

Equality Analysis



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

Background

An Equality Analysis is a way of making sure that equality considerations are embedded into our decision-making processes and that equality is considered when we are developing key policy & services etc.

One tool to help you do this is an Equality Impact Assessment or EIA. It will assist you in ensuring that “**due regard**” has been given to identify any potential or actual impact (Positive or Negative) that our policies/services/functions*etc., have on differing groups of people.

EIAs also provide a systematic approach to identifying and recording gaps and actions in relation to ensuring equal access when providing functions.

The purpose of the Equality Analysis is to:

- make us focus on the needs, experiences and circumstances of everyone who will be affected by the decisions the Council makes
- direct us to seek alternative ways of achieving our aims and avoiding inequality
- enhance our credibility with our service users to have greater confidence in our performance
- improve our policy making procedures and services

*** Note: For simplicity we have sometimes referred to the following (listed below) as 'Functions'. This includes:** Services, Employment Practices, Projects, Strategy, Processes, Systems, Practices, Procedures, Protocols and Guidelines

Legislation - Equality duty

As a local authority that 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
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

When completing the Equality Impact Assessment you are encouraged to consider other disadvantaged or socially excluded communities or groups e.g. carers, the homeless, rural communities, priority neighborhoods, ex-forces personnel etc., who are likely to be affected by the proposal. **The evidence** also needs recording to demonstrate that consideration has been given.

Title of the policy	Reduction in funding given to Citizen's Advice Bureau (CAB)
Is it new or existing?	Existing Funding
Date	18.01.19
Officer undertaking EIA	Aysha Rahman – People Manager
Who else is involved in undertaking this assessment?	Albert Wilson – Housing & Communities Manager Ryan Ebdale – Community Policy Officer

1. Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (Specify the aims and objectives.) Please also state why the policy has been introduced or changed.

- To reduce funding in line with transfer of grant to service Universal Support Delivered Locally (USdl).

This annual grant used to be provided by the Department for Work and Pensions (DWP) to Melton Borough Council (MBC) but is now being diverted instead to Citizen's Advice Bureau (CAB). It is unknown the exact amount being paid to CAB so an assumption has been made on the expected level of funding based on allocation notified by DWP for 2018/19 for Melton.

- Introduce robust Service Level Agreement (SLA) and performance monitoring against MBC priorities to maximise value for money.

Recent announcement by DWP to withdraw funding from Local Authorities to deliver support for Universal Credit (UC) and reallocating this to CAB (c£17k based on DWP 2018/19 projections).

Debt Advice is funded separately and is only a signposting service. Reduction in funding will still allow core services to remain and robust SLA allows MBC to focus these services around the community requirements.

B. Who are the people/groups affected and what is the intended change or outcome for them?

CAB – Reduction in funding received from MBC. As this should be offset by the reallocation of the funding from DWP, it should not affect service users who would be receiving support with Universal Credit.

C. Equality implications/obligations

Will this proposal/policy/service etc., meet the Equality Act requirement to have 'due regard' to the need to meet any of the following duties? In this question, consider both the new/current service and the proposed changes.

	Is the equality duty listed in the left hand column relevant to your policy/service etc?		Comments on how it meets the duty or why is not relevant
	Yes	No	
(1) Eliminate unlawful discrimination, harassment and victimisation – please complete section 4 of the template.			
(2) Advance equality of opportunity between different groups How does the proposal/policy/service etc ensure that the intended outcomes promote equality of opportunity for users who have protected characteristics?		X	As this should be offset by the reallocation of the funding from DWP, it should not affect service users who would be receiving support with Universal Credit.

<p>This includes:</p> <ul style="list-style-type: none"> • Removing or minimising disadvantages for protected groups of people • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people • Encouraging people from protected groups to participate in public life or in other activities where there participation is disproportionately low e.g. are stakeholders engaged in the process and are there any barriers? 			<p>This is the only element of funding being reduced.</p>
<p>(3) Foster good relations between different groups (tackling prejudice and promoting understanding). Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?</p> <p>This could include: <i>(The following are examples and so you do not need to answer all the bullet points below.)</i></p> <ul style="list-style-type: none"> • Building services around people and communities and involving them • Considering if there are strong and positive relationships between groups/communities affected by this policy. Does the policy/service bring together groups of people not used to interacting with each other? If so will it raise any issues that need to be addressed? • Tackling myths and misinformation. If the service is seen as unfair by certain groups, how do you tackle the myths and communicate this? 		<p>X</p>	<p>The funding is specific to working age residents of Melton. The funding or support to residents is not changing, only the service provider.</p>

<p>D. Which groups have been consulted as part of the creation or review of the policy? Did they identify any barriers?</p>
<p>Policy Forum CAB.</p>

2. What we already know and where there are gaps

<p>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.</p>
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The funding is specific to working age residents of Melton. The funding or support to residents is not changing, only the service provider.

At the time of the EIA being subject to Check and Challenge, we had not received any further impact assessment from CAB.

CAB had not been providing regular and specific monitoring information and data relating to support given to Melton residents, which we can utilise.

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)

See above.

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

A. In light of the answers you have given in question 1D & 2 do you need to consult with specific groups? If not please explain why.

No. The service to eligible residents should not change.

4. Assessing the impacts

	<p>In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has an actual or potential positive or negative impact on the groups specified and whether there is evidence of discrimination. Please read the guidance that accompanies this template.</p> <p>If you have identified actual or potential negative impact or discrimination that is <i>illegal</i>, you are required to take action to remedy this immediately.</p> <p>If you have identified negative impact or discrimination that is justifiable or legitimate please give your reasons. You will need to consider what can be done to mitigate its effect on those groups of people.</p> <p>Provide an explanation for your decisions</p>			
<u>Diversity Groups</u>	<u>Positive impacts</u> (Actual or Potential)	<u>Negative impacts</u> (Including any barriers) (Actual or Potential)	Is there evidence of direct/indirect discrimination? (Is it illegal or legitimate/justifiable?)	<u>Mitigation</u> Where there are potential barriers, negative impacts identified and/or the barriers or impacts are unknown, please outline how you propose to minimise or remove all negative impact or discrimination.
Age				See overall mitigation for all the protected characteristics in the 'other socially excluded groups' section

Disability (physical, visual, hearing, learning disability, mental health)				
Gender / Sex				
Religious Belief				
Racial Group				
Sexual Orientation				
Gender reassignment/ Transgender				
Other protected groups (pregnancy & maternity, marriage & civil partnership)				
Other socially excluded groups (low literacy, offenders, priority neighbourhoods, ex forces personnel etc)	X			<p>There may be a perception that this will impact on vulnerable service users who use the CAB service. However, this is a perceived negative impact only. There should not be an actual negative impact as the funding for this service has not reduced. It is merely transferred to another service provider and MBC is only reducing part of the CAB funding by what it will potentially be losing from DWP based on previous projections.</p> <p>Any further impact should be realised when MBC have drawn up a service level agreement with CAB for future service delivery outlining where their funding is spent and what outcomes are achieved for our residents as this is not currently in place.</p>

5. Action Plan

Please include any identified concerns/actions/issues in this action plan:
The issues identified should inform your 'One Council Delivery Plan' and, if appropriate, your Consultation Plan

Action Number	Action	Responsible Officer	Target Date
1	Meet with CAB to clarify the rationale for the funding reduction.	Ryan Ebdale / Albert Wilson	January 2019
2	Draw up a service level agreement with CAB for future service delivery so there is clarity on what outcomes are expected to ensure value for money service for residents	Ryan Ebdale / Aysha Rahman	March 2019

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 & Check & Challenge group)	Check and challenge group	Through the Check and Challenge process in place at MBC
Externally (service users, stakeholders, private sector householders, landlords etc)	CAB	Via meeting
Others	Councillors	Via Committee
To ensure ease of access, what other communication needs/concerns are there?		

7. Internal Scrutiny (to be completed and signed by a [member of the check and challenge group](#)).

Please delete as appropriate
I agree / disagree with this assessment / action plan
If <i>disagree</i> , state action/s required
Signed (Check and challenge):
Date:

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

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

Once approved by Head of Service please pass to person responsible for Equalities to publish on the internet