Equality Analysis

Equality Impact Assessment (EIA) Form
‘Knowing your customers needs’

Background

An Equality Analysis is a way of making sure that equality considerations are embedded into our decision-making processes and that equality is considered when we are developing key policy & services etc.

One tool to help you do this is an Equality Impact Assessment or EIA. It will assist you in ensuring that “due regard” has been given to identify any potential or actual impact (Positive or Negative) that our policies/services/functions etc., have on differing groups of people.

EIAs also provide a systematic approach to identifying and recording gaps and actions in relation to ensuring equal access when providing functions.

The purpose of the Equality Analysis is to:
- make us focus on the needs, experiences and circumstances of everyone who will be affected by the decisions the Council makes
- direct us to seek alternative ways of achieving our aims and avoiding inequality
- enhance our creditability with our service users to have greater confidence in our performance
- improve our policy making procedures and services

* Note: For simplicity we have sometimes referred to the following (listed below) as ‘Functions’. This includes: Services, Employment Practices, Projects, Strategy, Processes, Systems, Practices, Procedures, Protocols and Guidelines

Legislation - Equality duty

As a local authority that provides services to the public, Melton 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. Sex
9. Sexual orientation

When completing the Equality Impact Assessment you are encouraged to consider other disadvantaged or socially excluded communities or groups e.g. carers, the homeless, rural communities, priority neighborhoods, ex-forces personnel etc., who are likely to be affected by the proposal. The evidence also needs recording to demonstrate that consideration has been given.

June 2016
1. Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (Specify the aims and objectives.) Please also state why the policy has been introduced or changed.

Fees and charges are an important and valuable part of the Councils income. It is vital that all fees and charges are reviewed annually and in accordance with this policy. This enables the Councils policy to be fair, joined up and transparent to all its customers irrespective of which part of the Council provides the service.

The review of fees and charges will be conducted at the same time and will form an integral part of the annual budget cycle, policy, planning and monitoring of the Councils income. Melton is committed to continuous improvement and it is critical that new approaches and ways of working are introduced.

B. Who are the people/groups affected and what is the intended change or outcome for them?

Residents and businesses of Melton who are paying for services.

Visitors to Melton

The intended outcome is to ensure charges are equitable and deliver the service outcomes required through the use of fee income to fund these.

As this is an overarching policy service areas will need to undertake their own EIA for the charges being set to ensure they are aware of the intended outcome and that the charges being set meet those. This EIA is therefore intended for guidance to service areas and not a definitive EIA for fees and charges.

C. Equality implications/obligations

Will this proposal/policy/service etc., meet the Equality Act requirement to have ‘due regard’ to the need to meet any of the following duties? In this question, consider both the new/current service and the proposed changes.

<table>
<thead>
<tr>
<th>Is the equality duty listed in the left hand column relevant to your policy/service etc?</th>
<th>Comments on how it meets the duty or why is not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

(1) Eliminate unlawful discrimination, harassment and victimisation – please complete section 4 of the template.

(2) Advance equality of opportunity between different groups

How does the proposal/policy/service etc ensure that the intended outcomes promote equality of opportunity for users who have protected characteristics?

This includes:

- The Charging policy includes guidance on incorporating concessions which covers
- Young people aged 16 years or younger
- Full-time students
- Removing or minimising disadvantages for protected groups of people
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encouraging people from protected groups to participate in public life or in other activities where there participation is disproportionately low e.g. are stakeholders engaged in the process and are there any barriers?

- Senior Citizens over pensionable age
- Individuals on low incomes in receipt of means tested benefit
- People with a disability in receipt of a means tested benefit
- Individuals receiving a ‘carers allowance’
- Ex members of the Armed Forces

Through allowing concessions this is helping to remove and minimise some of the disadvantages certain groups may have in accessing services.

(3) Foster good relations between different groups (tackling prejudice and promoting understanding). Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?

This could include: *(The following are examples and so you do not need to answer all the bullet points below.)*

- Building services around people and communities and involving them
- Considering if there are strong and positive relationships between groups/communities affected by this policy. Does the policy/service bring together groups of people not used to interacting with each other? If so will it raise any issues that need to be addressed?
- Tackling myths and misinformation. If the service is seen as unfair by certain groups, how do you tackle the myths and communicate this?

| N/A | The setting of fees and charges isn’t specifically aimed at fostering relationships between different groups, although this should still be considered by service areas. |

D. Which groups have been consulted as part of the creation or review of the policy? Did they identify any barriers?

Non-specifically as this is an overarching policy and it is expected the relevant services areas will undertake their own consultation with groups as appropriate for the charges they are setting.

| 2. What we already know and where there are gaps | |

June 2016
A. What existing information/data do you have/monitor about different diverse groups in relation to this policy? This could consist of previous EIA’s, reports, consultation, surveys, demographic profiles etc.

- There are a number of sources held on Melton Observatory which can support this area, these include, Census data, Information about people with disabilities Local heath profiles
- Previous consultation around changes in charges e.g. recent introduction of new car parking charges

B. What does this information/data tell you about diverse groups? If you do not hold or have access to any data/information on certain/all diverse groups, what do you need to begin collating/monitoring? (please list)

It is expected the service areas will collate and monitor this information as required

3. Do we need to seek the views of others and if so, who?

A. In light of the answers you have given in question 1D & 2 do you need to consult with specific groups? If not please explain why.

Service areas would be expected to undertake any necessary consultation as appropriate

4. Assessing the impacts

<table>
<thead>
<tr>
<th>Diversity Groups</th>
<th>Positive impacts (Actual or Potential)</th>
<th>Negative impacts (Including any barriers) (Actual or Potential)</th>
<th>Is there evidence of direct/indirect discrimination? (Is it illegal or legitimate/justifiable?)</th>
<th>Mitigation Where there are potential barriers, negative impacts identified and/or the barriers or impacts are unknown, please outline how you propose to minimise or remove all negative impact or discrimination.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>This more detailed assessment should be undertaken by the relevant service areas in relation to specific</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has an actual or potential positive or negative impact on the groups specified and whether there is evidence of discrimination. Please read the guidance that accompanies this template.

If you have identified actual or potential negative impact or discrimination that is illegal, you are required to take action to remedy this immediately.

If you have identified negative impact or discrimination that is justifiable or legitimate please give your reasons. You will need to consider what can be done to mitigate its effect on those groups of people.

Provide an explanation for your decisions

June 2016
5. Action Plan

Please include any identified concerns/actions/issues in this action plan:

The issues identified should inform your ‘One Council Delivery Plan’ and, if appropriate, your Consultation Plan

<table>
<thead>
<tr>
<th>Question Number (Ref)</th>
<th>Action</th>
<th>Responsible Officer</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communicate to service areas the need to undertake consultation and EIA’s as appropriate for their services</td>
<td>Central Services Manager</td>
<td>Oct 2016</td>
</tr>
<tr>
<td>2</td>
<td>Refresh and undertake consultation and EIA’s as appropriate for the setting of fees and charges within their services</td>
<td>Relevant T3 manager</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Monitor consultation has been undertaken within services</td>
<td>Central Services Manager</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>
6. Who needs to know about the outcomes of this assessment and how they will they be informed

<table>
<thead>
<tr>
<th>Who needs to know</th>
<th>How they will be informed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internally (employees &amp; Check &amp; Challenge group)</td>
<td></td>
</tr>
<tr>
<td>Externally (service users, stakeholders, private sector householders, landlords etc)</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>To ensure ease of access, what other communication needs/concerns are there?</td>
<td></td>
</tr>
</tbody>
</table>

7. Internal Scrutiny (to be completed and signed by a member of the check and challenge group).

Please delete as appropriate

I agree / disagree with this assessment / action plan

If disagree, state action/s required

Signed (Check and challenge):

Date:

8. Conclusion (to be completed and signed by the Head of Service)

Please delete as appropriate

I agree / disagree with this assessment / action plan

If disagree, state action/s required, reasons and details of who is to carry them out with timescales:

Signed (Head of Service): Dawn Garton

Date: 1.9.16

Once approved by Head of Service please pass to Chris Morris to publish on the internet