



APPENDIX 3

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

Capital Investment Strategy

14th September 2016

Summary of activity (to keep a record of the stages of the assessment already completed)		
Assessment section(s)	Date completed	By who
	14 th September 2016	Ken Handley

1) General information			
1a) Please state if you are assessing a strategy, policy, project, contract, decision or function	Strategy		
1b) What is the name of the strategy, policy, project, contract, decision or function being assessed?	Capital Investment Strategy		
1c) Who are you targeting with the strategy, policy, project, contract, decision or function? (Please tick any that are applicable)	Residents <input type="checkbox"/>	Staff <input type="checkbox"/>	Specific protected characteristics <input type="checkbox"/>
If specific 'protected characteristics' please state ...	<p>This is an initial assessment based on the emerging Capital Investment Strategy, governance framework and delivery model which will define the Councils approach to investment in land and property with a view to generating financial and social returns to support key strategic outcomes.</p> <p>The Strategy itself will not impact Residents, Staff or any specific protected characteristics. Funding for the programme is independent of existing revenue streams and therefore it will not impact the delivery of any existing front line services.</p> <p>Capital Investments in land and property made under the programme will be individually assessed for suitability in terms of risk, yield, liquidity etc and will include an assessment under EQIA to ensure full transparency.</p> <p>Returns made under the programme will be used to underpin and support strategic frontline services.</p>		
1d) Are there any other individuals, departments or partners involved in the delivery of the strategy, policy, project, contract, decision or function?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If yes please state who ...	<p>Phase I – Development of Strategy to Full Council Approval</p> <p>Partners include:</p> <ul style="list-style-type: none"> ▪ Jones Lang LaSalle Inc ▪ Trowers & Hamlins LLP ▪ Arlingclose Ltd ▪ Public Works Loan Board 		
1e) Is this a new or existing strategy, policy, project, contract, decision or function?	New <input checked="" type="checkbox"/>		Existing <input type="checkbox"/>
1f) What is the main purpose of the strategy, policy, project, contract, decision or function?	Investment in land and property with a view to generating financial and social returns to support key strategic outcomes.		

<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 Q17</p>	Yes <input type="checkbox"/> (Go to Q2)	No <input checked="" type="checkbox"/>
	<p>The Strategy itself will not impact Residents, Staff or any specific protected characteristics. Funding for the programme is independent of existing revenue streams and therefore it will not impact the delivery of any existing front line services.</p> <p>Capital Investments in land and property made under the programme will be individually assessed for suitability in terms of risk, yield, liquidity etc and will include an assessment under EQIA to ensure full transparency.</p> <p>Returns made under the programme will be used to underpin and support strategic frontline services.</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 type="checkbox"/>
	Benchmarking with other organisations	<input type="checkbox"/>
	Complaints information	<input type="checkbox"/>
	Consultation results	<input type="checkbox"/>
	External verification, i.e. expert views of stakeholders/employers organisations representing people with protected characteristics	<input type="checkbox"/>
	Service uptake data	<input type="checkbox"/>
	Staff monitoring data	<input type="checkbox"/>
	Staff survey results	<input type="checkbox"/>
	User satisfaction survey results	<input type="checkbox"/>
	Risk assessment	<input type="checkbox"/>
Other, please state...	<input type="checkbox"/>	
2b) Please provide a list of all evidence gathered i.e. document titles, sources etc		

3) Type of impact				
<p>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:</p> <p>1) People with protected characteristics</p> <p>2) Mid Suffolk District Council staff</p> <p>3) Residents</p> <p>(Please tick a box for each protected characteristic)</p>	Protected characteristics	No negative impact	Negative impact	Insufficient evidence
	Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Carers ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	² Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Socio economic (income, rural isolation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other, please state...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

² Includes Gypsies, Travellers and Non UK Nationals

4) Identifying potential negative impacts

<p>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</p> <p>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...</p>	Protected characteristic	What the potential negative impact is	Evidence of potential negative impact (if any i.e. document titles / names / dates)

5) Uptake of services impact

<p>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?</p> <p>If no, please provide details...</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Insufficient evidence <input type="checkbox"/>
<p>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?</p> <p>Please provide details...</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Insufficient evidence <input type="checkbox"/>

6) Delivery impacts

<p>6a) Please check the delivery arrangements for the strategy, policy, project, contract, decision or function against the criteria (please tick appropriate boxes)</p>	Are the premises accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Is the computer software and infrastructure accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Is the consultation and participation inclusive of all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Are public events and meetings accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>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>				

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 <input type="checkbox"/>
	Is electronic, web based and paper information accessible for all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Are publicity campaigns inclusive of all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Are images and text in documents representative of all?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7b) If you answered 'no' to any of the above, please explain how and why, giving details of any legal justification if you can...				

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	Negative Impact		How it will be addressed
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		
Decision (please tick one box)		Action to take
9a) The evidence has identified no negative impacts	<input type="checkbox"/>	Go to Q17
9b) The evidence indicates that there are negative impacts but they can be easily addressed	<input type="checkbox"/>	Go to Q17 and implement any actions you have identified in Q8b
9c) The evidence indicates potential negative impacts that cannot be easily addressed	<input type="checkbox"/>	Action planning required. Go to Action planning Q15
9d) A negative impact was identified but it can be legally justified	<input type="checkbox"/>	Go to Q17
9e) There is not enough evidence to say whether or not there is a negative impact	<input type="checkbox"/>	Additional evidence needed. Go to Additional evidence gathering Q10

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	Document details (title / name / date)	Brief summary

12) Uptake of services impact		
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? If no, please provide details...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12b) Is the strategy, policy, project, contract, decision or function likely to exclude or disadvantage people with protected characteristics in the longer term? 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	Negative Impact		How it will be addressed

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

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.

16) Monitoring arrangements for action plan to address negative impact/s	
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	

17) Monitoring arrangements for the strategy, policy, project, contract or decision		
17a) When will you monitor the strategy, policy, project, contract or decision (if at intervals please state)	It is envisaged that the Strategy and performance of investments made under the Capital Investment Programme governed by the Strategy will be reviewed formally as a minimum every six months by a 'Shadow' board comprising Members and Strategic Leadership Team	
17b) Who will be responsible for monitoring the strategy, policy, project, contract or decision?	Managing Board with delegated powers Scrutiny Committee	
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	Yes
	Benchmarking with other organisations	
	Complaints information	
	Consultation results	
	External verification, i.e. expert views of stakeholders/employers organisations representing people with protected characteristics	
	Service uptake data	
	Staff monitoring data	
	Staff survey results	
	User satisfaction survey results	
Risk assessment		
Other, please state...		
17d) Please details of all monitoring methods i.e. National Indicator 187 or name of consultation		
Please move on to Q18 for 'Completion'		

18) Completion	
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.

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