

**Equality Impact Assessment  
Level One  
Initial Screening**

**Service Area:** Policy, Partnerships and Performance.

**Title of policy, procedure, strategy, function or working practice:** Policy, Performance, the LSP and CSP working practices.

<b>1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?</b>
<p>We wish to assess whether the Policy, Partnerships and Performance team delivers services which are accessible to all equality groups.</p> <p>We also wish to consider equalities in relation to all our day to day activities.</p> <p>This is especially pertinent to community engagement and the work our partnerships do to engage local community groups.</p>
<b>2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.</b>
<p>We aim to ensure that the Policy, Partnerships and Performance team delivers services so that individuals, families and community groups feel they can influence decision making locally in a way that is appropriate to their needs.</p> <p>By improving community engagement in the borough we will maximise the potential of our team to provide services which best affect change in Hyndburn.</p> <p>We will work in partnership to improve our position on local priorities without excluding communities and by ensuring that local need is at the heart of what we do.</p> <p><u>Specific Actions from the meeting:</u></p> <p>Town Centre Master-Planning Consultation: one member of our group tried to attend this consultation to put forward her ideas. When she arrived at the advertised location the information was not there. She searched the building and managed to speak to a member of staff within the building. They then had to call around the Council offices to find out where the consultation had been moved to. They finally found it at Scaitcliffe House, but were unable to attend at this location. Not only did this waste her time, but in the end she was unable to have her say. (Action: to inform responsible Planning officer and take to next Consultation and Research Working Group, CRWG, for discussion)</p> <p>In Huncoat active members of the town run regular clear-up campaigns. One member of the group raised concerns about a local business in the area that refused to have a bin outside of their property. There had been concerns that previous bins at the property have been targeted by arsonists. (Action: take this</p>

issue back to the environmental health and waste teams for resolution)

All consultation issues from the day will be taken to the CRWG to inform future consultations.

e.g. Documents too long – very tiring to read especially if you suffer with disabilities.

e.g. Questionnaires too long and complicated – people with Language difficulties find it difficult to fill in forms. However, there are also a large number of people in the borough who have low level literacy who would have problems filling in forms.

e.g. Rather than arranging meetings in Council Buildings, go to where the people are, you will get a better response.

The Notice Boards outside the Town Hall are very dark - It is difficult for people with impaired sight to read them. (Action: to inform the responsible officer of the issue)

“I get my news from TV, I don’t read the local papers, and I just flick through the free council paper for things that relate to me. I always find the good stuff goes on Northwest Tonight or Granada Reports.” (Action: take statement to the communications group to inform their approach to Communications)

**3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.**

**a. Race**

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

**b. Religion**

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

**c. Gender**

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

**d. Disability**

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

**e. Sexual Orientation**

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

**f. Age**

Impact : Positive	<input checked="" type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>

<b>4. Has any positive/negative impacts been identified which cannot be justified?</b>	
<b>NO</b>	No need to proceed to stage 2 or 3 (go to question 7)
<b>5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?</b>	
STAGE 2 <input type="checkbox"/>	STAGE 3 <input type="checkbox"/>
<b>6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?</b>	
N/A	
<b>7. Has this Initial Screening been sent to the HR department to be uploaded on the internet?</b>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>8. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included</b>	

Name: Rob Grigorjevs

Service Area: PPP

*R.V. Grigorjevs*

Signed

Dated: 8<sup>th</sup> October 2009

**Service Manager Signature (Head of Policy Partnerships and Performance)**

Approved by Departmental Equalities Representative.

**Signed**

**Date**

If any actions have been identified, please state date of review: October 2010  
(This is usually 12 months after the initial EIA has taken place)