

Equality Impact Assessment Toolkit



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High Peak Borough Council



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1. Forward

This toolkit sets out a guidance framework for undertaking an Equality Impact Assessment (EIA) and has been approved by the Council for use in all Departments.

The toolkit is designed to assist officers and managers who will have to undertake an EIA in the course of their work and will:

- Introduce them to and steer them through the EIA process adopted by HPBC
- Steer them to further sources of information and guidance

The concept of EIAs is relatively new and the Council understands that this may cause some additional work for departments. Undertaking EIAs is mandatory and the Council will provide all the support that it is able through the Policy team to ensure that the process runs as smoothly as possible.

It is envisaged that this process will quickly become mainstreamed into everything each department does and as the process develops the work it creates will diminish.

If you require further information in relation to Equality Impact Assessments please contact the Policy Services Team.

2. What is an Equality Impact Assessment (EIA)

In the context of Section 71 of the Race Relations (Amendment) Act 2000, and the Equality Standard for Local Government, an Equality Impact Assessment (EIA) is a thorough and systematic analysis of a function, policy or procedure, whether these are written or unwritten, formal or informal, and irrespective of their scope.

The primary function of an EIA should be to determine the extent of a policy or procedure's differential impact upon specific groups of people and in turn whether that impact is adverse. The specific groups include those that are known to suffer from a range of social, economic, health and legal inequalities and are characterised by gender, disability, race, poverty, sexual orientation, age, religious belief, offending past, transgendered and transsexual people or people with dependants.

As a result of a completed EIA, if it is decided that a function, policy or procedure has an adverse impact, the Council must consider alternatives, which more effectively achieve the promotion of equality of opportunity, or measures which might be employed to mitigate the adverse impact.

The **processes** involved in conducting an EIA should not be looked on as an end in themselves. Instead, it should be borne in mind that the aim of the assessment is the promotion of equality of opportunity and thus the **outcomes** of the EIA are of primary concern.

In conducting an EIA there are certain methods and procedures that must be considered:

- ◆ Assessing how the proposed policies are likely to affect people from specific groups; this should include collecting and analysing relevant data;
- ◆ Consulting people who are likely to be affected by our proposed policies; and
- ◆ Reviewing and revising the proposed policies in light of the assessment and consultation.

To assess the impact of a proposed policy it is important to have as much information as possible about how the proposed policy will affect people. How this is assessed will depend on the nature of the policy itself but will include some of the following:

- ◆ Demographic data and other statistics, including census findings

- ◆ Available research findings
- ◆ Comparisons between similar policies in our Council and other Councils
- ◆ Survey data
- ◆ Equality monitoring data
- ◆ One off data gathering exercises
- ◆ Specially commissioned research

3. Assessing the Relevance of Functions, Policies and Procedures

The initial Impact Assessment (see section 3) will be completed for all those existing functions, policies and procedures that HPBC has decided are **relevant** to the following general legal duties to:

- Eliminate unlawful discrimination
- Promote Equal Opportunities
- Promote good relationships between different groups of people

Appendix 1 provides the **Equality Relevance Assessment Pro-Forma**, which each service should complete to assess the relevance of its functions policies and procedures to the above-mentioned general legal duties. Each function and policy is then prioritised on a grade of 0 to 3. A grade of 0 would indicate that the function or policy has no relevance to the general duties whilst a grade of 3 indicates a high degree of relevance. Identifying the most relevant policies and functions in this way will enable a more targeted use of resources when completing the more detailed EIAs.

The Service Equality Champion will complete the Relevance Assessment Form in consultation with those managers and officers most familiar with the functions, policies and procedures under consideration.

Officers completing the Relevance Assessment Form need only highlight the available evidence that shows the function, policy or procedure is relevant to the general legal duties. As completion of the form is essentially a screening process the evidence highlighted can be presumed as well as factual.

Using this grading system **each service** should then produce an EIA Plan. The Plan should set out a timetable for the completion of EIAs for each of the services'

policies and procedures in order of priority. The Plan will also identify the resources required to carry out the EIAs.

The Policy team will collect and collate the EIA plans for each service and include them in the Corporate Equality Plan.

4. Types of EIA

Using its EIA Plan each service should undertake EIAs for those functions, policies and procedures graded 1 to 3 on the Relevance Assessment Form. It will not be necessary to undertake an EIA for those policies, functions and procedures scoring 0, as the Council considers them irrelevant to the general legal duties.

A detailed EIA may not be necessary in every case, nor may it be appropriate to conduct a detailed assessment initially. This guidance suggests EIAs can be split into three categories: The Initial EIA; the Partial EIA and the Full EIA.

4.1 The Initial EIA

Initial EIAs will be carried out:

- On all existing functions, policies and procedures graded 1 to 3 on the Relevance Assessment Form
- When considering a change to an existing function, policy or procedure
- As part of the formulation of new functions, policies or procedures

The initial EIA is a tool for deciding whether or not the policy needs more indepth analysis. The main difference between the initial EIA and a partial EIA is that it is based on what information we already have in relation to the policy and will identify where more information is needed.

Before embarking on an EIA, it is important to determine the aims of the policy. From this point it is possible to determine the EIA's terms of reference and whether a partial or full assessment is necessary.

The following questions may help to provide an early steer for an EIA:

- **What is the aim, objective or purpose of the policy?**
- **Are there associated objectives of the policy? If so, what are they?**

- **Who defines or defined the policy?**
- **Who implements the policy and who is responsible for the policy including:**
 - (i) the responsibilities which the Council holds in relation to this policy; and
 - (ii) the responsibilities held by other bodies (including other public authorities).
- **What outcomes do we want to achieve with this policy and for whom?**
- **Who are the main stakeholders in relation to this policy?**
- **Who is intended to benefit from this policy and in what way?**
- **How do these outcomes meet or hinder other policies, values or objectives of the public authority?**
- **What factors/forces could contribute/detract from the outcomes?**
- **How does the policy relate to policies of other public authorities?**
- **Are there any groups that might be expected to benefit from the policy but which do not or that the policy could adversely affect?**

For functions, policies or procedures where one or more public authorities share responsibility then arrangements should be put in place to jointly carry out EIAs.

It is important to recognise that the 'General Duty' under the Race Relations (Amendment) Act 2000 **applies to all functions, policies and procedures of the Council**. It states, where a function, policy or procedure either originates, or is controlled in full or in part, by other persons, organisations or public authorities then arrangements must be put in place to co-ordinate the conduct of the EIA between these persons and/or bodies.

As an EIA proceeds it may become apparent that certain functions, policies or procedures are associated. Where this is the case then it may be appropriate to link the EIA's of these policies.

Appendix 2 contains the pro-forma for undertaking the Initial EIA. Appendix 5 contains the pro-forma for identifying the equal opportunity monitoring requirements of a policy. **This pro-forma should be completed when undertaking the Initial EIA and should be attached to it when this EIA has been completed.**

4.2 The Partial EIA

A Partial EIA will build on the Initial EIA, will outline risks and benefits, and will include the advice of experts and interested groups.

The Partial EIA is similar to the Initial EIA and will be undertaken if the Initial EIA points to the possibility of unjustifiable differential impact on relevant groups. The Partial EIA explores the risks and benefits of the policy taking into account the advice of experts or interested groups.

The Partial EIA will have to clearly state the risks associated with the function/policy/procedure in relation to differential impact and weigh these against the benefits.

The Partial EIA will be used when there is not much information available on the topic in question and it is felt that more information obtained through informal consultation with relevant groups and experts will lead to a more informed decision about the function/policy/procedure. This type of assessment will also be of use when much of the function/policy/procedure is outside the control of the council and information needs to be obtained from the other interested parties.

Should the Partial EIA point to a real concern in terms of differential impact which is echoed by the views of the experts and relevant groups, then it will be necessary to undertake a Full EIA.

The sequential nature of EIAs advocated in this toolkit inevitably mean that Partial EIAs will be more detailed and comprehensive assessments than Initial EIAs.

Appendix 3 provides the pro-forma for undertaking Partial EIAs.

4.3 The Full EIA

The Full EIA is a natural progression from the Partial EIA and will be undertaken if, after the Partial EIA, there are still real concerns about differential impact which is echoed by the views of experts and relevant groups.

The full EIA will build on the analysis of the Partial EIA but will be expanded in light of formal consultation, further research and data collection and further analysis. It will also state clear recommendations as to what changes or amendments have occurred to the policy in light of the EIA.

A Full EIA should be undertaken in 8 key stages, which are listed below:

1. Identify the aims of the policy and how it is to be implemented (see section 2)
2. Consideration of relevant data and research (see section 5)
3. Assessment of impacts (see section 6)
4. Consideration of measures (see section 7)
5. Consultation Impact (see section 8)
6. Make a decision in the light of data, possible alternatives and consultation (see section 9)
7. Monitoring impact in the future (see section 10)
8. Publication of results of the EIAs (see section 11)

The following sections (5-11) outline each stage of the Full EIA in more detail and provide a list of questions to be asked and answered at each stage.

Each stage is an important part of the Full EIA process. All stages should be considered when planning the EIA in order to highlight important areas of work that will be required.

5. Consideration of Relevant Data and Research in the Full EIA

It may be in the Council's interest to work with other public authorities when collecting data. This co-operation will be vital in maximising resources and minimising duplication of effort. Beyond this, a general partnership approach to data collection is likely to be the most efficient and effective method and should be actively promoted.

The Council's Policy team may be able to advise on the appropriate data to use and how to collect it. They should also be able to advise where the best sources

of data can be found in support of the EIA. This section highlights a range of data that may be of use when undertaking an EIA.

5.1 Sources of Data

It is suggested that the following questions could be asked when considering the sources of data that may be useful when undertaking an EIA:

What do we need to know about this policy?

What information is needed to ensure that all perspectives are taken into account?

Who should be involved in determining what information is needed?

What existing quantitative data is available, in-house and externally?

What existing qualitative or evaluative research is available, in-house and externally?

What additional data is needed?

Is there a need to generate primary data?

Is there a need for secondary analyses of existing data?

Who will be partners in information gathering/provision?

What processes are required to consult effectively with these partners?

An EIA depends on the effective use of data, whether quantitative or qualitative data, and whether internally or externally derived.

Quantitative data refers to numbers (i.e. quantities), typically derived from either a population in general or samples of that population. This information would often be analysed either using descriptive statistics (which consider general profiles, distributions and trends in the data), or inferential statistics (which are used to determine 'significance', either in relationships or differences in the data).

Qualitative data refers to the experiences of individuals from their perspective, most often with less emphasis on numbers or statistical analysis. It is likely that consultations, for example, are more likely to yield qualitative than quantitative data. Both types of data should be regarded as equally relevant, no one type of data is inherently more valuable than the other.

Before beginning an EIA a thorough audit of available data should be carried out, paying particular attention to in-house data sets which either can be used or adapted for the purposes of EIAs. The results of the 2001 census are invaluable and should be consulted at an early stage in an EIA.

There may be a temptation routinely to employ one-off data gathering exercises in order to address perceived shortfalls in available information. While this may be necessary in response to significant contemporary issues, it is not a substitute for putting in place procedures that allow data to be gathered at regular intervals to inform current and future EIAs. With this in mind it may be important to identify in-house sources of data as a first stage in the data gathering process. For example, existing administrative databases may be potentially useful sources of information.

Furthermore, comments which have been gathered during all previous consultations, and including the preparation of the Race Equality Scheme, should continue to inform decision-making and should be regarded as a valuable source of information. Likewise, consultants' reports, academic publications and consultations with trade unions, voluntary and community sectors should continue to inform the process.

5.2 Methods of Data Collection

It is important to reiterate the point that various data collection techniques are likely to be used during an EIA and including both quantitative and qualitative methods.

By way of example, the following could each play a role (although this list is not intended to be exhaustive and the techniques may also be known by alternative names:

- ◆ **Consultations**
- ◆ **Surveys (e.g. face-to-face, telephone, postal)**
- ◆ **Observations of behaviour**
- ◆ **Administrative databases**
- ◆ **Secondary analyses of existing databases**
- ◆ **Focus group interviews**
- ◆ **In-depth interviews**

- ◆ **Pilot projects**
- ◆ **Review of complaints made**
- ◆ **User feedback**
- ◆ **Academic publications**
- ◆ **Consultants' reports**
- ◆ **Citizens' juries**

It is important to be mindful of human rights and data protection issues when considering appropriate data collection techniques. If in doubt, consult with representatives of relevant groups and agencies before embarking on data collection. It should always be made clear that individuals have the right to decline to provide information and they should be made aware of how resulting data will be processed. Be aware that particular issues of sensitivity and confidentiality may arise in relation to disability and sexual orientation.

Before in-house databases and other systems of data collection have become well established, the gathering of data to inform an EIA is likely to be time consuming and in some areas only limited information is likely to be available. **In all cases, lack of data should not be put forward as a reason for not undertaking Full EIAs.**

Any data must be presented in a manner which is easily accessible and understandable and which gives sufficient detail of the procedures used in the collection to allow for replication.

Where reasonable and practicable, raw data should be made available for inspection on request, with summary statistics included in the published report. It may be useful to present this information in a standardised form, using tables and figures for ease of access.

6. Assessment of Impacts

When assessing the impact of the proposed function/policy/procedure it is important to look firstly at the **differential** impact. After this differential impact has been explored, only then can we look at the **adverse** impact.

Differential impact will occur when a particular group has been affected differently by the function/policy/procedure in either a positive, neutral or negative way. This differential impact will have been identified in the Initial EIA.

After differential impact has been identified, the Council must make a judgement as to whether the differential impact is adverse based on a systematic appraisal of the accumulated information. There is no statistical test available for making this judgement, nor would such a test be appropriate. Whether an impact is adverse is a question of professional judgement. The Council should look at all available information and make a reasonable judgement on whether the impact is adverse. If the impact is adverse then officers must consider whether it is or is not unlawfully discriminatory and then respond to this assessment appropriately, that is by considering mitigation and alternative policies.

Assessment of impact concerns not only the function/policy/procedure under consideration but also any measures to mitigate the adverse impact or alternatives that could more effectively achieve the promotion of equality of opportunity. Therefore there must be an assessment of the impact of any alternatives considered. This assessment may proceed within the original EIA, or if the alternative is significantly different from the original then a new EIA may be appropriate. Consultations are likely to play a key role in each of these processes.

The following questions may help guide assessment of impact:

- ◆ **Is the function/policy/procedure directly or indirectly discriminatory?**
- ◆ **If the function/policy/procedure is indirectly discriminatory can it be justified under the relevant legislation?**
- ◆ **If the function/policy/procedure is not directly or indirectly discriminatory, does it still have an adverse impact?**
- ◆ **Is the function/policy/procedure intended to increase equality of opportunity by permitting or requiring affirmative or positive action or action to redress disadvantages? If so is it lawful?**
- ◆ **Is there any alternative measure that would achieve the desired aim without the adverse impact identified?**

If an adverse effect on any group can be identified, officers will need to assess whether the function/policy/procedure is unlawfully discriminatory taking into account that some functions/policies/procedures are intended to increase equality of opportunity by requiring or permitting positive action, or action to redress

disadvantages. They will then have to decide how to ensure that the council acts lawfully.

Even if the policy is not unlawful, officers need to consider what to do in light of the adverse impact identified.

If the function/policy/procedure is intended specifically to address the needs of particular groups, it may well be justifiable, indeed necessary in order to promote equality of opportunity for that group. If this is not the case, officers must consider whether there is any alternative measure that would achieve the desired aim without the identified differential impact.

- ◆ **Is there any mitigation which would alleviate the adverse impact identified?**
- ◆ **Are there additional measures which can be adopted which would further equality of opportunity in the context of this function/policy/procedure?**

When considering adverse impact it is important to highlight that an EIA is not merely about the identification of either direct or indirect discrimination. Instead it is about promoting equality of opportunity.

If it is discovered during an EIA that a function/policy/procedure is likely to be unlawfully discriminatory, it should be abandoned and there is no necessity to proceed with the EIA. Any new function/policy/procedure, which is proposed, would then be subject to a new EIA.

7. Consideration of Measures

The consideration of mitigation and alternatives are crucial elements of the process. Options must be developed which reflect different ways of delivering the policy outcome.

The consideration of mitigation of adverse impacts leads to the consideration of alternatives. Mitigation can take the form of lessening the severity of the impact or providing some other remedy, where the adverse impact cannot reasonably be reduced.

The mitigation of adverse impacts must be considered at the various stages of the EIA. Clear evidence of the mitigation of impacts must be apparent in the EIA, and details of mitigation and its implementation must be included in the final

recommendations. Evidence of the consideration of mitigation must be presented during decision making.

Methods of delivering outcomes which have a less adverse effect on the relevant group, or which better promote equality of opportunity for the relevant groups, must in particular be considered. Consideration must be given to whether separate implementation strategies are necessary for the function/policy/procedure to be effective for the relevant group.

The following must be considered when looking at alternative functions/policies/procedures:

- ◆ **How does each option further or hinder equality of opportunity?**
- ◆ **How does each option reinforce or challenge stereotypes which constitute or influence equality of opportunity?**
- ◆ **What are the consequences for the group concerned and for the Council of not adopting an option more favourable to equality of opportunity?**
- ◆ **How will the relevant group be advised of the new or changed policy or service?**
- ◆ **What are the costs of implementing each option?**
- ◆ **Will the social and economic costs and benefits to the relevant group of implementing the option outweigh the, costs to the Council or other groups? An evaluation of net social benefits achieved by adopting each option must be considered. Does the Council have international obligations, which would be breached by, or could be furthered by, each of the options?**

Clear evidence of the consideration of the impacts of alternatives must be apparent in the relevant documentation. The realistic consideration of the impacts of reasonable alternatives must be evident in any final recommendations. Justifications must be given if these alternatives have not been accepted.

There may be occasions where differential impact can be justified as part of a wider strategy associated with positive or affirmative action in relation to particular groups, or where the policy deliberately attempts to encourage equality of opportunity for a particular group. Where this is the case any actions must be justified and it will be a question of providing a clear and legal rationale for these actions.

The Council must ensure that an option for alleviating an adverse impact on a particular group of people does not in turn create an adverse impact for another group. If an adverse impact is unavoidable then it must be justified.

8. Consultation on Impact

To be effective an EIA should be consulted on with relevant public bodies, voluntary, community, trade union and other groups with a legitimate interest in the function/policy/procedure. This should include those directly affected by the function/policy/procedure to be assessed, whether or not they have a direct economic or personal interest. It should be timely, open and inclusive, and conducted in accordance with the principles detailed in the Council's Corporate Equality Plan.

It will be important to ensure that sufficient time and resources are dedicated to the consultation process to encourage full participation particularly by marginalised groups, for example, young people.

Wide publication of the consultation exercise is essential to inform the public and relevant groups about the EIA being assessed, and to invite comments on it. This may include press releases, prominent advertisements in the press, the Internet and direct invitations to groups that are likely to be interested in and able to represent interests and views that would otherwise be inadequately represented.

Consultation with groups and individuals should begin as early as possible. Consideration must be given to which method of consultation is most appropriate to the circumstances. Methods could include: face-to-face meetings, small group meetings, focus groups, discussion papers with the opportunity to comment in writing, questionnaires, or Internet/email discussions.

The accessibility of the language and the format of information must be considered to ensure that there are no barriers to the consultation process. Information should be available on request in accessible formats such as Braille, disc, and audiocassette and in minority languages to meet the needs of those who are not fluent in English. Public authorities must ensure that systems are in place so that information is available in accessible formats and in a timely fashion.

The following questions may be of assistance in guiding consultation:

- ◆ **Who is directly affected by the function/policy/procedure policy?**
- ◆ **What relevant groups have a legitimate interest in the function/policy/procedure?**

- ◆ **How do we ensure that those affected or with a legitimate interest in the function/policy/procedure are consulted?**
- ◆ **What methods of consultation will be used and at which stages of the EIA?**
- ◆ **How will information be made available to those consulted?**
- ◆ **Will the information be accessible to relevant groups?**
- ◆ **What measures can be taken to facilitate effective consultation in light of any barriers that may exist?**
- ◆ **Have previous attempts at consultation with particular groups been unsuccessful? If so, why, and what can be done to overcome any obstacles?**
- ◆ **What resources are available to encourage full participation by marginalised groups?**
- ◆ **If meetings are to be held, where will they be held and at what time of the day?**

Formal consultation should be included as a critical stage in the EIA, namely immediately prior to decision-making. Less formal ‘consultation’ should inform the entire EIA process.

It is important that consultations take place with those likely to be directly affected by the function/policy/procedure and this is essential during formal consultation. As already stated, consultations in general are an integral part of the EIA process and they must be underpinned by good working relationships with relevant individuals and groups of people.

9. EIAs and Council Decision-Making

Section 71 of the Race Relations (Amendment Act) 2000 requires public authorities to have ‘due regard’ to the need to promote equality of opportunity. To fulfil this legal duty and future duties (see section 3) we are working towards attaining all the levels of the Equality Standard for Local Government.

As the Council has a statutory and moral duty to have due regard to the need to promote equality of opportunity it is not sufficient merely to take

equality into account, it must be accorded considerable weight. That is, the need to promote equality of opportunity must be given regard or weight in accordance with the public authority's statutory duty as outlined in Section 71 of the Race Relations (Amendment) Act 2000. However this does not necessarily mean that the equality of opportunity duty overrides other clearly conflicting statutory duties with which the public authority must comply. Instead, the Council must act in a proportionate manner and accord weight to the statutory equality of opportunity duty. Such considerations must be reflected in decision-making in relation to an EIA.

The decision-making process represents the natural endpoint of the '*Consideration of Measures*' (section 5). At this stage, all available information is combined in a decision or decisions with respect to adopted or proposed policies, together with the rationale for that decision. Decision-making documentation must indicate that the impact of alternative policies and mitigation were considered.

Where an EIA suggests differential impact for two or more relevant groups, this may present particular problems in terms of possible solutions. This may be especially true where the perceived needs of these groups are in conflict. Possible solutions include looking at the context of the problem (for example, is there particular under-representation of one of the two groups?), the role of mitigation and/or a consideration of alternative policies. It would also be appropriate when making decisions to bear in mind solutions, which meet other policy objectives.

A highly structured approach to decision-making will not be possible, given the types of data, both quantitative and qualitative, which will be drawn upon. At the same time it would be useful to systemise the decision-making processes so that they can be scrutinised and justified.

It would be necessary to explain conclusions reached on the validity and reliability of quantitative and qualitative data. In particular, where different types of data differ about whether or not there is an adverse impact.

As part of the decision making process all completed EIAs must be submitted to the Council's Joint Equality Working Group which provides the corporate scrutiny function for equality related matters in the Council. The Joint Equality Working Group needs to be consulted prior to EIAs going to select committees and/or the Executive, as appropriate.

The following questions may help guide decision-making:

- ◆ **Who will play a role in the decision-making process?**
- ◆ **What information will inform the decision-making process?**

- ◆ **What weights will be assigned to various pieces of information? How will these weights be determined?**
- ◆ **How is the decision-making process to be structured?**
- ◆ **How will the decision-making process be recorded?**

10. Monitoring for Impact in the Future

Monitoring consists of continuous scrutinising, follow-up and evaluation of policies. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy review. For a detailed explanation and guidance on monitoring please refer to 'Ethnic Monitoring: A Guide for Public Authorities' published by the Commission for Racial Equality. Although this document concentrates on ethnic monitoring, the principles apply to any equalities monitoring within service delivery or policy review. Further assistance on monitoring requirements can be obtained from the Policy Service team.

Completion of the pro-forma in Appendix 5 is the first step services should take when identifying monitoring systems and data that are available to assess the impact of functions, policies and procedures. The pro-forma must be completed and attached to the Initial EIA.

When implementing step one of the Full EIA process, 'Consideration of Available Data and Research', systems of monitoring should be established which allow for the routine collection of data in the future. Alongside these procedures there may be a need to establish particular methods for data collection in response to particular concerns. In turn, these methods may focus on those groups, which are adversely affected by the function/policy/procedure in question. The advice given at the 'Consideration of Available Data and Research' stage (section 5) about data collection is equally applicable to monitoring. Monitoring should consist of both quantitative and qualitative methods.

Monitoring must be sensitive to issues associated with human rights and privacy and the Council should seek advice from consultees and/or the relevant agency or group representatives when establishing such procedures.

The Council is under a legal duty to publish results of all its equalities monitoring on an annual basis and this will be done through its Annual Corporate Equality Plan Report.

11. Publishing the Results of EIAs

The Council must publish the results of the EIAs in report form and this should be in a systematic and consistent manner, at the same time acknowledging that each EIA will be unique. It is advised that EIAs whether Initial, Partial or Full should be published using the relevant pro-formas in Appendix 2, 3 and 4.

Draft EIA reports will have been made publicly available during formal consultation but the final version of the report should give reasons for either rejecting or accepting the results of the consultations.

Appendix 1 – Equality Relevance Assessment Pro-Forma

Department:	Service:
Completed by:	Reviewed by:
Date:	Date:

Function, Policies, Procedures (within each function complete a separate row for each policy/procedure)	General Information				Relevance to the General Legal Duties		Priority
	A Contracted Out?	B Written Policy?	C Partnership responsibility ?	D Equality Monitoring conducted?	E Relevant to the legal duties to: 1 Eliminate Discrimination 2 Promote Equal Opportunities 3 Promote good relations between different groups of people	F Evidence of Relevance (to race, disability, gender, sexuality, age, religious belief, past offenders, poverty) <i>As this is an initial screening process evidence can be presumed as well as factual</i>	G 0 to 3 0 = no relevance 3 = high relevance /priority
1.							
2.							

Appendix 2 Pro-forma for the Initial Equality Impact Assessment

Service		Section	Person responsible for the assessment	
Name of the Function/Policy/Procedure to be assessed		Date of Assessment		Is this a new or existing policy?
1. Briefly describe the aims, objectives and purpose of the function/policy/procedure				
2. Are there any associated objectives of the function/policy/procedure? Please explain.				
3. Who is intended to benefit from the function/policy/procedure and in what way?				
4. What outcomes are wanted from this function/policy/procedure?				
5. What factors/forces could contribute/detract from the outcomes?				
6. Who are the main stakeholders in relation to the function/policy/procedure?		7. Who implements the function/policy/procedure and who is responsible for it?		

8. Are there concerns that the function/policy/procedure could have a differential impact on racial groups?	Y	N	Please explain
What existing evidence (either presumed or otherwise) do you have for this?			
9. Are there concerns that the policy could have a differential impact on men or women?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy could have a differential impact on people with disabilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
11. Are there concerns that the policy could have a differential impact on people due to their sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy could have a differential impact on people due to their age?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy could have a differential impact on people due to their religious beliefs?	Y	N	

What existing evidence (either presumed or otherwise) do you have for this?					
14. Are there concerns that the policy could have a differential impact on people due to them having dependants/caring responsibilities?		Y	N		
What existing evidence (either presumed or otherwise) do you have for this?					
15. Are there concerns that the policy could have a differential impact on people due to their offending past?		Y	N		
What existing evidence (either presumed or otherwise) do you have for this?					
16. Are there concerns that the policy could have a differential impact on people due to them being transgendered or transsexual?		Y	N		
What existing evidence (either presumed or otherwise) do you have for this?					
17. Are there concerns that the policy could have a differential impact on people due to their experience of poverty?		Y	N		
18. Could the differential impact identified in 8-17 amount to there being the potential for adverse impact in this policy?	YES	NO	Please explain		
19. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	YES	NO	Please explain for each equality heading (question 8-16) on a separate piece of paper		
20. Should the policy proceed to a partial impact assessment	YES	NO	21. If Yes, is there enough evidence to proceed to a full EIA?	YES	NO

			22. Date on which Partial or Full impact assessment to be completed by	
--	--	--	--	--

Signed (completing officer) _____ Signed (Lead Officer) _____

Appendix 3 Pro-forma for Partial Impact Assessment

Service		Section		Person responsible for the assessment		Date of the assessment	
Name of the function/policy/procedure to be assessed					Is this a new or existing policy		
1. In what areas are there concerns that the function/policy/procedure could have a differential impact? (please circle)			Race	Gender	Disability	Age	Sexual Orientation
			Religious Belief	Dependents	Offending past	Transgendered or Transsexual	Poverty
2. What are the concerns that the function/policy/procedure could have a differential impact on relevant groups? Please explain (please continue on a separate piece paper)							
3. What existing evidence (either presumed or otherwise) do you have for this? (please continue on a separate piece paper)							
4. What are the risks associated with the differential impacts identified in the answer to question 2?							

<p>5. Please state clearly the expected benefits of the function/policy/procedure</p>				
<p>6. Are there any experts/relevant groups who you can approach to explore their views on the issues?</p>	<p>YES</p>	<p>NO</p>	<p>7. Please list the relevant groups/experts</p>	
<p>8. How will the views of these groups be obtained? (please tick)</p>	<p>Letter <input type="checkbox"/></p> <p>Meetings <input type="checkbox"/></p> <p>Interviews <input type="checkbox"/></p> <p>Telephone <input type="checkbox"/></p> <p>Workshops <input type="checkbox"/></p> <p>Fora <input type="checkbox"/></p> <p>Questionnaires <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>		<p>9. Please list the date when each group/expert was contacted</p>	
<p>10. Please explain in detail the views of the relevant groups/experts on the issues involved. (please use a separate sheet if necessary)</p>				

11. Taking into account the views of the groups/experts, and the available evidence, please clearly state the risks associated with the policy, weighed against the benefits of the policy. (please continue on a separate sheet if necessary)						
12. As a result of this assessment is a Full Impact assessment necessary?	YES	NO	13. Date on which the Full assessment to be started		14. Date on which the Full assessment to be completed	

Signed (completing officer) _____ Signed (Lead Officer) _____

Appendix 4: Report Format for the Full EIA

The report should begin with an Executive Summary of the results of the EIA, in particular focusing on any decisions that have been reached.

The report should contain a description of the function/policy/procedure aim, the context within which it operates, its scope and any existing data that is available which may have informed its development in the past.

An example of how the report could be structured is as follows:

Introduction

This section should explain how the EIA came to be undertaken on this function/policy/procedure.

Background

This section should give the background information to the function/policy/procedure and the perceived problems that are the reason for the Full EIA.

Methodology & Sources of Data

This section should outline the methodology used to collect data and what sources of data were used. In addition to this it should explain any other procedures which have been used to draw together information (such as original data collection exercises). Please see sections 5 & 10.

Assessment of Impact on Relevant Groups

This section should consist of a detailed explanation and assessment of the function/policy/procedure's impact on relevant groups of people. (Please see section 6).

Consideration of Alternative Approaches/Mitigation of Adverse Impact

This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the function/policy/procedure on relevant groups of people. (Please see section 7).

Monitoring Arrangements

This section should also outline systems that will be put in place to monitor for adverse impact in the future and should include an implementation timetable. In addition it could include the following:

- An explanation of monitoring and why it is important
- The monitoring systems and methods you used
- A summary and assessment of your monitoring, making clear whether you found any evidence of discrimination
- How you will use these results to develop future function/policy/procedures (Please see section 10 for more information).

Formal Consultation

This section should outline all the consultation that has taken place on the EIA and could include the following:

- Why you carried out consultation.
- Details about how you went about it.
- A summary of the replies you received from the groups and people you consulted.
- An assessment of your proposed function/policy/procedure (or options) in the light of the responses you received.
- A statement of what you plan to do next.
(Please see section 8 for more information).

Publication of Equality Impact Assessments

This section should state how EIAs will be published. (Please see section 11).

Conclusions

This section will highlight the conclusions drawn from the results of the EIA and will outline the decision-making process. It will also state the decisions made by the authority on the basis of the EIA. Decisions could be stated, for example, by way of an action plan with associated timescales. If a decision is made to introduce measures to mitigate adverse impact or alternative policies then it would be appropriate to address each of the six questions listed below:

- How does each option further or hinder equality of opportunity?
- How does each option reinforce or challenge stereotypes which constitute or influence equality of opportunity?
- What are the consequences for the group concerned and for the public authority of not adopting an option more favourable to equality of opportunity?
- How will the relevant group be advised of the new or changed policy or service?
- What are the costs of implementing each option? Will the social and economic costs and benefits to the relevant group of implementing the option outweigh the costs to the public authority or other groups? An evaluation of net social benefits achieved by adopting each option must be considered.
- Does the public authority have international obligations that would be breached by, or could be furthered by, each of the options? (please see section 8)

Appendix 5 Pro-forma for Identifying the Monitoring Requirements of a Function, Policy or Procedure

The following pro-forma is to be filled in each time an Initial EIA is completed. The aim of the document is to identify what monitoring arrangements are in place and what arrangements need to be established in the future, to ensure that the function/policy/procedure is not adversely impacting on different groups within the community.

This pro-forma will be most useful for function/policy/procedure that go through the Initial EIA as issues surrounding monitoring will be addressed in detail in the Full EIA under 'Consideration of available data and research' (section 5).

The aim of this pro-forma is to stimulate action in relation to monitoring. Any gaps or weaknesses identified in the monitoring arrangements of the function/policy/procedure in question should be addressed.

The completed pro-forma should be attached to the completed Initial EIA and consulted on at the same time.

Appendix 5 Pro-forma for identifying monitoring requirements of a function/policy/procedures

Service		Section		Person responsible for the assessment	
Name of the function/policy/procedure to be assessed				Date of assessment	Is this a new or existing function/policy/procedure?
New Function/Policy/Procedure					
Please state clearly what monitoring arrangements have been established to monitor the impact of the function/policy/procedure on relevant groups			(continue on a separate sheet if necessary).		Do you consider these arrangements to be adequate?
Who will be responsible for the monitoring the impact of the function/policy/procedure on relevant groups?					
If no monitoring arrangements have been made please state clearly what will be established to monitor the impact.			(continue on a separate sheet if necessary).		
Please state the date on which the monitoring will be established.					
Existing Function/Policy/Procedure					
Please state clearly what monitoring arrangements were in place to monitor the impact of the function/policy/procedure on relevant groups.			(continue on a separate sheet if necessary)		
As a result of undertaking the EIA, please clearly state what additional monitoring systems will be established.			(continue on a separate sheet if necessary)		
Please state the date on which the monitoring will be established					
For both New and Existing functions/policies/procedures					
Please clearly state how you will publish the results of monitoring					

Signed (Completing Officer): _____ Signed (Lead Officer): _____

Appendix 6: Equal Opportunities Legislation & Basic Principles

1. Legal Framework

A. Commission for Racial Equality (London & Regions)

Race Relations Act (RRA) 1976

1. The RRA makes it unlawful to discriminate against a person, directly or indirectly on racial grounds in the area of employment and in the provision of goods, facilities or services. Direct discrimination consists of treating a person on racial grounds less favourably than others are, or would be treated in the same or similar circumstances. Indirect racial discrimination involves applying a requirement or condition which, although applied equally to all persons or all racial groups, has a disproportionately adverse effect on a particular racial group and cannot be justifiable on any grounds other than racial grounds.
2. Racial grounds include race, colour, nationality – including citizenship, or ethnic or national grounds. Every race is protected, but in practice most racial discrimination in Britain is against ethnic minorities.
3. Section 71: Local authorities must ensure their functions are carried out with regard to eliminating unlawful racial discrimination and promoting good race relations.

Race Relations Amendment Act (RRAA) 2000

1. The RRAA has brought the whole of the public sector within the scope of race discrimination legislation, including the police, prisons and immigration services. It aims to combat institutional racism and places a positive duty on all public bodies to promote equality. Public bodies will have to examine their career structures and their workforces and account for the lack of black people in senior positions. Local authorities' regulatory, economic and social policies are also covered.
2. The new enforceable positive duty to promote racial equality is anticipatory meaning that public bodies need to take action to avoid racial discrimination before it occurs by examining their functions, policies and procedures for discriminatory impact, including institutional discrimination.
3. Under a Statutory Duty Order in 2001 the Government introduced specific racial equality duties which include:
 - Preparing and publishing a Race Equality Scheme by May 2002, which should be reviewed and re-published every three years. The Race Equality Scheme should set out how public authorities will meet the following specific duties:

- Assessing functions/policies/procedures for their relevance to the duty to promote racial equality.
- Assessing and consulting on the likely impact of its proposed functions/policies/procedures on the duty to promote race equality.
- Monitoring its existing functions/policies/procedures for any adverse impact on the duty to promote race equality.
- Publishing the results of the above-mentioned assessments.
- Ensuring public access to information and services which it provides.
- Training staff in connection with the general duties of the RRAA and these specific duties.
- Annually publish the results of staff monitoring by racial group, including: staff in post; applicants for employment, training and promotion; staff receiving training; staff benefiting or suffering as a result of performance assessment procedures; staff involved in grievance procedures; staff who are the subject of disciplinary procedures and staff who cease employment.

Both the RRA and the Sex Discrimination Act (SDA) have specific sections that allow for employers to specify that a job is for one sex or race only - known as a Genuine Occupational Qualification (GOA), e.g. a personal carer.

Neither law refers to harassment as such, but case law has defined it as treating a person less favourably on racial or gender grounds and/or subjecting them to a detriment.

B. Equal Opportunities Commission (Manchester)

Sex Discrimination Acts (SDA) 1975 and 1986

1. The SDA makes it unlawful to discriminate against a person, directly or indirectly on the grounds of sex or marital status, in employment or in the provision of goods, facilities or services. Direct sex discrimination occurs when a person of one sex is treated less favourably, on grounds of sex, than a person of the other sex would be treated in the same or not materially different circumstances. Indirect sex discrimination occurs where a requirement or condition is applied equally to both women and men, but a proportion of one sex which can comply with it is much smaller than the proportion of the other sex which can comply.
2. Marriage discrimination occurs when a person of one sex is treated less favourably, on the ground of marital status, than an unmarried person of the same sex would be in the same or not materially different circumstances.

Equal Pay Act 1970 (EqPA)

1. A man and woman working for the same employer should receive the same pay and be subject to the same contractual terms if:
 - A. They are doing similar work
 - B. There has been a job evaluation scheme and the specified work has been rated as equivalent; or
 - C. They are doing work of equal value;

Unless a 'material factor defence' applies (the employer can prove that the variation in pay is genuinely due to a material factor which is not the difference in sex)

2. Women still only earn 80% of average full-time male hourly earnings, while adult men's average income is almost twice that of women. The Equal Opportunities Commission's (EOC) Code of Practice on Equal Pay recommends that employers introduce an equal pay policy and review and monitor their pay systems for sex bias. In 2004 the EOC launched a major campaign in an attempt to bridge the pay gap between men and women.

Sex Discrimination (Gender Reassignment) Regulations 1999

1. The Regulations extend the SDA insofar as it refers to employment and vocational training, to include discrimination on the grounds of gender reassignment and prevent discrimination against transsexual people on the grounds of sex in pay and treatment in employment and vocational training. Employers who breach the SDA in respect of discrimination on gender reassignment grounds will be liable in the same manner they would, for example, for discrimination against a woman on grounds of sex. There are limited exceptions.
2. Good employment practice includes:
 - A. Not requiring disclosure of transsexual status (limited exceptions)
 - B. Agreeing a plan for managing the change process (covering records, dress code, any necessary briefing of colleagues/service users, use of single sex facilities, insurance matters, pensions)

C. Disability Rights Commission Manchester)

The Disability Discrimination Act (DDA) 1995

1. The DDA introduced new rights for disabled people and new duties on employers and suppliers of goods, services and facilities.
2. The main effects of the DDA are:

A. New rights for those defined as 'disabled':

- Not to be discriminated against in employment
- Not to be discriminated against in the provision of goods, services and facilities

Except where exemptions may apply or if the discrimination is considered justified.

B. New duties for employers/providers to make reasonable adjustments unless refusal is justified.

C. Most key sections (the green card registration scheme, etc) of the 1944 Disabled Persons Act are repealed.

D. All employment sections of the DDA came into effect in December 1996.

E. From October 1999 service providers have to make reasonable steps to change policies, practices or procedures which make it impossible or unreasonably difficult for disabled people to make use of a service.

F. By October 2004 service providers have to make reasonable steps to alter or provide reasonable means of avoiding physical features which make it impossible or unreasonably difficult for disabled people to use a service.

3. The DDA introduced a new definition of a disabled person. A person has a disability if s/he has:

A. A physical or mental impairment which has:

- A substantial
- And long-term
- Adverse effect on their ability to carry out normal day to day activities

4. In June 2004 the draft Disability Discrimination Bill passed pre-legislative scrutiny and is on course to come into force in 2006. If Parliament passes the Bill the DDA will be amended to include:
 - A. A new positive duty on public authorities to promote equality of opportunity for disabled people, similar to that introduced on race equality in the RRRA.
 - B. Protection from discrimination when accessing almost all public authority services, including such functions as issuing licences.
 - C. People diagnosed with progressive conditions such as HIV, Multiple Sclerosis and cancer.
 - D. Removal of the 'clinically well recognised' from the acts definition of disability in respect of mental illnesses.
 - E. The use of transport vehicles.
 - F. The entitlement, when renting property, to have landlords make reasonable adjustments to their policies, practices and procedures and provide auxiliary aids or services.
 - G. Larger private members' clubs.
 - H. Disabled local Councillors.

D. The Human Rights Act (HRA) 2000

1. The HRA has far reaching implications for a wide range of public bodies.
2. Legal challenges expected under the HRA include those on the use of force by police and prison officers, stop and search provisions, the fairness of criminal trials, prisoner's conditions, privacy rights in relation to new technology, the right to free expression for the media, and union rights to organise.

Summary of the HRA:

- The right to life
- Freedom from torture and degrading treatment
- Freedom from slavery, or compulsory labour
- The right to liberty
- The right to a fair trial
- The right to respect for privacy and family life
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- The right to marry
- The right not to be discriminated against – in respect of these rights and freedoms

- The right to own property
- The right to free elections

E. European Directive 2000

The Directive covers protection against discrimination at work on the grounds of religion or belief, age and sexual orientation. Employment Regulations on religion or belief and sexual orientation came into force in the UK in 2003. Regulations on age discrimination will be introduced in 2006.

Employment Equality (Religion or Belief and Sexual Orientation) Regulations 2003

These regulations apply to vocational training and all facets of employment – including recruitment, terms and conditions, promotions, transfers, dismissals and training. They make it unlawful on the grounds of religion, belief or sexual orientation to:

- Discriminate directly or indirectly against anyone because of their religion, belief or sexual orientation, unless it can be objectively justified.
- Subject someone to harassment. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment having regard to all the circumstances and the perception of the victim.
- Victimise someone because they have made or intend to make a complaint or allegation or have given or intend to give evidence in relation to a complaint of discrimination on the grounds of religion, belief or sexual orientation.
- Discriminate or harass someone in certain circumstances after the working relationship has ended.

Exceptions may be made in very limited circumstances if there is a Genuine Occupational requirement for the worker to be of a particular religion or belief in order to do the job or to comply with the religious or belief ethos of the organisation.

Religion or belief is defined as any religion, religious belief or similar philosophical belief. This does not include any philosophical or political belief unless it is similar to religious belief. It will be for the Employment Tribunals and other Courts to decide whether particular circumstances are covered by the regulations.

Sexual orientation is defined as:

- Orientation towards persons of the same sex (lesbians and gay men)
- Orientation towards persons of the opposite sex (heterosexual)
- Orientation towards persons of the same sex and the opposite sex (bisexual)

2. Basic Principles

Discrimination

Eliminating discrimination is a fundamental part of promoting equality of opportunity. There are two main forms of discrimination:

Individual discrimination/prejudice

This is the form of discrimination that people are most familiar with. It is when an individual has negative ideas based on inadequate facts or stereotypes, about another person or group of people, because of a characteristic of the person or group. This characteristic is believed to be absent from the individual's own person or group which they therefore feel is superior.

Institutional discrimination

The negative ideas mentioned above are also present in organisations, institutions and society rather than just individuals. By extending the definition of institutional racism used in the McPherson Inquiry report we can say that institutional discrimination is:

“The collective failure of an organisation to provide an appropriate and professional service to people because of their sex, colour, religion or ethnic origin, sexuality, disability, age or other factor. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and sexist, racist, disablist or other stereotyping which disadvantages people.”

Discriminated-Against Groups

Discrimination operates against specific groups in society, e.g. women, ethnic minority groups, disabled people, older and younger people, lesbians and gay men. Discrimination provides one important explanation why, for example, women form the majority of low paid workers in the UK and there are extremely few ethnic minority chief executives or MPs.

Unequal Opportunities

A lack of equality of opportunity is the result of discrimination. Discriminated against groups do not have equal access to opportunities for employment, contracts, housing, education, good health, etc and also suffer from harassment, violence and a lack of respect from wider society.

Equal Treatment

Equal treatment means treating everyone in the same way regardless of the employment, service or good being provided or any other activity. Many organisations still see equal treatment as being the answer to unequal opportunities. However, this approach is increasingly seen as inadequate as it assumes that everybody is at the same starting point, thus ignoring institutional discrimination.

Positive Action

The umbrella term for all the steps and forms of change that aim to increase access to equal opportunities. Positive action ranges from changing buildings to enable disabled people to have equal access to changing the way that jobs are advertised, recruited and selected to, so that those who experience discrimination have equal opportunities in employment and equal access to services.

Positive Discrimination

A form of action taken to benefit a discriminated against group because of the degree of discrimination and disadvantage that they face. This is often confused with positive action but whilst positive action is legal, positive discrimination is illegal.

Appendix 7 High Peak Borough Key Statistics from the 2001 Census

The 2001 Census shows that the overall population of High Peak now stands at 89,433 an increase of 4.6% since 1991. The following tables provide information about the main equality related profiles for the borough's population.

The age/gender profile of the borough:

Age	% of High Peak population	
	Males	Females
Pre-school (0-4)	3.0	2.9
Primary school (5-10)	4.1	3.8
Secondary school (11-15)	3.6	3.2
Working age (16-64)	32.1	29.4
Pensionable age (60/65+)	6.5	11.4

The racial profile of the borough is:

	% of total population		
	High Peak	Derbyshire	England
White	98.7	98.5	90.9
British	96.9	97.2	87.0
Irish	0.7	0.5	1.3
Other	1.1	0.8	2.7
Mixed	0.6	0.5	1.3
White and Black Caribbean	0.2	0.2	0.5
White and Black African	0.0	0.0	0.2
White and Asian	0.1	0.2	0.4
Other	0.1	0.1	0.3
Asian or Asian British:	0.2	0.5	4.6
Indian	0.1	0.4	2.1
Pakistani	0.1	0.1	1.4
Bangladeshi	0.0	0.0	0.6
Other Asian	0.1	0.1	0.5
Black or Black British:	0.2	0.2	2.3
Black Caribbean	0.1	0.1	1.1
Black African	0.0	0.0	1.0
Other Black	0.1	0.0	0.2
Chinese	0.2	0.2	0.4
Other Ethnic group	0.1	0.1	0.4
Total	100	100	100

The Audit Commission now defines Black and Minority Ethnic (BME) racial groups as all of the above categories except White British. As such the borough's BME population now stands at 3.09% of the total population. Even when White Irish and White Other categories are removed from the BME definition there has been a 86% increase from 0.7% in 1991 to 1.3% in 2001. The 2001 Census also shows that 35% of BME residents¹ are under the age of 16 compared to 21% of White: British residents.

The 2001 Census shows that the borough's residents associate themselves with the following religions:

Religion	Total Number High Peak	% of total population		
		High Peak	Derbyshire	England
Christianity	68,449	76.5	77.0	71.7
Buddhism	199	0.2	0.1	0.3
Hinduism	49	0.1	0.1	1.1
Judaism	40	0.0	0.0	0.5
Islam	167	0.2	0.2	3.1
Sikhism	26	0.0	0.2	0.7
Other religions	233	0.3	0.2	0.3
No religion	14,154	15.8	14.6	14.6
Not stated	6,116	6.8	7.5	7.7
All people	89,433	100.00	100.00	100.00

The 2001 Census also shows that 17.5% of the High Peak population had a "limiting, long-term illness". Whilst not fully compatible with the Disability Discrimination Act's definition of disability this statistic is used by local councils to determine the number of disabled people residing in the borough.

The 2002-03 Family Resources Survey, a UK annual survey commissioned by the Department of Work and Pensions found that 22 per cent of respondents had a long-standing limiting illness or disability. This is the equivalent of 9.8 million adults in Great Britain.

The UK and the borough of High Peak have growing older populations with individuals living longer, increasing the likelihood of longer-term health conditions. Improved healthcare also means that people are living with health conditions for longer than in the past.

¹ This figure does not include White Irish or White Other

Appendix 8 High Peak Borough Council's Workforce Profile

Personnel & Payroll Services produce an annual Equalities Workforce Monitoring Report. The report analyses the composition of the workforce in relation to ethnic background, gender and disability. The areas of employment covered in the report are in line with the appropriate Codes of Practice. These areas include:

- Workforce analysis
- Recruitment
- Appointments
- Promotions / Regradings
- Leavers
- Exit questionnaires
 - Redundancy / Early Retirement
 - Disciplinary cases
 - Formal Grievances
- Harassment
- Violence to staff

A copy of the report is available from Peter Hutt in Personnel & Payroll Services: phutt@highpeak.gov.uk

Appendix 9 Relevant Community Organisations in the High Peak

A wide range of community organisations working for and with younger and older people, ethnic minorities, gay and lesbian people, people with disabilities, women and people of religious belief can be found in the Directory of High Peak Council for Voluntary Services at <http://www.highpeakcvs.org.uk>.

The Directory is easy to use and has an 'Area of Work' drop down menu that covers all of the groups of people mentioned above.

Many of the organisations listed in the directory will be useful when undertaking EIA consultation activities (see Section 9) or when seeking the views of experts.

Appendix 10: Useful national and local websites

Access to Work (AtW)

www.jobcentreplus.gov.uk/cms.asp?Page=/Home/Customers/HelpForDisabledPeople/AccessstoWork

AtW provides practical advice and support to disabled people and their employers to help overcome work related obstacles resulting from disability.

Advisory Conciliation and Arbitration Service (ACAS)

www.acas.org.uk

ACAS provides advice and information on employment legislation, good practice and procedures in employee relations. For example ACAS recently published guides on Sexual Orientation and Religion or Belief in the Workplace (both available on the website) in response to the Employment Equality Regulations that came into force in 2003.

Commission for Racial Equality (CRE)

www.cre.gov.uk

Works towards the elimination of discrimination on the grounds of race.

Disability Alliance

www.disabilityalliance.org

General information on disability.

Disability Information Services (DISS)

www.diss.org.uk

DISS is a disability information service. They give free, confidential and impartial information on anything to do with living with disabilities.

Disability Now

www.disabilitynow.org.uk

Web site of Disability Now newspaper for those with an interest in disability. It includes news and features.

Disability View

www.disabilityview.co.uk

Inspired by the UK's popular Disability View, this site is a resource for anyone looking for useful information on disability, access information, and features – on holidays, sports, social security benefits and the local facilities in cities across the UK.

Disabled Parents Network (DPN)

www.disabledparentsnetwork.org.uk

The DPN is a national organisation of and for disabled people who are parents or who hope to become parents, and their families, friends and supporters.

Department of Trade and Industry

www.dti.gov.uk

Web pages on equality and diversity with an emphasis on the business sector.

Employers' Forum on Age

www.efa.org.uk

Promoting good practice – the business case for age diversity.

Equality Direct

www.equalitydirect.org.uk

Provides advice to employers on all matters relating to equality and diversity.

Equality North West

www.equality.org.uk

Generic equality based website.

Fawcett Library

www.fawcettsociety.org.uk

Exists to document the changing role of women in the past, now and in the future.

Gender Trust

www.gendertrust.org.uk

Offers information and support to transsexuals, as well as management guidelines for the employment of transsexuals.

Joseph Rowntree Foundation

www.jrf.org.uk

The Joseph Rowntree Foundation is the UK's largest independent social policy research and development charity. It supports a wide programme of research and development projects in housing, social care and social policy.

Local Government Association

www.lga.gov.uk

Up to date issues concerning equality and diversity pertinent to Local Government.

Local Government Employers Dialog Team

www.lg-employers.gov.uk/dialog/

Provides advice and information on all equality related matters to Local Government.

Office for National Statistics

www.statistics.gov.uk

ONS provides up to date statistics concerning the make up of the population of Britain.

Parents at Work

www.parentsatwork.org.uk

Sources of information for working parents on employment rights and helpful advice on childcare and flexible working.

Royal National Institute for Blind people (RNIB)

www.rnib.org.uk

The RNIB offers practical support and advise to anyone with a sight problem or responds to enquiries concerning visual impairment.

Royal National Institute for Deaf people (RNID)

www.rnid.org.uk

The RNID offers practical support and advise to anyone who is Deaf or hard of hearing and responds to enquiries concerning hearing impairment.

The Centre for Accessible Environments

www.cae.org.uk

The Centre for Accessible Environments is an information provider and a forum for collaborative dialogue between providers and users on how the built environment can best be made or modified to achieve inclusion by design.

The Employers' Forum on Disability

www.employers-forum.co.uk

This forum focuses on the issues of disability in the workplace.

The Equal Opportunities Commission for Great Britain

www.Eoc.org.uk

Works towards the elimination of discrimination on the grounds of sex.

The Disability Rights Commission

www.drc.org.uk

Works towards eliminating discrimination on the grounds of disability.

Women and Equality Unit

www.womenandequalityunit.gov.uk

This unit supports the Ministers for Women and are responsible for promoting and realising the benefits of diversity in the economy and more widely. This includes taking forward proposals on civil partnerships and the future of our equality bodies.

Glossary

Direct discrimination

Occurs when a person is treated less favourably on the grounds of race, gender, marital status, disability, etc from the way another person is treated, or would be treated, in the same or similar circumstances. Segregating a person from others on such grounds constitutes less favourable treatment and may therefore be unlawful.

Indirect discrimination

Occurs when a rule, condition or requirement is applied to everyone, but a considerably smaller proportion of people from a particular group can't comply with it, i.e. because of their race, gender, disability, etc. This could have an adverse impact on an individual and may cause a detriment or loss to a person and may be unlawful if it cannot be justified.

Victimisation

Occurs when a person is treated less favourably than another because that person has brought a complaint of discrimination under legislation or internal policy/procedure. It can also occur when an individual is treated less favourably if they have given evidence or information to such proceedings.

Institutional Racism

This is a term that appears in the 1999 McPherson Inquiry report into the death of Stephen Lawrence and is defined as follows:

“The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, or ethnic origin. It can be seen in or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racial stereotyping which disadvantage minority ethnic people”.

Function

Means the full range of departments' duties and powers both internal and external. Internal functions would comprise of all internal policy making and procedures that departments carry out as an employer whilst external functions would be the actual services that the departments deliver (both requested and enforced).

Policy

Has an equally wide definition and means the full range of formal and informal decisions made in carrying out the departments functions.

Impact Assessment

A thorough and systematic analysis of a policy, whether that policy is written or unwritten, formal or informal and irrespective of the scope of that policy.

Differential Impact

When a particular group has or will be affected differently by the policy under consideration in either a positive, negative or neutral way.

Adverse Impact

The point at which the differential impact becomes detrimental to the group of people in question.

Monitoring

Continuous scrutinising, follow-up and evaluation of functions/policies/procedures.

Equality Standard for Local Government

The Standard provides a framework through which local government can address its legal obligations under anti-discrimination law (e.g. Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995) which prohibits discrimination in the delivery of services and employment. The Standard is arranged as a series of sequential stages, presented as levels 1 to 5 with each level having 4 specific areas of activity and achievement. The standard is currently being reviewed and an updated version is scheduled to be published in December 2005.