

Impact Assessment template

Step 1: Screening for relevance

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| Name of function : | Provision of facilities management service |
| Date: May 2011 | |
| Lead Officer: | Ken Johnson |
| External Challenger: | |
| Other members of team undertaking Impact Assessment: | Kathryn Jones |

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

To maintain the Council's operational buildings in good condition and provide efficient, cost effective caretaker/building management services.

Please delete guidance notes (*in italic*) after completion

| Is the above relevant to equality and diversity? | Yes <input type="checkbox"/> x | No <input type="checkbox"/> |
|--|---------------------------------------|------------------------------------|
| Quick check: | | |
| ✓ <i>Is the policy (function, procedure etc.) concerned with people?</i> | Yes <input type="checkbox"/> x | No <input type="checkbox"/> |
| ✓ <i>Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)</i> | Yes <input type="checkbox"/> x | No <input type="checkbox"/> |
| ✓ <i>Does the policy (function etc.) involve face to face contact?</i> | Yes <input type="checkbox"/> X | No <input type="checkbox"/> |
| ✓ <i>Does it include making decisions based on someone's individual characteristics, circumstances or needs?</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> x |
| ✓ <i>Is there history of long-established pattern of unequal outcomes? (and do I have enough evidence to prove otherwise?)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> x |
| ✓ <i>Is the policy (function, procedure....) likely to have a significant impact on someone's life, health or wellbeing?</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> x |
| Exit the process if you answered No to all of the above questions, otherwise please continue. | | |

Cheshire West & Chester Council

Step 2: Scoping

What do you already know about the policy (decision etc), what are the main issues you need to consider:

(Prompts: promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights; meeting the needs of different communities and groups; outcomes of any relevant consultation already undertaken; examples of good practice in this area)

| Target group / area | Main issues (<i>bullet points</i>) | Evidence and data currently available (<i>qualitative & quantitative</i>) | Consultation / involvement carried out | Further information needed to undertake the assessment |
|--|--|---|---|--|
| Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i> | Inability to understand signs in buildings leading to inability to access services | Complaints comments and Compliments system | N | |
| Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i> | Inability to access services | Complaints comments and compliments system Residents committee | Y – residents committee and individuals | |
| Gender / Gender reassignment | Lone working | Complaints comments and compliments system Residents committee | Y residents committee | |
| Religion and belief | Provision of prayer rooms in each of the Hubs on request by a building user | Complaints comments and compliments system, Residents committee | Y residents committee | |
| Sexual orientation <i>(inc. heterosexual, lesbian, gay, bi-sexual)</i> | No impact | | Y/N | |

Please delete guidance notes (*in italic*) after completion

| | | | | |
|---|--|---|-----------------------------------|--|
| Age Children and young people Adults Younger older people Older older people | inability to understand signs and access services | Complaints comments and compliments system, Residents committee | <i>Y residents committee</i> | |
| | | | | |
| Rural communities | No impact | | Y/N | |
| Areas of deprivation | No impact | | Y/N | |

Step 3: Assessing impact and strengthening the policy

| Target group / area | Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i> <ul style="list-style-type: none"> • <i>Promoting good community relations</i> • <i>Safety</i> • <i>Environment and access to services</i> • <i>Economic well-being</i> | Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight? | Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect | | | Future actions that may need to take place to further reduce the impact. |
|--|---|---|--|--------|-----|--|
| | | | High | Medium | Low | |
| Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i> | Use universal signs in buildings e.g escape route; w.c.s | | | | x | |
| Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i> | Ability to evacuate in emergency, see Equality & Diversity Impact Assessment for Fire Evacuation | | | x | | Continue to implement identified DDA works, for new capital projects and major refurbishment schemes compliance with Part M of the Building Regulations will address DDA compliance issues. |

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|--|---|--|--|---|---|--|
| Gender / Gender reassignment | No impact | | | | x | |
| Religion and belief | No impact | | | | x | |
| Sexual orientation <i>(includes heterosexual, lesbian, gay, bi-sexual)</i> | No impact | | | | x | |
| Age Children and young people | Ability to evacuate in emergency; ability to understand signs e.g escape route; w.c.s | | | x | | |
| Adults | | | | | | |
| Younger older people | | | | | | |
| Older older people | Ability to evacuate in emergency | | | | | |
| Rural communities Service availability (access) | No impact | | | | | |
| Cost of service delivery and costs to community to access the service | | | | | | |
| Impact on quality and character of | No impact | | | | | |

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| the natural rural landscape and residents | | | | | | |
| Impact on people wishing to visit the countryside | No impact | | | | | |
| Areas of deprivation | No impact | | | | | |
| Human rights | | | No Rating Needed | | | |

Step 4: Health and wellbeing

| | Race and Ethnicity | Disability | Gender / Gender reassignment | Religion and belief | Sexual orientation | Rural communities | Areas of deprivation | Age |
|---|---|------------|------------------------------|---------------------|--------------------|-------------------|----------------------|-----|
| Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify. | NO | NO | NO | NO | NO | NO | NON | NO |
| Will there be a significant impact on any of the following lifestyle related variables? Pls. comment | Physical activity No | | | | | | | |
| | Smoking, Drugs or alcohol use No | | | | | | | |
| | Sexual behaviour No | | | | | | | |
| | Accidents and stress at home or work Will minimise likelihood of accidents at wok. | | | | | | | |
| | Diet No | | | | | | | |
| Is there likely to be a significant demand on any of the following health and social care services? | Social services Primary care No | | | | | | | |
| | Community services No | | | | | | | |
| | Primary / hospital care/ A&E / Need for medicines etc. No | | | | | | | |

Step 5: Procurement and partnership

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| Is this project due to be carried out wholly or partly by contractors? | Yes |
| If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to: | Council follows recognised government procurement policies |
| <ul style="list-style-type: none"> tendering and specifications | Required to produce policies and prove are implemented, |
| <ul style="list-style-type: none"> awards process | |
| <ul style="list-style-type: none"> contract clauses | |
| <ul style="list-style-type: none"> monitoring and performance measures | Monthly meetings to monitor Enterprise contract |

Step 6: Making a decision and actions

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| What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? Reflect these actions in the Equality & Diversity part of the Directorate Business plans. | | |
| Action | Lead Officer | Deadline |
| Continue with carrying out DDA improvements | Adrian Otsa | 31.3.2012 |

Step 7: Monitoring and review

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| How will you monitor the impact and effectiveness of this policy (function etc.)? | Service outcomes provided by the CU through grant funding are monitored on a quarterly basis and to linked to grant payments. |
| Next review of the policy (function etc.) | |
| June 2012 when new FM contractor let. | |

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

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| Lead Officer: | | |
| Approved by Head of Service: | | |
| Overview and Scrutiny involvement | | |
| Date: | | |
| Comments / Actions emerging from challenge session | Lead Officer | Deadline |
| | | |

All Impact Assessments are publicly available from a designated area of the Council’s website, please forward the completed EIA to the Equality and Diversity Managers for publishing.