

Equality Impact and Needs Assessment Form

Section One – Screening

Name of strategy, policy or project:
Implementation of SPAR.net performance management system
Directorate and service area:
Personnel and Performance, Organisational Improvement
Name and contact details of officer completing assessment:
Jay Hooper 01392 383634
1. What is the main purpose of the strategy/policy/project (or the changes you want to make to it)? To provide a single corporate system for the storage, monitoring and reporting of performance management information
2. What are the main activities of the strategy/policy/project? To identify, purchase and implement an appropriate system
3. Who is intended to benefit from the strategy/policy/project, and how? Officers and Members will have ready access to information supporting the performance of the Council
4. Is the strategy/policy/project consistent with the Council's equality policies? Yes
5. Is responsibility for the strategy/policy/project shared with another department, authority or organisation? If so, what responsibility and which bodies? Development of the system is shared by a partnership of other County, District and Unitary local authorities across the South West of England

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.

	Positive impact – it could benefit ✓ (check box)	Negative impact – it could disadvantage ✓ (check box)	Reason	Are there additional factors that could contribute to the experience of isolation¹? If so, what are they?	Evidence
Gender					
• Women	<input type="checkbox"/>	<input type="checkbox"/>			
• Men	<input type="checkbox"/>	<input type="checkbox"/>			
Ethnic Group					
• Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>			
• Black or Black British people	<input type="checkbox"/>	<input type="checkbox"/>			
• Chinese people	<input type="checkbox"/>	<input type="checkbox"/>			
• Gypsy or Roma People	<input type="checkbox"/>	<input type="checkbox"/>			
• Irish People	<input type="checkbox"/>	<input type="checkbox"/>			
• People of Mixed Heritage	<input type="checkbox"/>	<input type="checkbox"/>			
• White People	<input type="checkbox"/>	<input type="checkbox"/>			
• People of other ethnic backgrounds	<input type="checkbox"/>	<input type="checkbox"/>			
Asylum Seekers and Refugees	<input type="checkbox"/>	<input type="checkbox"/>			
People with physical, sensory or learning disabilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessibility of software		Consultation with representative staff group, Benchmarking with other authorities, Consultation with

¹ Refer to section 3 of the EINA guidance.

	Positive impact – it could benefit ✓ (check box)	Negative impact – it could disadvantage ✓ (check box)	Reason	Are there additional factors that could contribute to the experience of isolation¹? If so, what are they?	Evidence
					partners and system providers
Deaf People who use British Sign Language	<input type="checkbox"/>	<input type="checkbox"/>			
People with mental health issues	<input type="checkbox"/>	<input type="checkbox"/>			
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>			
Trans people	<input type="checkbox"/>	<input type="checkbox"/>			
Age					
• Older people (60 +)	<input type="checkbox"/>	<input type="checkbox"/>			
• Younger people (17-25) and children	<input type="checkbox"/>	<input type="checkbox"/>			
People of different faith groups or beliefs including non-believers	<input type="checkbox"/>	<input type="checkbox"/>			
Travellers	<input type="checkbox"/>	<input type="checkbox"/>			
Other Staff/Members	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Those without access to the Intranet could not access a web-enabled system		As above
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>			

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 <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>(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)</i>		
Intended?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Level of impact	HIGH <input type="checkbox"/>	LOW <input checked="" 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: Requested ability to adjust font size on reporting facility – although this enables only minor adjustments		
b) Could you improve the strategy, project or policy's positive impact? Explain how: Continue to influence partner organisations and future development of the system Take further steps to identify specific improvements to system access for people with sight impairment <i>You may wish to use the action sheet at the end of Section Two.</i>		
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?		

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: Jay Hooper

Date: 28th April 2006

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?

For staff/Members with sight impairment

For staff/Members with no access to Internet

2. Summarise the likely negative impacts.

Those identified above would be unable to access, view or update or access reports from the system

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
Other local authorities System providers	Visits to other LAs System demonstrations to staff representing all Directorates by potential providers
Partner organisations Nexus	Regular meetings of system user group and system developers to decide and prioritise system development needs
Members	Awareness raising and system demonstration with Members highlighted a number of actions for improvement

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?

Project Board representative of all directorates

System demonstrations to Management teams

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)

Advice and assistance to be sought from professional with regard to system access for people with sight impairment

View from ICT with regard to Internet access / inclusion in ICT Strategy

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: Continuous review and feedback from system users, Directorate representatives and partner organisations will inform prioritisation of system

developments. An annual review with Directorate representatives will capture any user access issues for this process.

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

System in place and implementation is proceeding. Continuing development will include ongoing adjustments where possible.

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

DCC website, April 2006

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: Jay Hooper

Date: 28th April 2006

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
Access for staff and Members with sight impairment	Seek further advice and assistance with regard to potential users with sight impairment and use information to influence future system development	Keith Bowden	Developments to April 2009	Within development contract	
Increased access to PC	Ensure that ICT Strategy reflects	Keith Bowden	Developments to April 2009 and beyond	Within existing development plans	

NOTES: