

Impact Assessment template

Step 1: Screening for relevance

Name of function:	Provision of Property Management Service
Date: May 2011	
Lead Officer:	Richard Green
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 effectively manage the Council's non operational property assets
To provide professional property advice to other services to help them deliver their services
To dispose of assets no longer required by the council and to manage those assets pending sale

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"/>	No <input checked="" type="checkbox"/>
✓ <i>Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
✓ <i>Does the policy (function etc.) involve face to face contact?</i>	Yes <input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>
✓ <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 checked="" type="checkbox"/>
✓ <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 checked="" type="checkbox"/>
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>	May be language barrier – business conducted in English	Complaints, comments compliments system	N	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>	May not be able to access service or information about service, non operational bldgs are responsibility of occupier	Complaints, comments compliments system	N	N
Gender / Gender reassignment	Lone working	Employee feedback	N	N
Religion and belief	Space for prayer, meetings arranged in faith bldgs could exclude some people	Complaints, comments compliments system	N	N
Sexual orientation <i>(inc. heterosexual, lesbian, gay, bi-sexual)</i>	Lone working	Employee feedback	N	
Age Children and young people Adults	No impact	Complaints, comments compliments system	Y/N	

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

			Y/N	
Rural communities	May have difficulty accessing information/property details	Complaints, comments complements system	Y/N	
Areas of deprivation	Potential tenants may not understand business language	Complaints, comments complements system	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>	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>		Council follows best practice in dealing with unauthorised encampments			x	Property details could be translated on request.
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>	Complete DDA audits				x	Seek DDA audits from Lessees/occupiers, enforce lease terms where appropriate particularly in respect of Statutory requirements

Gender / Gender reassignment	Lone Working Policy				x	Review operating procedures
Religion and belief	Awareness of need for prayer rooms				x	
Sexual orientation <i>(includes heterosexual, lesbian, gay, bi-sexual)</i>	Lone Working Policy				x	Review operating procedures
Age Children and young people	No impact				x	
Adults						
Younger older people						
Older older people						
Rural communities Service availability (access)	Service available by telephone, post and internet				x	
Cost of service delivery and costs to community to access the service	No impact					
Impact on quality and character of the natural rural landscape and residents	No impact					

Impact on people wishing to visit the countryside	No impact					
Areas of deprivation	Service users advised to seek own professional advice				x	
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	No	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 No							
	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

Is this project due to be carried out wholly or partly by contractors?	No
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:	
• tendering and specifications	
• awards process	
• contract clauses	
• monitoring and performance measures	

Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? N/A Reflect these actions in the E&D part of the Directorate Business plans.		
Action	Lead Officer	Deadline
Complete DDA audits and carry out appropriate improvements	Jane Williamson	In line with Corporate policy

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	Performance Indicator on empty buildings and DDA accessibility
Next review of the policy (function etc.)	2 years

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

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.