

## 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

| Target group / area   | Neutral | Positive   | Negative  |
|---|---------|--|---|
| <p><b>Race and ethnicity</b><br/>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</p>   |         | <p>Personal development plan agreed with individual members.<br/>No members currently affected but if required translation service would be made available.<br/>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><br/>(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.<br/>Hearing loop in place where possible and turned on<br/>Mobile hearing loop acquired<br/>All documents on web.<br/>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.<br/>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.<br/>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.<br/>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**