

Equality Impact Assessment (EIA) Form **'Knowing your customers needs'**

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation - Equality duty

As a local authority who provides services to the public, Melton has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance Equality of Opportunity
- Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership (when providing services)
5. Pregnancy and maternity (when providing services)
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.
7. Duty to make reasonable adjustments.

Title of the policy	Member Driving Policy
Is it new or exiting?	New
Date	November 2011
Officer undertaking EIA	Angela Tebbutt
Who else is involved in undertaking this assessment?	

1. Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
To fulfil legislative requirements regarding health and safety/corporate Manslaughter act. To apply where elected members use their vehicles for council purposes and claim mileage expenses.
B. What specific groups is the policy designed to affect/impact?
Elected members
C. Which groups have been consulted as part of the creation or review of the policy?
Legal Services, Health and Safety advisors.

2. What we already know and where there are gaps

A. What existing information/data do you have/monitor about different diverse groups in relation to this policy? This could consist of previous EIA's, reports, consultation, surveys, demographic profiles etc.
Ethnicity: We hold information regarding the demographic makeup of elected members. Religion: Sexual Orientation: We do not collect this information Disability: Age: Gender: Transgender: Other (Civil partnerships/marriage, pregnancy and maternity, offenders, priority neighbourhoods):
B. What does this information/data tell you about diverse groups? If you do not hold or have access to any data/information on certain/all diverse groups, what do you need to begin collating/monitoring? (please list)

3. Do we need to seek the views of others and if so, who?

<p>A. In light of the answers you have given in question 2, do you need to consult with specific groups? If not please explain why.</p>
<p>The policy will apply to all elected members who claim expenses. It is to meet legislative requirements.</p>

4. Assessing the impacts

<p>In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and whether there is evidence of discrimination. Provide an explanation for your decisions. (please refer to the general duties on the front page)</p>				
<u>Diversity Groups</u>	<u>Positive impacts</u> Intentional / Unintentional	<u>Negative impacts</u> Intentional / Unintentional	Is there evidence of direct/indirect discrimination?	<u>Comments/explanation</u> Use data to evidence
Age		Insurance costs may be affected by age.	No evidence that the policy itself discriminates.	The policy does not directly discriminate against anyone on the grounds of age. Insurance premiums outside the Council's control may affect the cost of insurance.
Disability (physical, visual, hearing, learning disability, mental health)		Insurance costs may be affected by disability. Members may not be able to accommodate other members with disabilities (by offering lifts). This will depend upon the nature of disability and the Members type of vehicle.	No evidence that the policy itself discriminates.	The policy does not discriminate against anyone on the grounds of disability but it may affect insurance premiums which is outside the Council's control. The type of vehicle owned by elected members is outside the control of the Council.
Gender / Sex		Insurance costs may be affected by Gender.	No evidence that the policy itself discriminates.	Gender may affect the insurance policy although recent case law suggests this is now discriminatory and Insurance companies will need to be mindful of this, thus the risk is reduced.
Religious Belief		None		
Racial Group		None		

Sexual Orientation		None		
Transgender		None		
Other protected groups (pregnancy & maternity, marriage & civil partnership)		None		
Other socially excluded groups (low literacy, offenders, priority neighbourhoods, etc)		None		
All				

5. Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date

6. Who needs to know about the outcomes of this assessment and how they will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Internally (employees & EIA Scrutiny group)	x	EIA attached to Committee report and published on web site.
Externally (service users, stakeholders etc)		EIA will be available on the web site but does not affect external stakeholders or service users directly.
Others		
To ensure ease of access, what other communication needs/concerns are there?	Elected members	Through Democratic Services. Members bulletin.

7. Conclusion (to be completed and signed by the [Head of Service](#))

Please delete as appropriate

I agree / with this assessment /
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Head of Service):Angela Tebbutt
Date:

8. Internal Scrutiny (to be completed and signed by an independent [member of the third tier manager group](#))

Please delete as appropriate
I agree / disagree with this assessment
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (third tier manager):
Date:

[Please ensure that this EIA is publicised on the Internet](#)