

## Member support

### Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The purpose of the analysis is to increase participation and inclusion, to change the culture of public decision-making and to place a more proactive approach to the promotion of equality and fairness at the heart of public policy.

Lead officer: Penny Housley

Stakeholders: Member Services support team, Elected Members

Equality analysis is a valuable tool to help embed equality into everything we do

While process is important, equality analysis is essentially about outcomes.

Lack of evidence of discrimination is not evidence of a lack of discrimination.

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas overleaf, an assessment needs to be made on whether the policy has a **positive, negative or neutral impact**, and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a **high, medium or low assessment**. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

**High impact** – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

**Medium impact** – some potential impact exists, some mitigating measures are in place, poor evidence

**Low impact** – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

<b>Target group / area</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>
<p><b>Race and ethnicity</b> (including Gypsy and Travellers; migrant workers, asylum seekers etc.)</p>		<p>Personal development plan agreed with individual members. No members currently affected but if required translation service would be made available. Member support officers available to respond to any specific queries</p>	<p>Language difficulties leading to inability to participate in meetings and training events or communicate with other members and officers</p>
<p><b>Disability</b> (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)</p>		<p>Ensure availability of wheelchair access at all Council venues. Hearing loop in place where possible and turned on Mobile hearing loop acquired All documents on web. Adjustments dependant on disability and/or individual's requirements</p>	
<p><b>Gender/Gender Reassignment</b></p>		<p>Personal development plan agreed with individual members. Choice of times available for formal training events, variety of learning opportunities offered. Code of conduct in place to govern any potential bullying or harassment issues. Members can claim for childcare and dependant care</p>	<p>Inability to attend training events due to caring responsibilities.</p>
<p><b>Religion and Belief</b></p>		<p>Training sessions checked against religious days. Staff/members made aware that prayer rooms available in</p>	

		key buildings	
<b>Sexual Orientation</b> (including heterosexual, lesbian, gay, bisexual)		Code of conduct in place to govern any potential bullying or harassment issues.	
<b>Age</b> (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older older people 81+. The age categories are for illustration only as overriding consideration should be given to needs).		Choice of times available for formal training events, variety of learning opportunities offered. Ensuring an appropriate allowances Scheme in place that reimburses carers' expenses	Inability to attend meetings because of caring or work responsibilities
<b>Rural communities</b>		Venue of meeting/training event considered if limited public transport available. Costs of transport reimbursed under the members allowances scheme	Access to meetings/training difficult
<b>Areas of deprivation</b>		Use of plain English encouraged in reports. Meetings/training events held in comfortable surroundings Comprehensive member induction provided. Buddying/support system in place.	Fear of exclusion
<b>Human Rights</b>	The right to enjoy their basic human rights such as right to life and not be treated in an inhuman or degrading manner, protected by the Human Rights Act 1998.		

**Evidence:**

- Induction programme in place to help and identify member support and development requirements
- By-election induction training programme provided for new councillors as above
- Training programme based on identified need
- Provision of advice and support
- All support staff complete equality and diversity module on i-learn – to increase awareness of equality and diversity issues
- Level Two of Member Charter.

**Action plan:**

<b>Actions required / key activity</b>	<b>Priority</b>	<b>Outcomes required</b>	<b>Officer responsible</b>	<b>Review date</b>
New staff to undertake equality and diversity i-learn module	Medium		Penny Housley	February 2015
Review of members allowance scheme	Medium	Annual consideration	Penny Housley	February 2015
Member's personal development plans undertaken	Medium	Autumn 2013	Penny Housley	February 2015

<b>Sign off</b>	
Lead Officer:	Penny Housley
Approved by Head of Service:	Simon Goacher on 14 January 2013
<b>Moderation and/or Scrutiny</b>	
Date:	Moderated at directorate equality group on 23 July 2013
<b>Date analysis to be reviewed based on rating</b> (high impact – review in one year, medium impact - review in two years, low impact in three years)	

**Please forward the completed Equality Analysis to the Equality and Diversity Managers for publishing on the Council's website**