

**Equality Impact Assessment
Initial Assessment Form**

Service Area.....Policy, Partnerships & Performance.....

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
The Council's overall approach to consultation and involvement	
2. What are the aims or intended outcomes of the policy to be assessed.	
Improve access to consultation and involvement events for all Equality Target Groups	
Improve participation in consultation and involvement events for all Equality Target Groups	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC Disability advocates have noted need to involve people from across the spectrum of disabilities BME representatives have mentioned the need for greater cultural sensitivity in carrying out events generally – this would also apply to consultations	STAFF SNAP surveys need to be made compatible - website Need to gauge extent of consultation/involvement taking place within HBC Consultation guidance has been drafted but also needs to be assessed by Equality Target Groups
4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of	
a. Race b. Religion c. Gender d. Disability e. Sexual Orientation f. Age	
There is no evidence to suggest our approach to consultation is adversely affecting any of these groups. However, this may be a consequence of consultation and involvement exercises not being sensitive enough to individual	

groups' needs and this would be assessed as part of the EIA.
5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues
<p>Consultation & Research Working Group (C&RWG) lead by PPRO.</p> <p>Hyndburn Community Network (HCN) – There are several ‘thematic forums’ that we use to consult that are part of HCN i.e. 50+, Disability, Youth Forum, Interfaith (inc. women’s group), Neighbourhood & Community Voice & Voluntary sector. HCN are looking to establish forums regarding traveller families & sexual orientation. We regularly consult with interest groups who are affiliated to the Network who represent particular interest needs.</p> <p>The BME forum are a separate body we use to consult on BME issues</p> <p>Work with other LA’s to learn good practice e.g. East Lancashire E-Partnership; Blackpool, Manchester</p> <p>Trying to make links with other interest groups that exist within Hyndburn & East Lancashire e.g. NAVAJO</p> <p>External parties – e.g. consultation best practice organisations (Consultation Institute; IDeA; Equality and Human Rights Commission)</p>
6. How will the views of these groups be obtained
<p>Meetings of C&RWG (widening membership of this group to other partners)</p> <p>Telephone/e-mail contact</p> <p>Visits</p> <p>Attendance at events</p>
7. Please detail the outcomes of these consultations
n/a yet
8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG’s
Possible breach of legislation (White Paper stipulates duty to involve local people in decision making)

Inequality of access to and participation in consultation exercises depending on age/gender/ethnicity etc.

Misuse of resources & not VFM if providing services that are not accessible/inappropriate to needs

Poor image of HBC & partners leading to poor media coverage, lack of involvement in political process etc.

9. Considering the evidence above how relevant is this proposal to the equality Target Groups. Please provide a rationale for your conclusions

	High	Medium	Low
Disability	√		
Race	√		
Gender	√		
Sexual Orientation	√		
Age	√		
Religion or Belief	√		

10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?

No.

However, difficulty of engaging certain groups e.g. people with different sexual orientation due to lack of a self-identified community within Hyndburn.

There is a question of resourcing. A clear policy on (e.g.) translation would assist in making choices about the way forward.

Also, hard for some groups to see relevance of this question – especially if surveying organisations.

11. What steps will you take to address any unjustified impact

Depends on the ETG. It may involve modification in how the consultation is delivered (e.g. accessibility of venue), an alternative access channel (e.g. online discussion forum), or	
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separate consultations (e.g. muslim women).	
The C&RWG will be able to discuss/monitor this process	
12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances	
This would be picked up following discussion around point 11 but would involve: Investment in equipment Opportunity cost of staff time to arrange alternative sessions Cost of additional resources for e.g. “booster” panel of BME residents to ensure proportionality on citizen’s panel	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
C&RWG Reports to CMT	
14. Does this policy need to be fully impact assessed? Please give reasons	
Yes – consultation across the Council is currently inconsistent in terms of quality, and outcomes. The PPP team needs to give a corporate steer on how we consult and leading an impact assessment would give us the opportunity to establish clear protocols and communication channels.	

Name Scott Butterfield
Signed

Service PPP

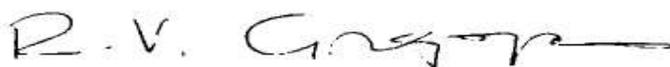


Dated 19.11.07

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed



Date 19.11.07