

Equality Impact and Needs Assessment Form

Section One – Screening

Name of strategy, policy or project:
Data Quality Strategy
Directorate and service area:
Personnel & Performance - Organisational Improvement
Name and contact details of officer completing assessment:
Keith Bowden, Improvement Officer, tel. 01392 382643
1. What is the main purpose of the strategy/policy/project (or the changes you want to make to it)? The strategy aims to ensure high quality of performance data is available to the Council
2. What are the main activities of the strategy/policy/project? Staff will be required to implement good practice and follow guidance to achieve the standards
3. Who is intended to benefit from the strategy/policy/project, and how? Decision makers, the public and statutory regulators being able to rely on the accuracy of data; ensuring compliance with audit and legislative requirements on the Council. The availability of sound data has the potential to ensure good decisions are made to the benefit of all, thereby avoiding inadvertent negative impact.
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? No

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 checked="" type="checkbox"/>	<input type="checkbox"/>	See 3		Consultation with over 100 staff currently engaged in data collection and responsibilities, including managers with specific responsibilities relating to data quality. Elected Member involvement through the Executive Support Member for Customer service and Performance Improvement.
• Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
Ethnic Group					
• Asian or Asian British people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• Black or Black British people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• Chinese people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• Gypsy or Roma People	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• Irish People	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• People of Mixed Heritage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• White People	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• People of other ethnic backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
Asylum Seekers and Refugees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
People with physical, sensory or learning disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
Deaf People who use British Sign Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
People with mental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		

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
health issues					As above
Lesbians, gay men and bisexual people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 3		
Trans people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
Age					
• Older people (60 +)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
• Younger people (17-25) and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
People of different faith groups or beliefs including non-believers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
Travellers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 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 type="checkbox"/>
Level of impact	HIGH <input type="checkbox"/>	LOW <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: It is thought that due to the scope of the strategy, the only potential for negative impact is with staff who carry out tasks related to the good practice approaches for data quality. Satisfaction surveys will be conducted to seek feedback of any negative impact on staff.		
b) Could you improve the strategy, project or policy's positive impact? Explain how: Following consultation, the strategy has been greatly simplified and shortened to make the meaning of the principles clear using Plain English as far as unavoidable use of technical terms allow. The positive impact could be further improved by appropriate evaluation of the success of the policy (identified within the Data Quality Action Plan) <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:

Date:

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; immediate

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
Monitoring	Survey of staff engaged in data quality tasks	Keith Bowden	Annual	None	

NOTES: