

Equality Impact Assessment Form

Part 1: Screening

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

Draft Corporate Plan 2019-2025
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Please send a copy of the completed form to the Equalities Group at 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 communicate the Council's priorities to local residents, businesses and partners and to inform the organisation's service and financial planning activities.

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

The draft Corporate Plan proposes to roll forward the vision in the current Five Year Plan, with some small amendments, specifically to make reference to businesses as well as residents. The proposed vision is therefore:

To be recognised by our residents, businesses and partners as a leading Council. This means:

- Delivering quality services and support
- Providing value for money
- Making the borough a great place to live, work in and visit
- Being flexible and sustainable, responding to the needs and demands of our borough residents and businesses; and
- Operating as an increasingly commercial organisation

As in the current Five Year Plan, the new draft Corporate Plan is structured around three themes, within which objectives are proposed for a number of topic areas:

OUR PEOPLE:

- Housing: Secure the delivery of homes that can be afforded by local people and which provide a wider choice of tenure, type and size of housing
- Communities & community safety: Work with partners to create strong, safe and welcoming communities
- Vulnerable residents: Deliver targeted and proactive support for our most vulnerable residents
- Leisure & wellbeing: Provide leisure & wellbeing services that are accessible to, and meet the needs of, communities and visitors

OUR PLACES

- Towns and villages: With our partners, invest in our town and village centres, so they continue to be places where people chose to live, work and visit
- Economic prosperity: Drive the continued economic prosperity of the borough, facilitate improved

business infrastructure, and confirm the borough's reputation as a great place to do business

- Local planning: Ensure new development is properly planned and sustainable, and benefits the borough's communities and the wider area, and use our planning policies positively to facilitate the delivery of other Corporate Plan objectives
- Clean and green: Provide high quality green spaces and neighbourhood services to ensure that local people have access to the services and facilities they need and that the borough continues to be clean and attractive

OUR ORGANISATION

- Financial sustainability: Be a financially self-sustaining Council
- Commercial activities: Undertake commercial activities to generate additional income and build our financial resilience, in order to sustain service provision
- Operational assets: Ensure that our operational assets (things like our estate, equipment, IT and vehicles) are fit for purpose
- Skills and great people: Invest to ensure the Council (councillors and officers) has the right skills to deliver this Plan

In addition to these themes, some new '**cross cutting**' commitments are proposed:

- Continue to deliver high quality core services and put our customers at the heart of what we do
- Communicate effectively
- Make it simple for our residents and customers to contact and do business with the Council
- Develop and maintain positive and constructive partnerships with other service providers and the voluntary sector
- Manage and use the data we hold responsibly and effectively
- Operate efficiently and with financial rigour
- Promote and support environmental sustainability and the efficient use of natural resources
- Support residents and businesses to make a positive difference in our communities

Who are the main beneficiaries of this strategy?

The main beneficiaries of the strategy are:

- Residents
- Businesses in the borough
- Employees in the borough
- Visitors to the borough
- Organisations (public / private / voluntary sector) who work in partnership with the Council

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

The plan will inform our service and financial planning across all services. By including key priorities that respond to the issues and challenges facing the Borough and Council, the plan will help us to support those who live in, work in and visit the borough.

It should be noted that the draft Corporate Plan does not include specific proposals for activities carried out by the Council (either new activities or the cessation of existing activities). More detailed equalities impact assessment of proposals will be required at the time at which they are brought forward / implemented and it will be important that in planning future service provision the impact on equalities target groups is taken into account.

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?

The main source of data is:

- Borough Profile, and equalities data collected by external agencies and through the Census

Other sources of data include:

- Performance reporting against current Five Year Plan
- Resident Surveys
- Stakeholder views
- MOSAIC data
- Workforce monitoring information

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

An opportunity has been identified to improve workforce monitoring data.

For many of the equalities target groups we are reliant on data collected by external agencies, which may be several years old.

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.

Note that assessment has been undertaken on the basis of 'overall impact' on the target group and 'relative impact' on the target group when compared to the population as a whole

		Positive Impact	Neutral	Negative Impact	Reason
Age	Older people	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on older people will be positive. Relative positive impacts may also be secured, for example, encouraging older people to participate in their communities; and targeted customer contact support for those who need it.</p> <p><u>Objectives:</u> the overall impact of the plan objectives on older people will be overwhelmingly positive, with positive or neutral relative impact. Examples of positive relative impact include: Continuation of targeted 'older people' leisure / wellbeing services; Support for vulnerable older residents through housing and community development activities; Potential for improvements to accessibility of buildings and greenspaces</p> <p>One objective could potentially have a low negative impact, this being the impact of the housing objective (targeted at local people) on older people who do not live or work in the borough. However the scale of housing secured under this objective will be very small compared to the availability of market housing in the borough so any negative impact will be extremely limited and overall the impact is therefore judged to be neutral.</p>
	Younger people & children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on younger people and children will be positive. Relative positive impacts may also be secured, for example, communication through digital channels which younger people are more likely to access and benefits from better partnership working to deliver services for children and young people.</p> <p><u>Objectives:</u> the overall impact of the plan objectives</p>

					<p>on young people will be overwhelmingly positive. Relative positive impacts are also likely to be secured, including the provision of targeted leisure and wellbeing services, improved greenspaces activities and events and improved access to jobs and skills.</p> <p>One objective could potentially have a low negative impact, this being the impact of the housing objective (targeted at local people) on younger people who do not live or work in the borough. However the scale of housing secured under this objective will be very small compared to the availability of market housing in the borough. This objective also has the potential to bring positive benefits for local younger people so overall the impact is judged to be neutral.</p>
<p>Disability <i>Long-term health impairment includes mental health problems, asthma, heart conditions, chronic fatigue etc</i></p>	Physical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on people with disabilities and long term health impairment will be positive. Relative positive impacts may also be secured, for example the provision and targeted customer contact support for those who need it, and improved working with partners to provide services for disabled people.</p> <p><u>Objectives:</u> the overall impact of the objectives on those with disabilities will be positive, with a neutral or positive relative impact. Examples of positive relative impact include benefits from community development work, housing support and schemes such as the disabled facilities grant; and the potential for improved physical accessibility and sensory facilities in our greenspaces.</p> <p>One objective could potentially have a low negative impact, this being the impact of the housing objective (targeted at local people) on disabled people who do not currently live or</p>
	Sensory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Learning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Long-term Health Impairment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	

					work in the borough. However the scale of housing secured under this objective will be very small compared to the availability of housing in the borough generally. This objective also has the potential to bring positive benefits for local disabled people so overall the impact is judged to be neutral.
Gender	Women	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on women and men will be positive. No specific relative impact on either women or men was identified, with both women and men being considered to be impacted equally.</p> <p><u>Objectives:</u> similarly the overall impact of objectives on both women and men is positive (the one potential 'low negative' score relating to the local housing objective as described for other target groups and judged to be outweighed by the positive benefits for local people). No specific relative impact on either women or men was identified, with both women and men being considered to be impacted equally</p>
	Men	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
Gender reassignment	Trans-men and -women	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on trans-women and trans-men will be positive. No specific relative impact on either women or men was identified, with both trans-women and trans-men being considered to be impacted equally.</p> <p><u>Objectives:</u> similarly the overall impact of objectives on both trans-women and trans-men is positive (the one potential 'low negative' score relating to the local housing objective as described for other target groups and judged to be outweighed by the positive benefits for local people). In terms of relative impact, the communities and community safety objective may positively impact trans-women and trans-men who</p>

					may be more vulnerable to crime and antisocial behaviour.
Marriage and civil partnership	People who are married or in a civil partnership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on people who are married or in a civil partnership will be positive. No specific relative impact was identified.</p> <p><u>Objectives:</u> similarly the overall impact of objectives on both people who are married or in a civil partnership is positive. One potential 'low negative' score relating to the local housing objective was identified for non-local people (as described for other target groups) and for co-habiting couples not being able to access any 'single persons' accommodation provided, but the scale of impact is considered to be very low such that – when taken into account with the positive benefits for local people – the impact is judged to be neutral.</p>
Pregnancy and maternity	Mothers or women who are pregnant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on mothers and women who are pregnant will be positive. In terms of specific relative impact, this target group may benefit positively from the commitment to encourage residents to do their bit in local communities and from better partnership working to deliver services for mothers and women who are pregnant.</p> <p><u>Objectives:</u> similarly the overall impact of objectives on mothers and women who are pregnant (the one potential 'low negative' score relating to the local housing objective as described for other target groups and given the very small scale judged to be outweighed by the opportunity provided for local people). In terms of relative impact, the group may be positively impacted by community development activities, support for vulnerable people (via the housing and family support</p>

					teams) and the potential for improvements to accessibility of greenspaces and buildings.
Race <i>These categories are those used in the 2001 census</i>	Asian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<u>Commitments:</u> the overall impact of the cross cutting commitments on ethnic/racial groups will be positive. Relative positive impacts may also be secured, for example, through offering information in alternative languages, encouraging those from minority ethnic groups to participate in their communities; and targeted customer contact support for those who – for example – do not have English as a first language. <u>Objectives:</u> the overall impact of the plan objectives on those from ethnic/racial groups (specifically minority groups) will be overwhelmingly positive, with positive or neutral relative impact. Examples of positive relative impact include: Support for vulnerable residents through housing, family support and community development activities; positive impacts from community development and community safety activities; and partnership working to deliver appropriate and accessible leisure and community services. The one potential 'low negative' score relates to the local housing objective as described for other target groups. When taken alongside the other positive impacts identified above, and taking into account the scale (compared to the housing market as a whole) this impact is judged to be neutral
	Black	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Mixed race	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	White	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Chinese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Other racial or ethnic groups (specify)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
Religion or belief <i>Consider faith groups individually and collectively</i>	Faith groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<u>Commitments:</u> the overall impact of the cross cutting commitments on those from faith groups will be positive. One potential positive specific relative impact was identified, being the potential for increased volunteering with faith groups.

					<p><u>Objectives:</u> similarly the overall impact of objectives on members of faith groups is positive (the one potential 'low negative' score relating to the local housing objective being outweighed by the positive benefits as described for other target groups). No specific relative impact on members of faith groups was identified.</p>
Sexual orientation	Heterosexuals, lesbians, gay men and bisexuals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<p><u>Commitments:</u> the overall impact of the cross cutting commitments on those with different sexual orientation identities will be positive. No specific relative impact on any group identified.</p> <p><u>Objectives:</u> similarly the overall impact of objectives on heterosexuals, lesbians, gay men and bisexuals is positive (the one potential 'low negative' score relating to the local housing objective being outweighed by the positive benefits as described for other target groups). In terms of relative impact, the communities and community safety objective may positively impact those from the LGBT community who may be more vulnerable to social isolation, crime and antisocial behaviour.</p>

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
General	Ensure that equalities target group representatives and hard to reach / seldom heard groups are consulted as part of the public consultation on the draft Corporate Plan, and that consultation material is available in accessible formats.

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?

A detailed assessment was carried out to inform the conclusions above. The Corporate Plan is a high level strategy and a wide range of projects and policies will be brought forward to deliver on the priorities in the Plan (once adopted). Where impacts on target groups have currently been assessed as neutral consideration should be given – through these projects and policies – as to whether positive equalities impacts could be secured. These projects and policies will need to be subject to separate Equalities Impact Assessment, where specific impacts, and opportunities to promote equality, will be reported in more detail.

Section Five: Monitoring and Reviewing

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

Data reported in the Borough Profile and other equalities data

How is this data used?

To inform the development, monitoring and review of the Plan. Data will be reviewed and updated regularly.

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

N/A

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