

equality impact assessment

stage 1 quick check

questionnaire



If you are planning on making a change to an existing service or policy, or launching something new, fill out this quick questionnaire to find out if you need to complete a full equality impact assessment. You can also use this form to check your current services or policies.

To find out more about the legal background to equality impact assessments, or for advice on which of your current services should be assessed, read our equality impact assessment help notes.

Section 1: About you and your service area

Your name:	Lesley Bovington
Your service area:	Community Development
Your director/line manager:	Helen Spearey
Your cabinet member:	Councillor Colin Greatorex

Section 2: About your plans

Name of service/policy you are assessing:	Community Development
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It is

- A proposal to close a service

Who are the main users of your service/policy? (please delete any that are not appropriate)

- All residents – prime focus is priority residential areas of social disadvantage/deprivation
- Visitors to the district – working with tourism and economic development and events e.g. FUSE
- Mixture of residents and visitors
- Users of a specific service (community hubs)
- Disability specific groups – Friends 2 Friends, Witz End, COGS, Growwell, Changes, Saxon Hill School, Rocklands and Queens Croft
- Race specific groups – Emerging communities work (with Eastern Europeans)
- Gender specific groups – International Women’s Day
- Religious groups – Lichfield Islamic Cultural Society, Churches Together and individual Churches, Mormons (Church of the Latter Day Saints), Late Night Listeners
- Sexual orientation groups – Staffordshire Buddies
- Older people – Knit and Natter, Sloppy Slippers, Let’s Work Together, Health and Fire Safety Campaigns
- Young people – intergenerational projects delivered with SYPS, National Citizenship Award, Staffordshire Challenge, other schools projects, toy libraries, children’s centres (Mill Lane Link) 0-5
- Other (please specify)

Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback):

The District Council has a budget deficit of £1.7m forecast for 2014/15 in the Medium Term Financial Plan and a further shortfall of at least £300k is forecast for 2014/15. A savings programme (Fit for the Future, F4F) has been launched and Cabinet Members have led on Phase 1 of this programme to identify areas of service delivery considered to be non core; this includes OMCC.

A set of proposals (F4F Phase 1) have been developed which will be considered by Strategic Overview and Scrutiny Committee on 20th June, Cabinet on 2nd July and Full Council on 9th July

1 For help or guidance contact Debbie Morgan, Equalities Officer, on 01543 308145 or email debbie.morgan@lichfielddc.gov.uk

Section 3: Will your plans impact on any particular groups?

3a: ☒ Please fill in all boxes that apply in the table below. If any boxes don't apply, please leave blank.

Hints & tips Think about who will benefit from or be affected by your plans/policy. Will any particular group be negatively affected, or not able to use the service? For further guidance please see Section 3 of the help notes.

Impact of plans	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why? ☒ If there is a negative impact on any group(s), please complete section 4 for each group.
Groups of users		
Age ranges (indicate range/ranges)		<p>Increase social isolation, reduce access to services. Decreased opportunities for personal development and citizenship due to fewer line managed volunteers. More community tension /reduced community cohesion due to fewer opportunities for different members of society to mix and reduced community pride/ownership if fewer community activities/projects /events.</p> <p>Reduced community intelligence. Help and support vulnerable adults and families reduced.</p> <p>Reduced capacity to help unemployed – loss of skills, knowledge, experience, understanding</p> <p>Reduced capacity in partnership working and linking between voluntary groups and the Council.</p> <p>Reduced capacity to grow and sustain non voluntary and community groups. Decrease in capacity building – individuals and groups,</p> <p>Reduced police presence in the locality (if MLL closes).</p>
Disability (physical, sensory or learning)		
Gender/sex		
Transgender/gender reassignment		
Race (includes ethnic or national origins, colour or nationality)		
Gypsies and travellers		
Refugees / asylum seekers		
Sexual orientation		
Religion or belief (includes lack of belief)		
Pregnancy and maternity		
Carers or the people cared for (dependants)		
Other (please specify)		

3b: Further details

Please use this space to provide further details if necessary

Decreased engagement with the District Council and other service providers. Loss of income generation – external funding (although Bromford Living would re-allocate their contribution?)

Section 4: Can you justify and evidence, or lessen any impact?

4a: ☒ If you have identified a negative impact(s) on any group(s) please complete the below table for each affected each group. If any boxes don't apply, please leave blank. If you didn't identify any negative impact(s) on the previous page, skip to section 6.

Hints & tips Is there something you can do to reduce or alter any negative impact you have identified? *For example when we changed waste and recycling collections to kerbside collections, we offered disabled/less able people assisted collections.* Please list all the evidence you have gathered to support your decision(s) – this could include customer feedback, statistics, comparable policies, consultation results. If you don't have any evidence, please carry out appropriate studies and research to gather the evidence you need to support your decision(s). If you have no/insufficient evidence or cannot gather any, you will need to complete a full EIA. For further guidance, see Section 4 of the help notes.

Actions you need to take Groups of users	We will make the following change(s) to the service/policy to reduce the negative impact. Explain the change(s) and the evidence you have to support your decision? ☒ Use section 4b below if you want to give more details.	We won't make changes as we can justify our decision and there are sound reasons behind our decision. Justify why and detail the evidence you have gathered to support your decision. ☒ Use section 4c below if you want to give more details.	There is a negative impact, and we cannot justify it and/or have no, or insufficient, evidence to support our decision. ☒ You will need complete a full equality impact assessment. See the help notes for more details.
Age ranges (indicate range/ranges)	Some commissioning of capacity to support work clubs but may need to relocate if community hubs no longer open. Discussions with partners to try to mitigate impact – Bromford Living, LDCVS, VAST, Midland Heart, NLI. Discussion with BL – funds to commission work clubs to be used to create a post at BL? New strategic post for C&P <u>not</u> picking up CDW according to outline of scope.		
Disability (physical, sensory or learning)			
Gender / sex			
Transgender / gender reassignment			
Race (includes ethnic or national origins, colour or nationality)			
Gypsies and travellers			
Refugees / asylum seekers			
Sexual orientation			
Religion or belief (includes lack of belief)			
Pregnancy and maternity			
Carers or the people cared for (dependants)			
Other (please specify)			

4b: Further details on changes

Please use the space below to give more details on the changes you will make, if necessary:

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4c: Further details on justification

Please use the space below to give more details on the justification/evidence you have gathered, if necessary:

Section 5: Your action plan

Help notes If, as a result of this assessment, you are going to adapt your plans or policy, please include details below. Please include a quick action plan and key dates that will show how you will review your decisions and when. Please include responsibility and expected outcomes. For full guidance on how to complete this section, please refer to the help notes.

Section 6: Record your actions (delete as appropriate)

I have sent this to the equality officer for publication on the intranet and on www.lichfielddc.gov.uk	No	Yes
Date completed:		