9	6
Conservation and landscape	4	2
Development Management	8	19
Planning Policy	4	4
Sustainability	0	1
Regeneration	0	0
Total	26	32

Ethnicity		
Ethnic Origin	Number of employees	% of total employees
African	1	1.79
Any other white background	1	1.79
Indian	6	10.71
White British	48	85.71
Overall Total	56	100

B. What does this information / data tell you about diverse group? If you do not hold or have

access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)

Age - The information tells us that conservation and landscape has the greatest proportion of staff resources in the older age cohorts, followed by Building Control and that Planning Policy and Development management have a greater spread of resources from across the age spectrum.

Disability – the data shows that disability status of most employees is not known.

Gender – The data shows the majority of workers are female and generally speaking a high proportion of females to males are in lower paid jobs. 70% of staff in Development Control and 50% in planning policy are females; a high proportion of which are in professional roles.

Ethnicity – the highest proportion of staff are white British (85%) with 11% being Indian and 3% being African or of other white origin.

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

The Service Review seeks to reconnect reporting lines and is not a whole scale review. It is not considered necessary to undertake a wider consultation with specific groups

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
Age	The proposals provide for the continuation of Post 255 – Conservation and design Technician which will provide an opportunity for the current post holder to reconsider whether he wishes to retire in January 2012.
Disability (physical, visual, hearing, learning disabilities, mental health)	No impact
Gender	No impact
Religious Belief	No impact
Racial Group	No Impact
Sexual Orientation	No impact
Transgender	No impact
Other protected groups (pregnancy & maternity, marriage & civil partnership)	No impact
Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No impact
All	N/A


Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
1	Gather more information about the equality profile of staff	Human resources	April 2012

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	Yes	In meetings
Service users	No	Appended to Cabinet item
Partners and stakeholders	No	Appended to Cabinet item
Others	Yes	Forward to Human Resources
To ensure ease of access, what other communication needs/concerns are there?	N/A	

Step 7 – Conclusion (to be completed and signed by the [Service Head](#))

Please delete as appropriate
I agree / disagree with this assessment / action plan
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:

Signed (Service Head):
Date: 22 nd June 2011

Please send completed & signed assessment to: [Rachel Beaumont](#)