

# Equality Impact and Needs Assessment Form

## Section One – Screening

<b>Name of strategy, policy or project:</b>	
2008/09 Budget setting Process	
<b>Directorate and service area:</b>	
Finance, IT and Trading - Devon Finance Services	
<b>Name and contact details of officer completing assessment:</b>	
Mary Davis, Head of Devon Finance Services	
1.	<p><b>What is the main purpose of the strategy/policy/project (or the changes you want to make to it)?</b></p> <p>The aim of the strategy is to establish the County Council's Revenue budget for 2008/09, to update the medium term financial plan to cover the period to 2010/11 and to gain approval for the Council's Capital Programme for the period 2008/9 to 2012/13</p>
2.	<p><b>What are the main activities of the strategy/policy/project?</b></p> <ul style="list-style-type: none"> <li>• Establishment of detailed expenditure and income budgets for every Council activity and service;</li> <li>• Establishment of manpower budgets that are linked to staffing numbers;</li> <li>• Establishment of external funding sources and development of scenarios that balance service activity against potential income streams</li> <li>• Development of a medium term financial plan and capital programme that link resource changes with the Council's strategic priorities</li> <li>• Obtaining engagement of Members, Directorates, staff and public in the budget planning process and seeking their views on spending priorities</li> </ul>
3.	<p><b>Who is intended to benefit from the strategy/policy/project, and how?</b></p> <p>The whole of the Devon Community should benefit from the establishment of a budget that is affordable and meets their changing requirements and priorities.</p>
4.	<p><b>Is the strategy/policy/project consistent with the Council's equality policies?</b></p> <p>Yes.</p>
5.	<p><b>Is responsibility for the strategy/policy/project shared with another department, authority or organisation? If so, what responsibility and which bodies?</b></p> <p>All of the Council's Chief Officers and Heads of Service participate in the budget setting process. Budget reports that go through the scrutiny process are joint reports between the Director of Finance, IT and Trading and the relevant Directorate Chief Officer. But ultimately it is the responsibility of the Director of Finance, IT and Trading to assess and report to Members on the robustness of the estimates and the adequacy of the level of reserves.</p>

6. What impact is the strategy/policy/project likely to have on different sections of the community? You may wish to use the table below as a prompt.

	<b>Positive impact</b> – it could benefit ✓ (check box)	<b>Negative impact</b> – it could disadvantage ✓ (check box)	<b>Reason</b>	<b>Are there additional factors that could contribute to the experience of isolation<sup>1</sup>? If so, what are they?</b>	<b>Evidence</b>
Gender					
<ul style="list-style-type: none"> <li>• Women</li> <li>• Men</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	.		No feedback that has come specifically from minority ethnic groups but there is targeted spending in services and in funding to self help community groups.
Ethnic Group					
<ul style="list-style-type: none"> <li>• Asian or Asian British people</li> <li>• Black or Black British people</li> <li>• Chinese people</li> <li>• Gypsy or Roma People</li> <li>• Irish People</li> <li>• People of Mixed Heritage</li> <li>• White People</li> <li>• People of other ethnic backgrounds</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Formal budget communication and consultation were not specifically targeted at ethnic groups.</p> <p>However there is work targeted at understanding the needs for services of people in various ethnic groups. This occurs throughout the year and is expanding. Throughout Devon, positive attempts are made to reach out and understand the particular needs of people of all ethnic groups.</p>		

<sup>1</sup> Refer to section 3 of the EINA guidance.

	<b>Positive impact – it could benefit</b> ✓ (check box)	<b>Negative impact – it could disadvantage</b> ✓ (check box)	<b>Reason</b>	<b>Are there additional factors that could contribute to the experience of isolation<sup>1</sup>? If so, what are they?</b>	<b>Evidence</b>
Asylum Seekers and Refugees	<input type="checkbox"/>	<input type="checkbox"/>			
People with physical, sensory or learning disabilities and mental health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>In preparing the Adult and Community Services budget and setting its priorities we have worked with representatives of these groups and carers regarding the priorities we set.</p> <p>Strategic planning partnerships include user, carer and voluntary sector representatives.</p> <p>Review of service provision are consulted upon with service users</p>		Carers Forum Strategic planning partnerships
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>			
Age	<input type="checkbox"/>	<input type="checkbox"/>			

	<b>Positive impact</b> – it could benefit ✓ (check box)	<b>Negative impact</b> – it could disadvantage ✓ (check box)	<b>Reason</b>	<b>Are there additional factors that could contribute to the experience of isolation<sup>1</sup>? If so, what are they?</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>• Older people (60 +)</li> <li>• Younger people (17-25) and children</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	The views of representatives of both Older and younger people on the composition of the budget were obtained as part of the budget consultation process.		

**Notes:**

- Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when assessing positive and negative impacts.
- The categories relating to ethnicity include those used in the 2001 census. Consideration should be given to the needs of specific communities within the broad categories such as Bangladeshi people and to the needs of other communities such as Turkish/Turkish Cypriot, Greek/Greek Cypriot and Polish that do not appear as separate categories in the census.
- An adverse impact does not necessarily require action to be taken. Actions must remain in proportion with the benefits that could be achieved and resources available to complete them. If adverse impacts are identified and actions for improvement are not proportionate, the reasons for not taking action should be detailed and open to challenge.

7. If you have indicated there is a negative impact on any group, is that impact:

Legal?	YES	NO
	<input type="checkbox"/> More likely to be legal than not.	<input type="checkbox"/>

*(i.e. it is not discriminatory under anti-discriminatory legislation – refer to the Council’s website or your Directorate Equality Representative if guidance is needed)*

Intended?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Level of impact	HIGH	LOW
	<input type="checkbox"/>	<input type="checkbox"/>

If the negative impact is possibly discriminatory and not intended and/or of high impact you must complete section two of this form. If not, complete the rest of section one below and consider if completing section two would be helpful in making a thorough assessment.

8. a) Could you minimise or remove any negative impact that is of low significance?

Explain how:

- In future the formal budget consultation process will be extended to cover ethnic minority groups to ensure that their concerns are fed into the budget setting process.
- In terms of budget consultation, guidance will be sought from staff with expertise in ascertaining the views of “hard to reach” groups.
- Improvements will be made to recording the ethnicity of budget consultees

b) Could you improve the strategy, project or policy’s positive impact?

**Explain how:**

- Consider greater promotion of the willingness to provide copies of key budget documents in different languages

*You may wish to use the action sheet at the end of Section Two.*

9. If there is no evidence that the strategy, policy or project promotes equality, equal opportunities or improved relations – could it be adapted so that it does?

How?

The strategy promotes Equality and Equal Opportunities throughout the process in line with DCC policies and procedures.

**Please sign and date this form. Keep one copy, send a copy to your Directorate Equality Representative and publish the results on the Council's website.**

Signed:

Date: January 2008

**Section Two – Full assessment**

Name of strategy, policy or project:

Date:

**Part A**

1. Looking back at section one of the EINA, in what areas are there concerns that the strategy, policy or project could have a negative impact?

2. Summarise the likely negative impacts.

3. What previous or planned consultation or research on this topic / policy area / project has taken place / will take place with groups / individuals from different sections of the community? If there has already been consultation or research what does it indicate about negative impact of this strategy, policy or project?

Section of the Community	Summary of consultation or research carried out or planned

4. What consultation has taken place/or is planned with DCC staff/DCC staff group including staff that have, or will have, direct experience of implementing the strategy / policy / project?

5. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues.

YES       (Please list them below and explain how you will obtain their views)

NO

6. Has the strategy / policy / project been through legal vetting for compliance?

YES

NO

**Note:** This will only be necessary in conditions where the strategy / policy / project is entirely driven by legislative duties **and/or** where there is doubt about the legal interpretations in relation to the outcomes / service being provided.

### Part B

Complete this section when consultation and research has been carried out

7. a) As a result of this assessment and available evidence collected, including consultation, state whether there will need to be any changes made / planned to the policy, strategy or project.

b) As a result of this assessment and available evidence is it important that DCC commission specific research on this issue or carry out monitoring / data collection?

*(You may wish to put this information directly onto the action plan at the end of this form)*

8. Will the changes planned ensure that negative impact is:

Legal? YES  NO

*(not discriminatory, under anti-discriminatory legislation)*

Intended? YES  NO

Low impact? YES  NO

9. a) Have you set up a monitoring / evaluation / review process to check the successful implementation of the strategy, project or policy?

YES  NO

b) How will this monitoring / evaluation further assess the impact on different sections of the community/ ensure the strategy/ policy / project is non-discriminatory?

Details:

10. What is the final policy decision for this assessment?

11. There is a legal requirement to publish the outcome of an Equality Impact and Needs Assessment. Please outline how / where this will happen:

***Please complete the action plan below, sign the EINA, retain a copy and send a copy of the full EINA, including the Action Plan, to your Directorate Equality Representative.***

Signed:

Date:

## Equality Impact and Needs Assessment Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead officer	Timescale	Resource implications	Comments

**NOTES:**