



**Mid Suffolk District Council  
Babergh District Council  
Joint Equality Impact Assessment  
Template**

| Summary of activity (to keep a record of the stages of the assessment already completed) |                              |             |
|--|------------------------------|-------------|
| Assessment section(s)  | Date completed               | By who      |
|  | 24 <sup>th</sup> August 2016 | Kate Parnum |
|  |                              |             |
|  |                              |             |

| 1) General information  |   |   |   |
|---|---|---|---|
| 1a) Please state if you are assessing a strategy, policy, project, contract, decision or function                                   | Emerging Public Access Strategy and Accommodation Options appraisal   |   |   |
| 1b) What is the name of the strategy, policy, project, contract, decision or function being assessed?                               | Future Model for Public Access including Accommodation  |   |   |
| 1c) Who are you targeting with the strategy, policy, project, contract, decision or function? (Please tick any that are applicable) | Residents <input checked="" type="checkbox"/>   | Staff <input checked="" type="checkbox"/> | Specific protected characteristics <input type="checkbox"/> |
| If specific 'protected characteristics' please state ...  | <p>This is an initial assessment based on the emerging Public Access Strategy and accommodation options therefore a summary of the impact on residents and staff has been done for this report.</p> <p>The Public Access Strategy and all options could potential affect both residents and staff therefore, all protected characteristics could be impacted.</p> <p>The report presents several options therefore; a further detailed assessment will need to happen once an option has been decided upon to understand the impact in detail.</p> <p>The next stage will be to work through the implications of the option chosen including detailed assessment on residents, staff and protected characteristics.</p> |   |   |
| 1d) Are there any other individuals,  | Yes <input checked="" type="checkbox"/>   |   | No <input type="checkbox"/>                                 |

|   |   |  |
|---|---|--|
| <p>departments or partners involved in the delivery of the strategy, policy, project, contract, decision or function?</p> <p>If yes please state who ...</p>  | <p>Suffolk County Council (SCC) is a main partner, because we currently have a shared ICT service with SCC and Option 3 is to share workspace within Endeavour House, a SCC building.</p> |  |
| <p>1e) Is this a new or existing strategy, policy, project, contract, decision or function?</p>   | <p>New <input checked="" type="checkbox"/></p>  | <p>Existing <input type="checkbox"/></p> |
| <p>1f) What is the main purpose of the strategy, policy, project, contract, decision or function?</p>   | <p>The future of the public access and accommodation arrangements for Babergh and Mid Suffolk District Councils.</p>  |  |
| <p>1g) In your opinion, does the strategy, policy, project, contract, decision or function need to be equality impact assessed?</p> <p>If no, please fully explain your reasons and describe the evidence you used to come to this decision. Then go to <b>Q17</b></p>  | <p>Yes <input checked="" type="checkbox"/> (Go to <b>Q2</b>)</p>  | <p>No <input type="checkbox"/></p>       |
| <p>This is an initial, overview assessment of the principles of changes to public access and accommodation this will be a summary for this decision paper. A further detailed assessment will be undertaken on the accommodation option that is chosen, and as a detailed implementation plan for the Public Access Strategy is developed. These detailed assessments will look into specific impacts for the staff and residents and each of the protective characteristics.</p> |   |  |

| 2) Gathering information to help the assessment   |   |                                     |
|---|---|-------------------------------------|
| <p>2a) What information will you use to assess the impact of the strategy, policy, project, contract, decision or function? (Please tick any that are applicable)</p> | Performance indicators/targets  | <input checked="" type="checkbox"/> |
|   | Benchmarking with other organisations   | <input checked="" type="checkbox"/> |
|   | Complaints information  | <input checked="" type="checkbox"/> |
|   | Consultation results  |                                     |
|   | External verification, i.e. expert views of stakeholders/employers organisations representing people with protected characteristics |                                     |
|   | Service uptake data   | <input checked="" type="checkbox"/> |
|   | Staff monitoring data   | <input checked="" type="checkbox"/> |
|   | Staff survey results  | <input checked="" type="checkbox"/> |
|   | User satisfaction survey results  | <input checked="" type="checkbox"/> |
|   | Risk assessment   | <input checked="" type="checkbox"/> |
| Other, please state...  |   |                                     |

|   |  |
|---|--|
| <p>2b) Please provide a list of all evidence gathered i.e. document titles, sources etc</p> | <p>As this decision is from an options paper there has been an assessment on generic information about the residents and staff. The above information will be used for the detailed equality impact assessment once a decision has been made so the decision can be assessed in detail.</p> <p>It will use census data (Census 2011) to understand the diversity of the districts to understand the residents. There was a discussion with human resources about the potential numbers of staff affected and the percentage of staff for each of the protected characteristics.</p> <p>There is limited information held by human resources for two reasons:</p> <ol style="list-style-type: none"> <li>1. It is up to staff to complete the fields</li> <li>2. We do not ask staff if they identify with the protected characteristics</li> </ol> <p>Therefore, it has been identified that for the next EQIA further information about the staff and protected characteristics will be needed.</p> |
|---|--|

| <b>3) Type of impact</b>   |  |                           |                          |                              |
|--|--|---------------------------|--------------------------|------------------------------|
| 3a) Using your evidence in Q2a, you now need to make an initial assessment of the type of impact you might expect to find with this strategy, policy, project, contract, decision or function for: | <b>Protected characteristics</b>         | <b>No negative impact</b> | <b>Negative impact</b>   | <b>Insufficient evidence</b> |
| 1) People with protected characteristics<br>2) Mid Suffolk District Council staff<br>3) Residents<br><br>(Please tick a box for each protected   | Age                                      | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Carers <sup>1</sup>                      | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Disability                               | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Gender reassignment                      | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Marriage and civil partnership           | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Pregnancy and maternity                  | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | <sup>2</sup> Race                        | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Religion or belief                       | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Sex                                      | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Sexual orientation                       | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Socio economic (income, rural isolation) | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |
|  | Transgender                              | <input type="checkbox"/>  | <input type="checkbox"/> | <b>x</b>                     |

<sup>1</sup> Includes people who have caring responsibility for children or for sick/disabled adults

<sup>2</sup> Includes Gypsies, Travellers and Non UK Nationals

|  |                        |   |   |   |
|--|------------------------|---|---|---|
| characteristic)<br><br>The reason for all of the protective characteristics being insufficiently evidenced is due to not the emergent nature of the Public Access Strategy and not knowing which accommodation option will be decided. | Other, please state... | □ | □ | □ |
|--|------------------------|---|---|---|

**4) Identifying potential negative impacts**

|  |                                 |  |   |
|--|---------------------------------|--|---|
| 4a) You now need to list and explain each negative impact identified in Q3a, providing details of the protected characteristics affected, and what the negative impacts are<br><br>Note: When providing the evidence for potential negative impacts, use the information you gathered in Q2a. If you have no evidence of the negative impact, please say so... | <b>Protected characteristic</b> | <b>What the potential negative impact is</b> | <b>Evidence of potential negative impact (if any i.e. document titles / names / dates )</b> |
|  |                                 |  |   |
|  |                                 |  |   |
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**5) Uptake of services impact**

|  |       |      |  |
|--|-------|------|--|
| 5a) Do you think people with protected characteristics will take up services associated with the strategy, policy, project, contract, decision or function equal to Mid Suffolk District Council staff or residents?<br><br>If no, please provide details... | Yes ✖ | No □ | Insufficient evidence □                                  |
| 5b) Do you think the strategy, policy, project, contract, decision or function likely to exclude or disadvantage people with protected characteristics in the longer term?<br>Please provide details...  | Yes □ | No □ | Insufficient evidence✖<br><br>(please see below for why) |
| <b>Age</b> - The age breakdown for Babergh is as follows: 16 years or under: 18.14%; 16 to 64 years: 60.48%;65 years and over: 21.38%<br>The age breakdown for Mid Suffolk is as follows:  |       |      |  |

16 years or under: 18.43%; 16 to 64 years: 61.44%; 65 years and over: 20.13%

There is insufficient evidence; however, there needs to be consideration that over one fifth of the districts that are over 65 years in age and this is increasing with any decision.

**Carers** - There is only a limited amount of information on carers available both about the number of residents that are and staff. Further evidence will need to be looked into to understand the impact.

**Disability** - In Babergh there is a total of 17.38% of the population are limited with day to day activities.

Limited a lot – 7.22%; Limited a little – 10.16%  
 In Mid Suffolk there is a total of 16.55% of the population are limited with day to day activities.  
 Limited a lot – 6.67%; Limited a little – 9.88%

There needs to be further assessment on the type of disability and how people may be impacted by the option chosen and how residents interact with our services. Regarding staff there needs to be more understanding and assessment of their disability and how this would be impacted if there was a location change.

**Gender Assignment** - Overall not much is known about gender reassignment groups in the areas. Further assessment needs to look into the impact on this protective characteristic.

**Marriage and civil partnership** - There is limited amount of information on marriage and civil partnerships within the two districts and how this protective characteristic would be impacted by the decision paper. Further evidence will need to be looked into to understand the impact.

**Pregnancy and maternity** - There is limited amount of information on pregnancy and maternity mainly down to when information is recorded as well as how this protective characteristic would be impacted by the decision paper. Further evidence will need to be looked into to understand the impact.

**Race** - Babergh has a population which is 95.36% which is White British. Mid Suffolk has a population which is 95.88% which is White British. Further evidence will need to be looked into to understand the impact on how racial protective characteristics would be impacted by the decision paper.

**Religion or belief** - In terms of religion, 63.2% of Babergh residents identify themselves as Christian and 28.4% say they do not religion with 7.3% not stating.

63.8% of Mid Suffolk residents identify themselves as Christian and 27.6% say they do not have a religion with 7.8% not stating.

There is insufficient evidence on how this would be impacted by this decision. Therefore, further evidence will need to be looked into to understand the impact.

**Sex** - The gender split in Babergh is (49% males and 51% females) and Mid Suffolk is (49.5% males and 50.5% females) which is similar to the Suffolk and England ratio, which are both around 50-50.

There is insufficient evidence on how this would be impacted by this decision. Therefore, further evidence will need to be looked into to understand the impact.

**Sexual Orientation**

There is only a limited amount of information on sexual orientation available. Guidance from the Equality and Human Rights Commission states to collect it where relevant.

|  |  |
|--|--|
|  | <p><b>Socio economic factors</b> - This is wide characteristic and has several factors, there is information contained in the report about this specific area.</p> <p><b>Transgender</b> - There is only a limited amount of information on transgender available. Further assessment needs to look into the impact on this protective characteristic.</p> |
|--|--|

### 6) Delivery impacts

|   |   |                              |                             |       |
|---|---|------------------------------|-----------------------------|-------|
| 6a) Please check the delivery arrangements for the strategy, policy, project, contract, decision or function against the criteria (please tick appropriate boxes) | Are the premises accessible for all?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
|   | Is the computer software and infrastructure accessible for all?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
|   | Is the consultation and participation inclusive of all?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
|   | Are public events and meetings accessible for all?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
| 6b) If you answered 'no' to any of the above, please explain how and why, giving details of any legal justification if you can...                                 | <p>The reason why N/A was crossed for these questions is because all of these questions will need to be assessed in detail and answered if the Public Access Strategy is adopted and an accommodation option chosen. Therefore, these questions will be answered in the next detailed EQIA.</p> |                              |                             |       |

### 7) Communication impacts

|  |   |                              |                             |       |
|--|---|------------------------------|-----------------------------|-------|
| 7a) Please check the accessibility of your information and communication arrangements for the strategy, policy, project, contract, decision or function against the criteria (please tick appropriate boxes) | Are customer contact methods accessible for all?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
|  | Is electronic, web based and paper information accessible for all?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
|  | Are publicity campaigns inclusive of all?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
|  | Are images and text in documents representative of all?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A ✘ |
| 7b) If you answered 'no' to any of the above, please explain how and why, giving details of any legal justification if you can...  | <p>The reason why N/A was crossed for these questions is because all of these questions will need to be assessed in detail and answered if the Public Access Strategy is adopted and an accommodation option chosen. Therefore, these questions will be answered in the next detailed EQIA.</p> |                              |                             |       |



### 8) Making improvements

|  |                              |                             |                                 |
|--|------------------------------|-----------------------------|---------------------------------|
| 8a) If you have identified any potential negative impacts in Q3-7, can they be easily addressed?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/>    |
| 8b) If yes, please list negative impact(s) and state how they will be addressed  | <b>Negative Impact</b>       |                             | <b>How it will be addressed</b> |
|  |                              |                             |                                 |
| 8c) If negative impact (s) cannot be addressed for legal reasons, please explain, giving details of your justification i.e. including details of any legislation if you can... |                              |                             |                                 |

### 9) Making a decision

| <b>Decision (please tick one box)</b>  | <b>Action to take</b>   |
|--|---|
| 9a) The evidence has identified no negative impacts <input type="checkbox"/>   | Go to <b>Q17</b>  |
| 9b) The evidence indicates that there are negative impacts but they can be easily addressed <input type="checkbox"/> | Go to <b>Q17</b> and implement any actions you have identified in <b>Q8b</b>  |
| 9c) The evidence indicates potential negative impacts that cannot be easily addressed <input type="checkbox"/>       | Action planning required.<br><b>Go to Action planning Q15</b>   |
| 9d) A negative impact was identified but it can be legally justified <input type="checkbox"/>                        | Go to <b>Q17</b>  |
| 9e) There is not enough evidence to say whether or not there is a negative impact <input type="checkbox"/>           | Additional evidence needed.<br><b>Go to Additional evidence gathering Q10</b><br><br>Additional information will be gathered in order to complete a detailed EQIA if the Public Access Strategy is adopted and an accommodation option is chosen. Therefore, these questions will be answered in the next detailed EQIA which will be supported by full and detailed information gathered specifically once the detail of these outcomes are known. |

### 10) Additional evidence gathering

#### General information

|   |  |
|---|--|
| Names of other people involved in additional evidence gathering |  |
| Responsible Department  |  |
| Responsible Manager   |  |

**Notes:**

Your assessment so far has identified insufficient evidence to make a judgement about whether your policy, project, contract, decision or function potentially negatively impacts on people with protected characteristics. You will therefore need to undertake some additional evidence gathering before making a final decision.

**a) For advice on where to gather information please contact:**

- Lead Officer for Equality Impact Assessment Sub Group
- Lead Officer for Equality and Diversity
- Lead Officer for Equality Mapping Sub Group
- Lead Officer for Access

**b) Contact details for the above Officers can be found on InfoWeb:**

<http://pan/C16/Equality%20Impact%20Assessments/default.aspx>

**c) Available information already gathered can be found on InfoWeb:**

<http://pan/C10/C5/Mid%20Suffolk%20District%20datainfor/default.aspx>

**d) To discuss any proposed consultation please contact:**

The Lead Officer for the Community Engagement Strategic Priority Group 6 (SPG6)

**e) Contact details for the SPG6 Lead Officer can be found on InfoWeb:**

<http://infoweb.mid-suffolk.local/C4/C1/Community%20Engagement/default.aspx>

| 11) Gathering additional information  |  |                      |
|---|--|----------------------|
| Gather and analyse relevant additional information to address the gaps in your knowledge, enhance your understanding of the issues and inform options for addressing these. |  |                      |
| 11a) What additional evidence are you going to gather? (Please tick any that are applicable)  | Advice from experts  |                      |
|   | Data about the physical environment, i.e. housing market or workforce  |                      |
|   | Demographic profile, i.e. Census   |                      |
|   | Existing consultation results  |                      |
|   | External verification i.e. expert views of stakeholders organisations representing people with protected characteristics |                      |
|   | Local needs analysis   |                      |
|   | National best practice information i.e. Audit Commission reports   |                      |
|   | New consultation with a specific group(s)  |                      |
|   | Research reports on experiences of diverse group(s)  |                      |
|   | Specialist staff expertise   |                      |
|   | Other, please state...   |                      |
| 11b) Please give a summary of additional evidence you have gathered   | <b>Document details (title / name / date)</b>  | <b>Brief summary</b> |
|   |  |                      |

|                                      |
|--------------------------------------|
| <b>12) Uptake of services impact</b> |
|--------------------------------------|

**Having now gathered additional evidence, please answer the questions below again...**

|   |                              |                             |
|---|------------------------------|-----------------------------|
| 12a) Do you think people with protected characteristics will take up services associated with the strategy, policy, project, contract, decision or function equal to Mid Suffolk District Council staff or residents?<br><br>If no, please provide details... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|   |                              |                             |
| 13b) Is the strategy, policy, project, contract, decision or function likely to exclude or disadvantage people with protected characteristics in the longer term?<br><br>Please provide details...  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|   |                              |                             |

**13) Making improvements**

|  |                              |                             |                                 |
|--|------------------------------|-----------------------------|---------------------------------|
| 13a) Having gathered additional evidence, have you now identified any potential negative impacts for anyone with a protected characteristic? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                                 |
| 13b) Can the negative impact(s) be easily addressed?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/>    |
| 13c) If yes, please list the negative impacts and state how they can be addressed  | <b>Negative Impact</b>       |                             | <b>How it will be addressed</b> |
|  |                              |                             |                                 |
|  |                              |                             |                                 |

**14) Making a decision**

| <b>Decision (please tick one box)</b>  | <input type="checkbox"/> | <b>Action to take</b>   |
|--|--------------------------|---|
| 14a) The evidence has identified no negative impacts   | <input type="checkbox"/> | Go to <b>Q17</b>  |
| 14b) The evidence indicates that there are negative impacts but they can be easily addressed | <input type="checkbox"/> | Go to <b>Q17</b> and implement any actions you have identified in <b>Q13c</b> |
| 14c) The evidence indicates potential negative impacts that can not be easily addressed      | <input type="checkbox"/> | Go to <b>Action planning Q15</b>  |
| 14d) A negative impact was identified but it can be legally justified                        | <input type="checkbox"/> | Go to <b>Q17</b>  |

**15) Action planning**

**General information**

|   |  |
|---|--|
| Names of other people involved in action planning |  |
| Responsible Department                            |  |
| Responsible Manager                               |  |

**Notes:**

a) You need to draw up an action plan to address the negative impact(s) you have found:

Identify clearly in your action plan the following:

- Protected characteristics affected
- Potential negative impact(s)
- Action(s) to be taken to address negative impact(s)
- Named person responsible for action(s)
- Time by which action(s) will be achieved
- Resources required to achieve action(s)
- Progress report section

b) Use your additional evidence gathering to develop actions for addressing any negative impacts identified that have not been addressed.

c) Please attach a copy of your action plan to this form ensuring it is updated at intervals specified in Q16a.

| <b>16) Monitoring arrangements for action plan to address negative impact/s</b>   |  |
|---|--|
| 16a) When will you monitor, review and update the action plan to address identified negative impact/s? (if at intervals please state) |  |
| 16b) Who will be responsible for monitoring the action plan?  |  |
| 16c) What is the final date all actions are to be implemented by?   |  |
| 16d) Will actions be implemented immediately?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 16e) If no, please give details of the strategy or service plan the action(s) will be integrated into if known                        |  |
| 16f) How will the continuing impact of the strategy, policy, project, contract or decision be monitored?                              |  |
| 16g) Any other comments   |  |

| <b>17) Monitoring arrangements for the strategy, policy, project, contract or decision</b>                    |  |
|---|--|
| 17a) When will you monitor the strategy, policy, project, contract or decision (if at intervals please state) | Monitoring will take place to ensure that the detailed EQIA's take place within the next 3 months. |
| 17b) Who will be responsible for monitoring the strategy, policy, project, contract or decision?              | Senior Leadership Team   |

|  |   |   |
|--|---|---|
| 17c) How do you intend to monitor the impact of the strategy, policy, project, contract, decision or function? (Please tick any that are applicable) | Performance indicators/targets  | x |
|  | Benchmarking with other organisations   | x |
|  | Complaints information  | x |
|  | Consultation results  | x |
|  | External verification, i.e. expert views of stakeholders/employers organisations representing people with protected characteristics |   |
|  | Service uptake data   | x |
|  | Staff monitoring data   | x |
|  | Staff survey results  | x |
|  | User satisfaction survey results  | x |
|  | Risk assessment   |   |
|  | Other, please state...  |   |
| 17d) Please details of all monitoring methods i.e. National Indicator 187 or name of consultation  | These will be detailed within the next detailed EQIA  |   |
| <b>Please move on to Q18 for 'Completion'</b>  |   |   |

| <b>18) Completion</b>   |  |
|---|--|
| Name  |  |
| Job title   |  |
| Service Area  |  |
| Date of completion  |  |
| Date of next equality impact assessment, if relevant (This should be in line with next review date of strategy, policy, project, contract, decision or function). |  |
| Management Sign Off (Please print name in block capitals)   |  |

**Notes:**

When completed, an electronic copy of this assessment (with the action plan attached if appropriate) should be saved with the policy, strategy, project, contract or decision. A hard copy should be printed and signed by management and then kept in a safe place. The details of this assessment should be recorded in your service area's policy register and should be published on the Council's website if the policy, strategy, project, contract or decision is for external publication.

**-END-**