

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 credibility 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.

Title of the policy	Community Safety Partnership Strategic Plan
Is it new or existing?	Existing
Date	Thursday 14 th January 2021
Officer undertaking EIA	Nicolle Wright
Who else is involved in undertaking this assessment?	Albert Wilson & Awf Alali

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.

Provide direction to Community Safety Partnership (CSP)

Statutory responsibility to refresh every 3 years

This policy is part of the Community Safety Partnership Policy which formed as a result of the Crime and Disorder Act 1998 which placed a statutory duty on the Police, Local Authority, County Council, Primary Care Trust, Police Authority, Probation Trust and Fire Authority to work together in order to develop and implement a community safety strategy designed to reduce crime and disorder within their local authority area. The partnership also engages with as many local agencies and voluntary groups as possible in order to achieve a truly community-based multi-agency approach to crime reduction.

Every three years the partnership is required to produce a three year community safety plan which is informed by an audit of crime and disorder and through consultation with the wider public. The Safer Melton Partnership is required to produce a three year 'rolling' community safety strategy which is reviewed annually through a strategic assessment.

Aims and Outcomes

By adopting this neighbourhood and community orientated approach, we hope to:

Earn the trust of our communities. We will spend time getting to know residents, businesses and organisations, doing so in a non confrontational, open way. We will listen to them, and help solve issues when they arise.

Utilise community assets. Community centres, communal lounges, empty properties, shops, and community halls, amongst others, provide opportunities to connect with communities in new and innovative ways. We will ensure opportunities to work from these bases are maximised.

Create a sense of ownership. We know that it is not possible to solve all issues for everyone on our own. To have long lasting and sustainable communities, we need to develop solutions from within the community itself, ensuring the community is empowered to identify and solve issues alongside partner agencies.

Develop a true picture. We will not assume that we know what the problems are, or how to solve them. We will rely on local knowledge, and create bespoke solutions in collaboration with stakeholders to define problems and improve situations.

Improve communication. We will not rely on digital engagement to create a rounded picture of our communities, however we will ensure that if someone needs to contact us, they have numerous options available to them. The rich story of our communities will be gained through talking to residents, face to face, ensuring clarity of message.

Deploy resource more effectively. Through understanding the problem, we can react more effectively, aligned to the community itself. We are not stepping back from our responsibilities – if there is an acute issue, or support needed, we will respond – and officers will be empowered to do what is truly required, not just ‘the done thing’.

Remove organisational barriers. We, as a partnership will align our services in order to address issues in the most effective way, so we operate as a single partnership as opposed to discreet parts.

Intervene early and appropriately. Increased knowledge of our communities will allow earlier identification of issues, and therefore early deployment of resource to assist and support residents.

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

All residents within the Melton Borough
All Businesses and community organisations
Vulnerable people – safeguarding issues

Whole community, therefore all groups of people could be affected/impacted (incl. those who receive services within the Borough and those who work in it, private sector, community and voluntary sector, elected members, staff, partners and agencies with interest in the Borough).

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.

Equality Duty.	Is the equality duty listed in the left hand column relevant to your policy/service etc?		Comments on how it meets the duty or why is not relevant
	Yes	No	
(1) Eliminate unlawful discrimination, harassment and victimisation – please complete section 4 of the template.			
<p>(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?</p> <p>This includes:</p> <ul style="list-style-type: none"> • 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? 	Yes		<p>Partners will continue to use accepted partnership working mechanisms such as Joint Action Group (JAG operational meetings) and Adults at Risk meetings to manage risk and support those most in need of assistance.</p> <p>We will not rely on digital engagement to create a rounded picture of our communities, however we will ensure that if someone needs to contact us, they have numerous options available to them. The rich story of our communities will be gained through talking to residents, face to face and digitally, ensuring clarity of message.</p> <p>We regularly hold meetings and action groups focusing on preventing crime and fighting crime such as the police surgeries that are held within the neighbourhoods of Melton Borough. Additionally we also support local resident group meetings that are attended by the Police and Council Officers.</p>

Equality Duty.	Is the equality duty listed in the left hand column relevant to your policy/service etc?		Comments on how it meets the duty or why is not relevant
	Yes	No	
<p>(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?</p> <p>This could include: <i>(The following are examples and so you do not need to answer all the bullet points below.)</i></p> <ul style="list-style-type: none"> • 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? 	<p>Yes</p>		<p>The CPS strategy contributes to good relations and broader community cohesion objectives by taking a multi-agency, holistic approach when supporting and finding solutions to problems within the Melton Borough community. For instance, some of the key CPS principles are as follows;</p> <ul style="list-style-type: none"> • Create a sense of ownership. Develop solutions to problems within the community itself by ensuring that the community is empowered to identify and solve issues alongside partner agencies to create sustainable communities. • Melton is a community with myriad different identities, faiths, skills, histories, cultures, and circumstances, of great potential and creativity. Harnessing such elements is key in developing engaged and self sustaining communities. <p>We will adopt an asset based approach to community development, utilising the many positives of each community to facilitate change. We will look to develop both the physical assets of each community, e.g. community centres, alongside the identification of residents or groups of residents, who are committed to supporting others within their community.</p>

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

The Safer Melton Partnership has sought the views of communities, partner agencies and stakeholders to ensure that the community is placed at the centre of decision making and service delivery.

Findings from the Community Safety Survey 2020 are still being analysed and will shortly be available to view on the Melton Borough Council's website.

Here you will find the results of our 2019 Residents' Survey.

http://www.melton.gov.uk/downloads/file/4970/residents_survey_2019_key_findings

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

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.

- Melton Place Survey
- CSP strategy Consultation
- MOSAIC demographics data. MOSAIC demographics data is the name of the data that we hold about the different cultural backgrounds about the people who live in Melton. This information is collected so that we can include these diverse groups in our work, strategies and campaigns.

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)

N/A

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.

Not directly in relation to this strategy, however we will continue to assess this requirement as work is undertaken within the community.

4. Assessing the impacts

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.

Diversity Groups	Positive impacts (Actual or Potential)	Negative impacts (Including any barriers) (Actual or Potential)	Is there evidence of direct/indirect discrimination? (Is it illegal or legitimate/justifiable?)	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.
Age	Melton Borough residents are to be supported and educated around cyber crime which should hopefully keep them safer and give them a better understanding of what they need to do if they find themselves a victim of cybercrime.	There are no adverse impacts anticipated on this group.		Ensure that correspondence is not only published online to ensure all information is accessible. Ensure that all age groups are considered when introducing new strategies/campaigns.

Diversity Groups	Positive impacts	Negative impacts	Is there evidence of direct/indirect discrimination?	Mitigation
Disability (physical, visual, hearing, learning disability, mental health)	Developing priorities that ultimately reduce stigma and negative perceptions, as well as supporting vulnerable groups within communities .	There is no adverse impact anticipated on this group.	None identified at this stage.	Ensure that correspondence is available in larger fonts or braille if requested. Ensure to use phone service adaptations for the deaf. Ensure that we support people with learning disabilities who struggle to read and write by having information explained to them or providing it in other formats i.e. picture formats.
Gender / Sex		There are no adverse impacts anticipated on this group.		
Religious Belief		There are no adverse impacts anticipated on this group.		We work closely with the Police to ensure that people from different religions are supported.
Racial Group		There are no adverse impacts anticipated on this group.		
Sexual Orientation		There are no adverse impacts anticipated on this group.		

Diversity Groups	Positive impacts	Negative impacts	Is there evidence of direct/indirect discrimination?	Mitigation
Gender reassignment/ Transgender		There are no adverse impacts anticipated on this group.		
Other protected groups (pregnancy & maternity, marriage & civil partnership)		There are no adverse impacts anticipated on this group.		
Other socially excluded groups (low literacy, offenders, priority neighbourhoods, ex forces personnel etc)		There are no adverse impacts anticipated on this group.		MBC and its partners are working hard to ensure that all members of the Melton borough community are engaged and supported. We will look to implement new ways in which to engage the most vulnerable members of our communities and support them to input their ideas about what support they need and changes that they feel are important for their neighbourhoods. We will put in place strategies that empower our communities with the tools to create a sustainable neighbourhood.

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.

Action Number	Action	Responsible Officer	Target Date
1	<p>Provide advice and information in the most appropriate way to meet needs.</p> <ul style="list-style-type: none"> - Advertise on our website and other MBC media channels. - Ensure that the website meets the accessibility standards for public sector websites. <p>Consider alternative formats and languages upon request.</p>	Community and Neighbourhoods Manager.	Ongoing
2	<p>Use appropriate tools and data affectively to target people where need is identified.</p> <ul style="list-style-type: none"> - Target audience of each activity should be considered alongside any EIA where it can be identified that specific groups will be impacted. - Identify relevant data sets and information. - The identified data sets and information is made available to staff in order to support the assessment and monitoring of local needs. <p>We use effective tools to define an audience in the development stage to ensure that the appropriate people are targeted effectively.</p>	Community and Neighbourhoods Manager.	Ongoing
3	<p>Priority Neighbourhoods.</p> <p>To ensure that resources and services continue to improve through involving residents in identifying what changes they would like to see in their areas.</p>	Community and Neighbourhoods Manager.	Ongoing
4	<p>Melton Borough Council will maintain strong partnership work with different agencies in order to understand different communities and to continue to monitor relations and tensions within our communities.</p> <p>This will be done by promoting the importance of reporting all incidents and mainly hate incidents as soon as they happen.</p>	Community and Neighbourhoods Manager.	Ongoing

Action Number	Action	Responsible Officer	Target Date
5	Hate incidents and crimes are monitored on a regular basis and appropriate actions are taken to address such issues.	Community and Neighbourhoods Manager.	Ongoing
6	Melton Borough Council will monitor the level of ASB and the causes and effects of other vulnerabilities such as substance misuse, abuse, mental health issues etc. The demand will be assessed in a holistic way focusing on the causes of the issues and behaviours.	Community and Neighbourhoods Manager.	Ongoing

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

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Internally (employees & Check & Challenge group)	All staff	Published on website
Externally (service users, stakeholders, private sector householders, landlords etc)	Office of Police & Crime Commissioner Leicestershire Constabulary Leicestershire Police Authority Leicestershire County Council Leicestershire & Rutland County Primary Care Trust Leicestershire Fire & Rescue Authority Leicestershire & Rutland Probation	Safer Melton Partnership meetings

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
	<p>Trust</p> <p>Leicestershire & Rutland Probation Service</p> <p>Leicestershire Youth Offending Service</p> <p>Leicestershire Early Help Service</p> <p>Local Businesses – Pubwatch & SMART</p> <p>Melton Learning Hub/Voluntary Action Melton</p> <p>Melton Town Estate</p> <p>Melton Parish Councils</p> <p>Me & My Learning</p> <p>Leicestershire Neighbourhood Watch Associations</p> <p>ASRA Housing</p> <p>East Midlands Housing Association</p> <p>Demontford Housing Association</p>	

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
	Axiom Housing Muir Housing Group	
Others		
To ensure ease of access, what other communication needs/concerns are there?		

7. Internal Scrutiny

To be completed and signed by a **member of the check and challenge group**.

Please delete as appropriate.

I agree with this assessment/action plan

If disagree, state action/s required

Signed (Check and challenge): Miriam Bentley-Rose

Date: 10.03.21

8. Conclusion

To be completed and signed by the **Head of Service**.

Please delete as appropriate.

I agree 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): Aysha Rahman

Date: 10.03.21