



VESTOR IN PEOPLE



Appendix 1 – Equality Relevance Assessment Pro-Forma

Department: Performance Improvement	Service:
Completed by: Vanessa Higgins	Reviewed by: Dave Bennett
Date:	Date: Jan 08

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.							
Corporate Plan	No	Yes	No		1,2,3.	Covers strategic aims for service delivery for the whole community	3
2.							

Appendix 2 Pro-forma for the Initial Equality Impact Assessment

Service	Corporate Team	Section Performance Improvement	Person responsible for the assessment Vanessa Higgins	
Name of the Function/Policy/Procedure to be assessed	Draft Corporate Plan	Date of Assessment	7/11/07	Is this a new or existing policy? Revision
1. Briefly describe the aims, objectives and purpose of the function/policy/procedure	To set out the Council's priorities for action over the next 5 years, which will deliver on the Council's vision of improving the quality of life in the High Peak.			
2. Are there any associated objectives of the function/policy/procedure? Please explain.	The Plan has four key aims supported by 15 objectives			
3. Who is intended to benefit from the function/policy/procedure and in what way?	All stakeholders within the High Peak, including: residents; visitors; customers; businesses; etc			
4. What outcomes are wanted from this function/policy/procedure?	Detailed outcomes are set out within the Plan itself against each of the 15 objectives			
5. What factors/forces could contribute/detract from the outcomes?	Failure to deliver on the actions. Getting the actions wrong, i.e, the action doesn't help achieve the outcome / objective.			
6. Who are the main stakeholders in relation to the function/policy/procedure?	As per 3 above, plus High Peak elected members and employees	7. Who implements the function/policy/procedure and who is responsible for it?	The actions are embedded within Business Team plans. The implementation of which is monitored monthly through the Performance Board and quarterly through Corporate Select Committee and the Executive.	

8. Are there concerns that the function/policy/procedure could have a differential impact on racial groups?	Y	<u>N</u>	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	<u>N</u>	
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?	<u>Y</u>	N	The Plan has a specific action around providing aids and adaptations to help people with disabilities (and older people) remain living in their own homes This differential impact seeks to endure that disabled people are not disadvantaged.
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	<u>N</u>	
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?	<u>Y</u>	N	Providing opportunities for Young People is one of the Council's 15 objectives within the Plan. One of the consultation responses to date has questioned the Plan's coverage of older people? The differential impact resulting from providing opportunities for young people reflects the need to reach out to young people and engage with them more effectively.
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	<u>N</u>	
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	<u>N</u>	
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	<u>N</u>	
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	<u>N</u>	
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	<u>N</u>	The Plan includes proposals to increase the number of affordable homes in the borough either through enal, low cost or social housing provision thus helping those who are unable to secure decent housing at an affordable cost.
18. Could the differential impact identified in 8-17 amount to there being the potential for adverse impact in this policy?	YES	<u>NO</u>	Please explain Although the focus on young people and the actions around disabled adaptations do offer a differential impact they do not adversely affect other groups

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	<u>NO</u>	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	Corporate	Section	Performance Improvement	Person responsible for the assessment	Dave Bennett	Date of the assessment	12.11.07
Name of the function/policy/procedure to be assessed			Corporate Plan 2008-2013		Is this a new or existing policy	Rolling Plan reviewed annually	
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

<p>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)</p>	<p>The Plan has a specific action around providing aids and adaptations to help people with disabilities (and older people) remain living in their own homes This differential impact seeks to ensure that disabled people are not disadvantaged. Providing opportunities for Young People is one of the Council's 15 objectives within the Plan. One of the consultation responses to date has questioned the Plan's coverage of older people? The differential impact resulting from providing opportunities for young people reflects the need to reach out to young people and engage with them more effectively.</p>			
<p>3. What existing evidence (either presumed or otherwise) do you have for this? (please continue on a separate piece paper)</p>	<p>By providing aids and adaptations, the quality of life for older or disabled people is improved and they will be able to remain independent for longer. Young people are often a marginalised group and this can lead to increased levels of anti social behaviour. By providing diversionary activities these levels of asb can be reduced and young people can benefit from engagement in activities that increase social skills and physical activity that can have health benefits.</p>			
<p>4. What are the risks associated with the differential impacts identified in the answer to question 2?</p>	<p>None</p>			
<p>5. Please state clearly the expected benefits of the function/policy/procedure</p>	<p>For disabled people, more independence and for young people-more engagement and lower levels of anti social behaviour</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>DCIL for Disabled People DCC Youth Service for Young people</p>

<p>8. How will the views of these groups be obtained? (please tick)</p>	<p>Letter <input checked="" 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>Groups have been invited to comment on the Corporate Plan through the consultation process in November 2007</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>		<p>N/A</p>				
<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)</p>						
<p>12. As a result of this assessment is a Full Impact assessment necessary?</p>		<p>NO</p>	<p>13. Date on which the Full assessment to be started</p>		<p>14. Date on which the Full assessment to be completed</p>	

Signed (completing officer) __Vanessa Higgins_____
Signed (Lead Officer) Dave Bennett

