

Equality Impact Assessment

Strategy or Policy Template

Name of the strategy or policy
Digital Communications

File ref:		Issue No:	
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Contents

Part 1	The Public Sector Equality Duty and Equality Impact Assessments (EIA)	2
Part 2	– Aims and implementation of the proposal, strategy or policy	5
Part 3	– Methodology, consultation, data and research used to determine impact on protected characteristics.....	6
Part 4	– Assessment of impact	7
Part 5	– Conclusions and recommendations for decision makers	21
Part 6	– Equality impact assessment action plan.....	23
(a)	6.1 Accepted Risk	24

Part 1 The Public Sector Equality Duty and Equality Impact Assessments (EIA)

1.1 The Council must have due regard to its Public Sector Equality Duty when making all decisions at member and officer level. An EIA is the best method by which the Council can determine the impact of a proposal on equalities, particularly for major decisions. However, the level of analysis should be proportionate to the relevance of the duty to the service or decision.

1.2 This is one of two forms that the County Council uses for Equality Impact Assessments, both of which are available on the intranet. This form is designed for any proposal, strategy or policy. The other form looks at services or projects.

1.3 The Public Sector Equality Duty (PSED)

The public sector duty is set out at Section 149 of the Equality Act 2010. It requires the Council, when exercising its functions, to have “due regard” to the need to

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it. (see below for “protected characteristics”

These are sometimes called equality aims.

1.4 A “protected characteristic” is defined in the Act as:

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race (including ethnic or national origins, colour or nationality)
- religion or belief;
- sex;
- sexual orientation.

Marriage and civil partnership are also a protected characteristic for the purposes of the duty to eliminate discrimination.

The previous public sector equalities duties only covered race, disability and gender.

1.5 East Sussex County Council also considers the following additional groups/factors when carry out analysis:

- Carers – A carer spends a significant proportion of their life providing unpaid support to family or potentially friends. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems. [Carers at the Heart of 21stCentury Families and Communities, 2008]
- Literacy/Numeracy Skills

- Part time workers
- Rurality

1.6 Advancing equality (the second of the equality aims) involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristic
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people including steps to take account of disabled people's disabilities
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

NB Please note that, for disabled persons, the Council must have regard to the possible need for steps that amount to positive discrimination, to "level the playing field" with non-disabled persons, e.g. in accessing services through dedicated car parking spaces.

1.6 Guidance on Compliance with The Public Sector Equality Duty (PSED) for officers and decision makers:

1.6.1 To comply with the duty, the Council must have "due regard" to the three equality aims set out above. This means the PSED must be considered as a factor to consider alongside other relevant factors such as budgetary, economic and practical factors.

1.6.2 What regard is "due" in any given case will depend on the circumstances. A proposal which, if implemented, would have particularly negative or widespread effects on (say) women, or the elderly, or people of a particular ethnic group would require officers and members to give considerable regard to the equalities aims. A proposal which had limited differential or discriminatory effect will probably require less regard.

1.6.3 *Some key points to note :*

- The duty is regarded by the Courts as being very important.
- Officers and members must be aware of the duty and give it conscious consideration: e.g. by considering open-mindedly the EIA and its findings when making a decision. When members are taking a decision, this duty can't be delegated by the members, e.g. to an officer.
- EIAs must be evidence based.
- There must be an assessment of the practical impact of decisions on equalities, measures to avoid or mitigate negative impact and their effectiveness.
- There must be compliance with the duty when proposals are being formulated by officers and by members in taking decisions: the Council can't rely on an EIA produced after the decision is made.
- The duty is ongoing: EIA's should be developed over time and there should be evidence of monitoring impact after the decision.
- The duty is not, however, to achieve the three equality aims but to consider them – the duty does not stop tough decisions sometimes being made.

- The decision maker may take into account other countervailing (i.e. opposing) factors that may objectively justify taking a decision which has negative impact on equalities (for instance, cost factors)

1.6.4 In addition to the Act, the Council is required to comply with any statutory Code of Practice issued by the Equality and Human Rights Commission. New Codes of Practice under the new Act have yet to be published. However, Codes of Practice issued under the previous legislation remain relevant and the Equality and Human Rights Commission has also published guidance on the new public sector equality duty.

Part 2 – Aims and implementation of the proposal, strategy or policy

2.1 What is being assessed?

a) Proposal or name of the strategy or policy.

To assess the impact of the transition to a fully digital communications service.

Manager(s) and section or service responsible for completing the assessment

Warwick Smith – Communications

2.2 Who is affected by the proposal, strategy or policy? Who is it intended to benefit and how?

It is intended that all residents within East Sussex should benefit from the Council's Digital Communications Services as everything we do is geared towards improving the quality of life for our residents.

2.3 How is, or will, the proposal, strategy or policy be put into practice and who is, or will be, responsible for it?

Head of Communications, Communications Team

2.4 Are there any partners involved? E.g. NHS Trust, voluntary/community organisations, the private sector? If yes, how are partners involved?

No

2.5 Is this project or procedure affected by legislation, legislative change, service review or strategic planning activity?

The County Council has a statutory duty to keep residents informed of its services and activities. Although already evolving to a more digital model, this plan would be accelerated to ensure the agreed communications budget reduction under the current Medium Term Financial Plan (MTFP). Investing in services now will have a longer term benefit.

Part 3 – Methodology, consultation, data and research used to determine impact on protected characteristics.

3.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken.

Types of evidence identified as relevant have X marked against them			
	Employee Monitoring Data		Staff Surveys
✓	Service User Data		Contract/Supplier Monitoring Data
	Recent Local Consultations		Data from other agencies, e.g. Police, Health, Fire and Rescue Services, third sector
	Complaints		Risk Assessments
✓	Service User Surveys		Research Findings
✓	Census Data		East Sussex Demographics
	Previous Equality Impact Assessments		National Reports
✓	Other organisations Equality Impact Assessments		Any other evidence?

3.2 Evidence of complaints against the strategy or policy on grounds of discrimination. None

3.3 If you carried out any consultation or research on the strategy or policy explain what consultation has been carried out.

ESCC commissioned Latimer Appleby Ltd, a Market Research Society registered tele-marketing company, to carry out telephone interviews with East Sussex residents between 4th January - 8th February. 1012 residents were asked questions about their perception of ESCC, their awareness of County Council activity and the media that they are using.

3.4 What does the consultation, research and/or data indicate about the positive or negative impact of the strategy or policy?

None

Part 4 – Assessment of impact

4.1 Age: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County /District/Borough?

Table 1: Population estimates, East Sussex and District (Percentage)

Age	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
Under 16	17.1	17	18.6	17.4	15.1	17.3
16-24	9.5	10.8	10.9	9.1	8.6	8.9
25-34	9.8	11.6	12.1	9.6	7.7	8.6
35-44	11.2	11.7	12.4	11.4	9.3	11.2
45-54	14.7	13.4	14.8	15	14.2	15.4
55-64	13	11.6	12.2	13.2	14.3	13.5
65-74	12.8	11.5	10.4	12.5	15.9	13.5
75-84	8	8	5.6	7.9	9.9	7.9
85+	3.9	4.4	2.8	3.9	5.1	3.6
Total	100	100	99.8	100	100.1	99.9

Source: 2014, ONS mid-year estimates, East Sussex in Figures

Note that totals in this table do not add up to 100% due to rounding

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

Potentially

d) What is the proposal, strategy or policy's impact on different ages/age groups?

Survey shows that 94% of East Sussex residents use the internet (rising from 80% in 2013). Older residents (those aged 60 and over) are less likely to be online although older people are increasingly becoming IT literate.

There is the possibility that younger and older people may have a lower income cannot afford to use online digital services due to cost of internet and equipment.

Different methods of online communication might engage younger people.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Understanding the demand, consumption and demographics of the Council's communication methods.

Ensuring the Council has the skill, knowledge and technology to practice digital communication whenever it's the best option for the Council and using other methods when it is not.

Being better able to target communications with better developed insight into the Council's audiences.

f) Provide details of the mitigation.

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

g) How will any mitigation measures be monitored?

Annual survey of a representative cross-section of residents

4.2 Disability: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County/District/Borough?

Table 2: Residents with limiting long-term illness, East Sussex and District (Percentage)

Disability	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
People with long-term health problem or disability	20.3	21	22.1	19.5	23.4	17.5
Day-to-day activities limited a little	11.2	11.3	11.5	10.9	12.8	10.2
Day-to-day activities limited a lot	9.2	9.7	10.6	8.7	10.7	7.3
People without long-term health problem or disability	79.7	79	77.9	80.5	76.6	82.5
Total	100	100	100	100	100	100

Source: Census, 2011, East Sussex in Figures N.B. The totals (100%) are the sum of people with and without a long-term health problem or disability, i.e. the sum of the figures in black.

b) How is this protected characteristic reflected in the reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

Potentially

d) What is the proposal, strategy or policy's impact on people who have a disability?

There is the possibility that people with disabilities may have a lower income and therefore not be able to afford to use online digital services due to cost of internet and equipment and therefore not access online communications.

However, offering digital communications will enhance the experience of some users as technology develops. The use of more visual information will also be help people with communication difficulties.

Increase in digital interaction may increase social contact for people with mental health e.g. agoraphobia.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Understanding the demand, consumption and demographics of the Council's communication methods.

Ensuring the Council has the skill, knowledge and technology to practice digital communication whenever it's the best option for the Council and using other methods when it is not.

Being better able to target communications with better developed insight into the Council's audiences.

f) Provide details of any mitigation.

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

g) How will any mitigation measures be monitored?

Annual survey of a representative cross-section of residents

4.3 Ethnicity: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County/District/Borough?

Table 3: Ethnic Group, East Sussex and District (Percentage)

Ethnicity	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
All White	96	94.1	93.8	96.6	97.1	97.5
All Mixed	1.4	1.8	2.2	1.3	1.1	1
All Asian or Asian British	1.7	2.8	2.4	1.4	1.2	1.2
All Black or Black British	0.6	0.8	1.2	0.4	0.3	0.2
Other ethnic group	0.3	0.5	0.5	0.3	0.2	0.2
Total	100	100	100.1	100	99.9	100.1

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

Potentially

d) What is the proposal, strategy or policy's impact on those who are from different ethnic backgrounds?

Some communities may not access mainstream media

The use of more visual information will also potentially help people where English is not a first language.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Understanding the demand, consumption and demographics of the Council's communication methods.

Ensuring the Council has the skill, knowledge and technology to practice digital communication whenever it's the best option for the Council and using other methods when it is not.

Being better able to target communications with better developed insight into the Council's audiences.

f) Provide details of any mitigation.

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

g) How will any mitigation measures be monitored?

Annual survey of a representative cross-section of residents

4.4 Gender/Transgender: Testing of disproportionate, negative, neutral or positive impact

a) How is this protected characteristic target group reflected in the County/District/Borough?

Table 4: Gender, East Sussex and District (Percentage)

Gender	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
Male (%)	48.3	48.2	48.8	48.6	47.7	48.2
Female (%)	51.7	51.8	51.2	51.4	52.3	51.8
Total	100	100	100	100	100	100

Source: 2014, ONS mid-year estimates, East Sussex in Figures

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

Potentially

d) What is the proposal, strategy or policy's impact on different genders?

Women are more likely to work part time and therefore may have a lower income and not be able to afford to use online digital services due to cost of internet and equipment.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Understanding the demand, consumption and demographics of the Council's communication methods.

Ensuring the Council has the skill, knowledge and technology to practice digital communication whenever it's the best option for the Council and using other methods when it is not.

Being better able to target communications with better developed insight into the Council's audiences.

f) Provide details of any mitigation.

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

g) How will any mitigation measures be monitored?

Annual survey of a representative cross-section of residents

4.5 Marital Status/Civil Partnership: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic target group reflected in the County/District/Borough?

Table 5: Marital Status/Civil Partnership, East Sussex and District (Percentage)

Marital Status/Civil Partnership	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
Single	29.1	33.3	36.5	28.7	24.7	24.9
Married	48.4	42.8	39.2	49.6	51.3	55.1
In a registered same-sex civil partnership	0.3	0.4	0.3	0.5	0.3	0.2
Separated	2.7	3	3.7	2.5	2.6	2.3
Divorced	10.7	11.5	12.8	10.2	10.3	9.4
Widowed	8.7	9.1	7.4	8.4	10.8	8.2
Total	99.9	100.1	99.9	99.9	100	100.1

Source: Census, 2011, East Sussex in Figures

Note that totals in this table do not add up to 100% due to rounding

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No

d) What is the proposal, strategy or policy's impact on people who are married or same sex couples who have celebrated a civil partnership?

No negative impact identified

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

f) Provide details of any mitigation.

g) How will any mitigation measures be monitored?

4.6 Pregnancy and maternity: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic target group reflected in the County/District/Borough?

Table 6: Pregnancy and maternity, East Sussex and District (Rate per 1,000 women)

Pregnancy and maternity	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
All live births	59.5	62.2	64.3	56.9	57.1	57.1
Under 20	13.1	21.6	20.7	7.7	10.4	7.3
20-24	71.2	73.8	87.4	65.5	84.3	51.5
25-29	106.9	105.5	109.1	99.1	104.7	113.1
30-34	112.6	108	100.3	117.6	99.6	129.5
35-39	59.6	59.9	53.1	58.2	62.1	63.5
40 and over	14.4	10.1	15.5	16.6	14.4	15

Source: 2014, ONS Vital Statistics, East Sussex in Figures

On the basis of the numbers of births each year, it might be estimated that in East Sussex, at any time, there are likely to be:

- 2,700 women who are in their second or third trimesters of pregnancy;
- around 5,400 babies under the age of one; and
- a further 22,000 children of pre-school age.

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No

d) What is the proposal, strategy or policy's impact on pregnant women and women within the first 26 weeks of maternity leave?

No negative impact identified

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

f) Provide details of the mitigation

g) How will any mitigation measures be monitored?

4.7 Religion, Belief: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County/District/Borough?

Table7: Religion, Belief, East Sussex and District (Percentage)

Religion, Belief	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
Christian	59.9	59.6	51.9	57	64.8	64
Buddhist	0.4	0.5	0.5	0.5	0.3	0.3
Hindu	0.3	0.4	0.5	0.3	0.2	0.1
Jewish	0.2	0.2	0.2	0.3	0.2	0.2
Muslim	0.8	1.5	1.3	0.6	0.5	0.4
Sikh	0	0.1	0	0	0	0
Other religions	0.7	0.6	0.7	0.6	0.6	0.8
No religion	29.6	29.2	36.6	32.5	25.2	26.3
Religion not stated	8.1	8	8.3	8.2	8.2	7.9
Total	100	100.1	100	100	100	100

Source: 2011, Census, East Sussex in Figures

Note that totals in this table do not add up to 100% due to rounding

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No

d) What is the proposal, strategy or policy's impact on the people with different religions and beliefs?

No negative impact identified

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

f) Provide details of any mitigation.

g) How will any mitigation measures be monitored?

4.8 Sexual Orientation - Gay, Lesbian, Bisexual and Heterosexual: Testing of disproportionate, negative, neutral or positive impact.

a) How is this protected characteristic reflected in the County/District/Borough?

No local data is available on sexual orientation. National estimates from 2012 are as follows:

Table 8: Sexual identity in the UK (Percentage)

Sexual Orientation	
Heterosexual	93.5
Lesbian or Gay	1.1
Bisexual	0.4
Other	0.3
Did not answer	4.7

Source: ONS, Self Perceived Sexual Identity Overview, 2012

b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

No

d) What is the proposal, strategy or policy's impact on people with differing sexual orientation?

No negative impact identified

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

f) Provide details of the mitigation

g) How will any mitigation measures be monitored?

4.9 Other: Additional groups/factors that may experience impacts - testing of disproportionate, negative, neutral or positive impact.

a) How are these groups/factors reflected in the County/District/Borough?

Table 9: Provision of unpaid care, East Sussex and District (Percentage)

Unpaid care	East Sussex	Eastbourne	Hastings	Lewes	Rother	Wealden
People provide no unpaid care	88.7	89.4	89.5	88.2	87.6	88.8
People provide unpaid care	11.3	10.6	10.5	11.8	12.4	11.2
Provides 1 to 19 hours unpaid care a week	7.5	6.7	6.3	8.2	8	8
Provides 20 to 49 hours unpaid care a week	1.3	1.3	1.5	1.2	1.4	1.2
Provides 50 or more hours unpaid care a week	2.5	2.6	2.7	2.4	3	2.1
Total	100	100	100	100	100	100

Source: 2011, Census, East Sussex in Figures

b) How is this group/factor reflected in the population of those impacted by the proposal, strategy or policy?

As above

c) Will people within these groups or affected by these factors be more affected by the proposal, policy or strategy than those in the general population who are not in those groups or affected by these factors?

Potentially

d) What is the proposal, strategy or policy's impact on the factor or identified group?

Carers

Carers and those with low levels of literacy skills may have a lower income cannot afford to use online digital services due to cost of internet and equipment.

Literacy

The use of more visual information will potentially help people with lower literacy levels.

Rurality

Some digital exclusion may exist due to poor broadband access.

e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

Understanding the demand, consumption and demographics of the Council's communication methods.

Ensuring the Council has the skill, knowledge and technology to practice digital communication whenever it's the best option for the Council and using other methods when it is not.

Being better able to target communications with better developed insight into the Council's audiences.

f) Provide details of the mitigation.

Developing skills of staff to ensure communications with the Council's audiences are better understood and targeted through a variety of communication methods.

g) How will any mitigation measures be monitored?

Annual survey of a representative cross-section of residents

4.10 Human rights- Human rights place all public authorities – under an obligation to treat you with fairness, equality, dignity, respect and autonomy. **Please look at the table below to consider if your proposal, policy or strategy may potentially interfere with a human right.**

Articles	
A2	Right to life (e.g. pain relief, suicide prevention)
A3	Prohibition of torture, inhuman or degrading treatment (service users unable to consent, dignity of living circumstances)
A4	Prohibition of slavery and forced labour (e.g. safeguarding vulnerable adults)
A5	Right to liberty and security (financial abuse)
A6 &7	Rights to a fair trial; and no punishment without law (e.g. staff tribunals)
A8	Right to respect for private and family life, home and correspondence (e.g. confidentiality, access to family)
A9	Freedom of thought, conscience and religion (e.g. sacred space, culturally appropriate approaches)
A10	Freedom of expression (whistle-blowing policies)
A11	Freedom of assembly and association (e.g. recognition of trade unions)
A12	Right to marry and found a family (e.g. fertility, pregnancy)
Protocols	
P1.A1	Protection of property (service users property/belongings)
P1.A2	Right to education (e.g. access to learning, accessible information)
P1.A3	Right to free elections (Elected Members)

Part 5 – Conclusions and recommendations for decision makers

5.1 Summarise how this proposal/policy/strategy will show due regard for the three aims of the general duty across all the protected characteristics and ESCC additional groups.

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people from different groups
- Foster good relations between people from different groups

Understanding the demand, consumption and demographics of the Council’s communication methods.

Ensuring the Council has the skill, knowledge and technology to practice digital communication whenever it’s the best option for the Council and using other methods when it is not.

Being better able to target communications with better developed insight into the Council’s audiences.

5.2 Impact assessment outcome Based on the analysis of the impact in part four please mark below ('X') with a summary of your recommendation.

X	Outcome of impact assessment	Please explain your answer fully.
X	<p>A No major change – Your analysis demonstrates that the policy/strategy is robust and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.</p>	<p>Although potential for impact is identified, the strategy is to ensure the best option for communications will be explored for all communications.</p>
	<p>B Adjust the policy/strategy – This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect.</p>	
	<p>C Continue the policy/strategy - This means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate</p>	
	<p>D Stop and remove the policy/strategy – If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy/strategy altogether. If a policy/strategy shows unlawful discrimination it <i>must</i> be removed or changed.</p>	

Equality Impact Assessment

5.3 What equality monitoring, evaluation, review systems have been set up to carry out regular checks on the effects of the proposal, strategy or policy?

Annual survey of a representative cross-section of residents will be carried out.

5.4 When will the amended proposal, strategy or policy be reviewed?

Date completed:		Signed by (person completing)	
		Role of person completing	
Date:		Signed by (Manager)	

Part 6 – Equality impact assessment action plan

If this will be filled in at a later date when proposals have been decided please tick here and fill in the summary report.

The table below should be completed using the information from the equality impact assessment to produce an action plan the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact
4. **If no actions fill in separate summary sheet.**

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area for improvement	Changes proposed	Lead Manager	Timescale	Resource implications	Where incorporated/flagged? (e.g. business plan/strategic plan/steering group/DMT)

(a) 6.1 Accepted Risk

From your analysis please identify any risks not addressed giving reasons and how this has been highlighted within your Directorate:

Area of Risk	Type of Risk? (Legal, Moral, Financial)	Can this be addressed at a later date? (e.g. next financial year/through a business case)	Where flagged? (e.g. business plan/strategic plan/steering group/DMT)	Lead Manager	Date resolved (if applicable)