



Integrated Equality Impact Assessment Screening Form

and

Sustainable Development Checklist

October 2011

Document Control

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|-------------------------------------|---|
| Version No. | 4 (August 2011) |
| Amendments | Update to Sustainable Development Checklist, reflecting new Council priorities. |
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Previous consideration

| Version | Description |
|----------------|---|
| 1 | First draft - Document Development |
| 2 | Version 2 and pilot initiative use |
| 3 | Clarification on full impact assessment requirements for medium risk initiatives; Integrated assessment implication(s) reporting requirements |

Forthcoming document consideration

We always welcome any feedback or contributions anyone has to this document and our work towards equality. A database of completed equality impact assessments and the schedule of assessments by directorate and department will be available to review on our website.

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| <p>What is an Equality Impact Assessment Screening Form?</p> <p>It is a tool to help ensure that the policies, services and decisions Monmouthshire County Council take do not discriminate against any group or groups of people and that they promote equality of opportunity for everyone.</p> <p>When should it be used?</p> <p>A policy, service or decision should be screened for relevance to equality at the development stage of a project, so that equality and diversity considerations can be considered from the very beginning. However, it can also be used once a project is underway or for an existing policy or service.</p> <p>These are some examples of when the screening form should be used:</p> <ul style="list-style-type: none"> • When developing or reviewing policies strategies and services • When assessing the impact of a new project or proposal • When procuring products or services • When preparing service delivery plans • When scoring or assessing grant applications | <p>Why should it be used?</p> <p>We are legally required to ensure we do not discriminate against people from the protected characteristics. These are:</p> <ul style="list-style-type: none"> • Age • Disability • Gender reassignment • Marriage or civil partnership • Pregnancy and maternity • Race • Religion or belief • Sex • Sexual orientation • The Welsh language <p>Who should use it?</p> <p>Ideally the screening form would be completed by a group to help give different perspectives on the proposal. However, in reality it is likely to be the manager of the service or policy writer who completes the form, which will still generate ideas as to how to ensure equality is integrated into the service.</p> <p>Members will be able to easily see and consider the equality and diversity implications of proposals on Cabinet or Council reports. To this end, comment on the implications from the screening should be included in Paragraph 6 of your Cabinet Report, called “Sustainable Development and Equality Implications”, and the integrated assessment attached as an appendix to the report.</p> | <p>How to use the Screening form</p> <p>Before screening the policy or service you should familiarise yourself with the full Equality Impact Assessment (EIA) Toolkit which contains comprehensive guidance on what you should consider when undertaking the screening process.</p> <p>You should also be able to provide evidence for any positive, negative or neutral effects on staff or service users. Suggested sources for this evidence can be found in the EIA Toolkit.</p> <p>When assessing the potential risk you should consider:</p> <ul style="list-style-type: none"> • Does the policy/service affect a large amount of people? • Does the policy/service affect a small group of people in a significant way? • Are there major scale/cost implications to the Council? <p>If a policy or service is scored as a high risk you will need to complete a full EIA. Considerations required for medium risk assessments are explained in the integrated toolkit.</p> <p>If a policy or service is scored as low risk, a copy of the screening form should accompany the policy or report through the approval process. In addition, a copy should be sent to the Equality and Diversity Officer to publish on the EIA section of the website.</p> |
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WHAT IS THE SUSTAINABLE DEVELOPMENT CHECKLIST?

It is a tool to help ensure that the decisions Monmouthshire County Council take consider sustainable development issues. In simple terms, sustainable development means giving equal consideration to social, economic and environmental issues when making decisions, and thinking globally and long term.

WHEN SHOULD IT BE USED?

The best time to use the Sustainable Development Checklist is at the development stage of a project, so that sustainability can be built in and considered from the very beginning. However, it can also be used once a project is underway.

In this case the Checklist is to be used when **writing reports that require decisions to be made by Monmouthshire County Council**, but it can also be used in other ways:

- When developing or reviewing policies and programmes
- When assessing the impact of a new project or proposal
- When procuring products or services
- When preparing service delivery plans
- When scoring or assessing grant applications

WHY SHOULD IT BE USED?

The Checklist helps to:

- Identify positive and negative impacts on sustainable development
- Identify possible areas of conflict
- Consider simple steps which could make a project more sustainable
- Demonstrate good practice

The Checklist also helps to:

- Stimulate discussion
- Generate new ideas
- Encourage 'joined-up' thinking

Raise awareness of different issues

WHO SHOULD USE IT?

Ideally, the Checklist would be completed by a group, to help give different perspectives on the proposal. However, in reality it is likely to be the report writer completing the checklist, which will still generate ideas as to how to make a project more sustainable.

Members will be able to easily see and consider the Sustainable Development implications of proposals on reports.

HOW TO USE THE SUSTAINABLE DEVELOPMENT CHECKLIST?

The process shouldn't take long to complete. When completing the Checklist you should consider:

- The impact the project has on the various aspects of sustainable development listed.
- Can any negative impacts be improved?
- Completing the checklist is bound to be a bit subjective. Is there anyone else (your manager or DMT?) who could go through the checklist too?
- Some aspects of the checklist may not be relevant. Don't worry about this.

The main impacts and any measures to be taken to reduce the negative impacts should be briefly summarised in Paragraph 6 of your Report, called "**Sustainable Development and Equality Implications**". The integrated assessment should be attached to reports as an appendix.

Headings are based on outcomes from the Corporate Improvement Plan 2011/14 which are that people in Monmouthshire:

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

EQUALITY IMPACT ASSESSMENT SCREENING FORM / SUSTAINABLE DEVELOPMENT CHECKLIST

Appendix I

| | | | |
|--|----------------------|------------------------------|-----------------------|
| Name of Policy/Service: Re-grading post | | | |
| Assessor(s): | Directorate: | Department: | Date assessed: |
| Eve Parkinson | Health & Social care | Monnow Vale | 27/11/2014 |
| Report Author | Date: | Cabinet/Council Date: | |
| Eve Parkinson | 28/11/2014 | | |

EQUALITY IMPACT ASSESSMENT SCREENING

1 Purpose of Policy/Service:

1.1. . Re-enforce the existing structure of one member of facilities staff to a full-time facilities co-ordinator – responsible for portering and housekeeping and one part-time porter to backfill and assume some of the existing duties

2 Which groups of people is the policy/service likely to effect (either positive, negative or neutral)?

| | Positive | Negative | Neutral | | Positive | Negative | Neutral |
|-------------------------------|----------|----------|---------|--------------------|----------|----------|---------|
| Age | | | x | Race | | | x |
| Disability | | | x | Religion or Belief | | | x |
| Gender reassignment | | | x | Sex | | | x |
| Marriage or civil partnership | | | x | Sexual Orientation | | | x |
| Pregnancy and maternity | | | x | Welsh Language | | | x |

Please explain the nature of the effect:

Impact is to provide a positive structure that will benefit all facilities staff. They will have better communication, support this will have a direct and indirect impact on users of Monnow Vale

- 3 Is there any evidence (actual or hypothetical) for a negative impact or discriminatory effect on any group(s)? Please describe adverse effects and tick relevant groups. If no negative impact please state evidence for this conclusion.**

| | | | |
|-------------------------------|--|--------------------|--|
| Age | | Race | |
| Disability | | Religion or Belief | |
| Gender reassignment | | Sex | |
| Marriage or civil partnership | | Sexual Orientation | |
| Pregnancy and maternity | | Welsh Language | |

The plans will not adversely effect any groups or people, the only predominant impact will be maintain and promoting a clean, well maintained environment..

- 4 Is there any evidence (actual or hypothetical) for a negative impact or discriminatory effect on staff? Please describe adverse effects and tick relevant groups. If no negative impact please state evidence for this conclusion.**

| | | | |
|-------------------------------|--|--------------------|--|
| Age | | Race | |
| Disability | | Religion or Belief | |
| Gender reassignment | | Sex | |
| Marriage or civil partnership | | Sexual Orientation | |
| Pregnancy and maternity | | Welsh Language | |

Staff affected have been consulted, only positive impacts have been identified.

5 What data has been used for this assessment?

.Group and 1;1 with staff who will benefit from the change.

6 Please indicate below whether you consider this policy/service to have a high, medium or low risk as follows:

| | Risk of Inequality | | |
|---|--------------------|--------|-----|
| | High | Medium | Low |
| Are a large number of people affected? | 3 | 2 | 1 |
| Is the potential impact significant? | 3 | 2 | 1 |
| Is the scale/cost to the Authority significant? | 3 | 2 | 1 |
| Score | | | |

Scoring

- | | | | |
|--------------------------------|--------|-----------------------|--|
| <input type="checkbox"/> x 3 | Minor | No significant impact | No further action required |
| <input type="checkbox"/> 4 - 6 | Medium | Some impact | Further consultation to decide whether full impact assessment is necessary |
| <input type="checkbox"/> 7 - 9 | High | Significant impact | Full impact assessment |

7 Is a full equality impact assessment required? A high rating in question 6 will require a full assessment. A medium rating will require, as a first stage, further consultation in order to determine whether a full impact assessment is required

Yes / **No**

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ENVIRONMENT THAT IS DIVERSE, VIBRANT AND SUSTAINABLE

| Elements | Contribution | | | Evidence | Ideas for Improvement |
|--|--------------|---|---|----------|-----------------------|
| What contribution does this make to: | - | 0 | + | | |
| Reduce, reuse and recycle waste and water | | | | | |
| Reduce carbon dioxide emissions by increasing energy efficiency or use of renewable energy | | | | | |
| Prevent or reduce pollution of the air, land and water | | | | | |
| Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces) | | | | | |
| Protect or enhance visual appearance of environment | | | | | |
| Reduce car and road freight mileage, and encourage public transport, walking and cycling | | | | | |
| Have a positive impact on people and places in other countries | | | | | |

PEOPLE IN MONMOUTHSHIRE LIVE HEALTHY AND FULFILLED LIVES

| Elements | Contribution | | | Evidence | Ideas for Improvement |
|--|--------------|---|---|----------|-----------------------|
| What contribution does this make to: | - | 0 | + | | |
| Ensure that more people have access to healthy food | | | | | |
| Improve housing quality and provision | | | | | |
| Reduce ill health | | | | | |
| Improve facilities and choice of health care provision | | | | | |
| Encourage physical activity | | | | | |
| Promote independence | | | | | |

PEOPLE IN MONMOUTHSHIRE LIVE SAFELY AND ARE PROTECTED FROM HARM

| Elements | Contribution | | | Evidence | Ideas for Improvement |
|--|---------------------|----------|----------|-----------------|------------------------------|
| What contribution does this make to: | - | 0 | + | | |
| Encourage community participation/action | | | | | |
| Targets socially excluded | | | | | |
| Help reduce crime and fear of crime | | | | | |
| Improve access to local facilities for all local people, regardless of age, gender, ability etc. | | | | | |

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM EDUCATION, TRAINING AND SKILLS DEVELOPMENT

| Elements | Contribution | | | Evidence | Ideas for Improvement |
|--|---------------------|----------|----------|-----------------|------------------------------|
| What contribution does this make to: | - | 0 | + | | |
| Improve access to education and training | | | | | |
| Value and support voluntary work | | | | | |
| Increase and improve access to leisure and recreation facilities | | | | | |
| Increase and improve access to cultural facilities | | | | | |

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ECONOMY WHICH IS PROSPEROUS AND SUPPORTS ENTERPRISE AND SUSTAINABLE GROWTH

| Elements | Contribution | | | | Ideas for Improvement |
|--|---------------------|----------|----------|--|------------------------------|
| What contribution does this make to: | - | 0 | + | | |
| Protect local shops and services | | | | | |
| Link local production with local consumption | | | | | |
| Improve environmental awareness of local businesses | | | | | |
| Increase employment for local people | | | | | |
| Preserve and enhance local identity and culture | | | | | |
| Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc | | | | | |

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| (Brief outline of proposal) | Equality Impact Assessment – Initial challenge |
|-----------------------------|--|


(the negative impacts you will need to mitigate and the positive impacts you will want to promote)

| Issue (or protected category) | Negative impact | Positive Impact |
|----------------------------------|-----------------|-----------------|
|----------------------------------|-----------------|-----------------|

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| | (use this row to identify neutral impacts) |
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(preferably how negative impacts are mitigated or positive impacts promoted/maximised – include 'reasonable adjustments')

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