

## Appendix 4: Equality Impact Assessment Form

### Part 1: Screening

**Name of Strategy/Policy/Project/Function:**  
**Completing Officer's Name:**  
**Completing Officer's Telephone Number:**  
**Date Completed:**

Voluntary and Community Sector Review
Cerys Williams
8/5/2019

Please send a copy of the completed form to the Equalities Group at [equalities@reigate-banstead.gov.uk](mailto:equalities@reigate-banstead.gov.uk).

### Section One: Identify Your Aims and Objectives

*The purpose of an Equality Impact Assessment is to improve the work of the Council by making sure that we promote equality and do not discriminate. This method is used to ensure that individuals and teams consider the likely impact of their work on residents and take action to improve strategies, procedures, projects and functions where necessary.*

#### What is the main purpose of this strategy?

To improve our support for and funding of the local voluntary and community sector (VCS)

#### List the main activities & objectives or main policy areas of this strategy

- To strengthen our key partners whom we recognise as delivering necessary services particularly for our more vulnerable residents by moving towards longer term commissioning. A closer relationship with these key partners will ensure that services meet our corporate priorities to meet the needs of the wider community and that outcomes can be better monitored and influence future strategy.
- More effective partnership working will increase the knowledge of our Community Partnerships service of local inequalities of opportunity and how to address these gaps through working better together.
- To replace previous funding arrangements with more opportunity for small grants which can be better measured against our corporate priorities.
- To increase the emphasis on in-kind support, which will help to promote diverse volunteering opportunities.
- To increase community engagement by creating more equal opportunity to access grant funding.
- To strengthen the relationship between the voluntary and community sector and local councillors.
- To better support the users of our community buildings, prioritising support for those who have inclusive policies.

#### Who are the main beneficiaries of this strategy?

Direct beneficiaries: Voluntary and community sector organisations supporting our residents  
Indirect beneficiaries: Our residents who are supported by the voluntary and community sector organisations which we support.

## **In what way are the main beneficiaries affected by this strategy?**

The VCS will be better supported by RBBC and will be more resilient, and thereby be more able to deliver good quality services to the residents which they support.

## **Section Two: Consider Data and Research**

*Exploring available data and conducting research will help to give an indication as to what impact the strategy will have on equality and diversity.*

*Where data is limited or unavailable, managers should identify this as a limitation and identify ways to overcome this. This may include contacting specialist or other external organisations, or by conducting further research of existing regional and national data.*

### **What data is available to help direct the EIA?**

We ask for evidence of:

- how an organisation supports the needs of the wider community through innovative projects
- output figures
- impact measurement
- engagement with the voluntary sector e.g. via workshop
- discussion with various internal service managers regarding the needs of residents and services available
- research on best practice

### **Are there any gaps in data that may require further research or consultation?**

We have robust data sets on our more vulnerable residents (who are key indirect beneficiaries of implementing this review), and a good understanding of our local VCS.

## **Section Three: Assess The Impact on Equality Target Groups**

*Assess where you think the strategy could have a negative impact on any of the equality target groups i.e. where it could disadvantage them. Also consider where the strategy could have a positive impact or could contribute to promoting equality, equal opportunities or improving relations with equality target groups.*

*Consider the following:*

- *Publicity, including design, distribution and accessible communications issues*
- *Physical access*
- *Location, geography*
- *Poverty, deprivation and social exclusion issues*
- *Employment*
- *Safety*
- *Direct discrimination: does the strategy intentionally exclude a particular equality group? If so, is this exclusion justified? Are the strategy and its outcomes likely to be equally accessed by all (are there barriers that might inhibit access to the service for some people)?*

Lack of data may make completing this section difficult, but is not be a reason to halt the process.  
Please continue to complete this form.

Completing the table below will predict the likely impact on the target groups. You are not required to complete each box, only those that are relevant. Relevant boxes are those where there is a disproportionate or greater impact either way.

		Positive Impact	Neutral	Negative Impact	Reason
<b>Age</b>	Older people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	New and improved ways of working with providers of services for older people
	Younger people & children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	Potential support for sports clubs and other local organisations focusing on this age group
<b>Disability</b> <i>Long-term health impairment includes mental health problems, asthma, heart conditions, chronic fatigue etc</i>	Physical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	Implementation of the review will either have a neutral or a positive impact on this group, depending on whether organisations supporting this group seek financial or in kind support following implementing the review.
	Sensory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Long-term Health Impairment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Gender</b>	Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	DA services (for example) are available to all sections of the community though typically accessed by women in the main;
	Men	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	Increased support for VCFS generally will enable more overall service provision &/or increased focus on targeting 'hard to reach' groups
<b>Gender reassignment</b>	Trans-men and -women	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	As above
<b>Marriage and civil partnership</b>	People who are married or in a civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	As above
<b>Pregnancy and</b>	Mothers or women who	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	As above

<b>maternity</b>	are pregnant				
<b>Race</b> <i>These categories are those used in the 2001 census</i>	Asian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	as above
	Black	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	as above
	Mixed race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	as above
	White	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	as above
	Chinese	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	as above
	Other racial or ethnic groups (specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	as above
<b>Religion or belief</b> <i>Consider faith groups individually and collectively</i>	Faith groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	The review will encourage engagement of the faith community in supporting wider community engagement and volunteering.
<b>Sexual orientation</b>	Heterosexuals, lesbians, gay men and bisexuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	

If you have indicated that there is a potential negative impact on any target group, are these Intentional and/or of a High Impact?

**Intended?** i.e. can be justified in terms of legislation  
e.g. concessionary fares older people Yes ☐ No ☐

**High Impact?** i.e. it is or may be discriminatory against one or more groups Yes ☐ No ☐

Is the negative impact **NOT INTENDED** and/or of **HIGH IMPACT**?

- If **YES**, a full assessment is required. Please complete the **Equality Impact Assessment Form Part 2: Full Assessment**.
- If **NO**, complete the rest of this form. Do not ignore low impacts- these could help you to develop services in the future.

## Section Four: Improvement Planning

It is important to consider any influence that the strategy is having, or could potentially have, on the individual strands of equality. The strategy should be examined for its effectiveness in:

- Promoting equality
- Eliminating discrimination
- Achieving equality

*Could negative impacts be removed or minimised? Could positive impacts be improved and if so, how?*

*Analysis must be undertaken with the strategic objectives of the Council in mind and the questions should reflect legal requirements, the emerging Local Development Framework and population needs.*

**Use the table below to record how you could minimise or remove any low negative impact or improve the positive impact of the strategy.**

Issue	Action

**If there is no evidence that the strategy promotes equality, equal opportunities or improved relations, could it be adapted so that it does? If so, how?**

## Section Five: Monitoring and Reviewing

**What data do you have that monitors the impact of the strategy on protected groups?**

We do have data on the activities and support that are provided. We are looking to develop new diagnostics to enhance our impact monitoring.

**How is this data used?**

This data is used to ensure that the services we are funding are meeting our corporate priorities and that we are getting good value for the money spent. .

**If there is no data, explain how you intend to continue monitoring the impact of this strategy:**

We are developing new ways of working with the voluntary and community sectors, involving building productive relationships with key commissioned partners and regular meetings with the whole of the local network. Attendees will be encouraged to use good practice and new strategies to build data and work better together with each other and with Council representatives.

We will routinely assess applicants for grant funding against equality & diversity criteria.

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