

## Equality Impact and Needs Assessment (INA) Form



Name of the policy, function or project:

Service: Anti Social Behaviour

Complete this form for any existing/proposed policy/function/project regardless of whether it is aimed at external customers or internal staff. Please also be aware that equality policy applies to staffing/human resources issues as much as to external service delivery issues. Please note that existing policies/functions will be assessed as per an agreed annual programme.

Answer every question – even if it is negative.

If you conclude that there is a negative impact you will need to review the policy/function/project to improve the equalities performance and minimise or remove the impact. This should be done using the 'Improvement Actions Planned' table. Where appropriate such actions should be included in your Service Plan for the following year.

If the Corporate Equalities Group (CEG) feels this impact assessment needs further consideration, **you will be asked to review your conclusions.**

As a result of this exercise, you will have checked that your policy/function/project does not have negative/adverse impacts in terms of Gender, Race, Disability, Age, Sexual Orientation, Religion or Belief (equality target groups) or if it does you will have identified relevant actions needed to minimise or remove such impact and their likely resource implications.

**This is not simply a paper exercise – it is designed to make sure that your policy/function/project and service (development) is delivered fairly and effectively to all sections of our local community, and our employees!**

Please note that the Council is required to publish the results of these assessments, and update; therefore **your completed form may be a public document.**

Once completed, please pass this form, together with documentation describing both the policy/function/project it concerns and any evidence relating to assessed impacts, to Alison Moran, Performance Manager in the first instance. *(If this is a new policy/service/procedure/function/project this form will also need to be attached to your Cabinet or Council report)*

To complete the form using 'check marks' in the boxes, position the cursor over the box you require, left double click, then select 'checked' in the 'check box form field options' box that appears on screen.

**a. Preparation**

The work on this section should be done in advance and be used as part of your INA. Please attach examples of available evidence, including monitoring information, research and consultation reports.

1a. Do you have relevant data available on the number of people within the scope of your policy/function/project? E.g. whole population of the district/ward or employee data.  
In relation to:

	Yes	No
• Women and men	*	
• Black and minority ethnic communities	*	
• People with disabilities		*
• Age groups	*	
• Sexual orientation		
• Religion or belief		*

1b. Do you have relevant data available on the number of people subject to or impacted by your policy/function/project? E.g. numbers of disabled people using the service.  
In relation to:

	Yes	No
• Women and men		*
• Black and minority ethnic communities		*
• People with disabilities		*
• Age groups		*
• Sexual orientation		*
• Religion or belief		*

2. If you have answered 'yes' to the above questions your monitoring data should be compared to the current available census data to see whether a proportionate number of people are taking up your service. Please make any comments regarding service take up if relevant:

If you have answered 'no' please explain reasons for lack of relevant data:

The perimitres within the present Asb recording database does not record this system but it may have the ability to add additional data that is required.

3. Are you aware of any relevant equality or diversity related consultation, research, or good practice guidance in relation to this area? If so then please list and attach here:

Yes

No

\*

**b. Your policy, service, function or project**

1. What is the main aim or purpose of the policy/function/project?

To investigate with partner organisations, allegations of anti social behaviour.  
To deliver with partner organisations, proportionate interventions designed in the first instance, to divert offenders away from ASB  
To assist partners in delivering appropriate sanctions to punish offenders who have committed acts of ASB where diversionary interventions have failed to modify their behaviour

2. List the areas of activity of the policy/function/project, e.g. the recruitment strategy might have advertising, interviewing, short listing etc. as activity areas.

3. Who are the main intended beneficiaries of the policy/function/project?

Direct beneficiaries – all residents of the District including victims of crime and perpetrators of crime  
Indirect beneficiaries – organisations and agencies involved with crime, voluntary and service areas of the Council e.g environmental health, youth service.

4. Which people may be affected by the policy/function/project – whole population or particular groups?

Whole population

5. Are you expecting to make any changes during the next year?

- Policy
- Function
- Project
- Procedure

Yes No \*  
Yes No \*  
Yes No \*  
Yes No \*

## c. Impact Assessment

1. Complete the following tables for each equality target group, by inserting a check mark or tick in one of the 3 options columns - Positive impact, Negative impact, Neutral.

- ★ Consider the information gathered in Section (a) of this form, compare monitoring information with census data, and considering any other evidence, research or consultations, identify any instances where you believe people in different equality groups could be impacted differentially.
- ★ This is particularly important where you think that the policy/function/project could have a **negative impact** on any of the equality target groups, i.e. it could disadvantage them, but also
- Where you think that the policy/function/project could have a **positive impact** on any of the equality target groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups
- Otherwise, if you think that neither negative nor positive apply, then choose **neutral impact** – likely to apply quite often
- Note that only **one** type of impact can be applicable for any particular equality group category eg male or female.
- **In all cases, please state briefly the reason/rationale for your assessment.**

a) How will the policy/function/project/procedure impact on men and women? e.g. flexible working arrangements might have a positive impact on women with caring responsibilities

Gender	Positive impact	Negative impact	Neutral	Reason/Rationale for Assessment
Male	*			Improve their quality of life
Female	*			Improve their quality of life

b) How will the policy/function/project/procedure impact on people from different or minority ethnic communities? This may involve using Council services differently, e.g. will Muslim women use the Council's swimming pool more often if separate sex swimming arrangements are in place?

Ethnicity	Positive impact	Negative impact	Neutral	Reason/Rationale for Assessment
White	*			Improve their quality of life
Mixed (White & Asian)	*			“
Asian	*			“
Black	*			“
Other ethnic group	*			“

c) How will the policy/function/project/procedure impact on people with disabilities, e.g. if information about Council Tax benefits are not made available in large print or alternative formats, access to such benefits might be denied to people with a visual impairment or learning disability.

<b>Disability/Health</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral</b>	<b>Reason/Rationale for Assessment</b>
Visually impaired			*	Asb leafets/letters don't cater for this
Hearing impairment		*		Don't have appropriate ways to communicate to us
Physically disabled	*			The Council building caters for disabled people and ASB Team can carryout home visits
Learning difficulty			*	The type of service depends on scale of the problem
Mental health problem			*	As above but training required to provide better service
Other longstanding health problem which limits day to day activities	*			ASB Team can carryout home visits
None				

d) Does the policy/function/project/procedure impact on people differently based on their age, e.g. a job advertisement that requires at least ten years post qualification experience would clearly prevent people in their twenties from applying

<b>Age Group</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral</b>	<b>Reason/Rationale for Assessment</b>
Children (under 16)	*			Improve their quality of life
(16 to 29)	*			“
(30 – 44)	*			“
(45 – 59)	*			“
(26 to 55)	*			“
(60 – 74)	*			“
Older (over 75)	*			“

e) Does the policy/function/project/procedure impact on people differently based on their sexual orientation, e.g. if housing policy is only to offer temporary accommodation to couples of different sex a gay or lesbian couple would be unable to be housed

<b>Sexual Orientation</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral</b>	<b>Reason/Rationale for Assessment</b>
Heterosexual	*			There is no discrimination as to how the ASB Team carryout their work regardless of sexual orientation
Gay or Lesbian	*			“
Bisexual	*			“

f) Does the policy/function/project/procedure impact on people differently based on their religion or belief e.g. would a person of the Hindu religion be able to give a binding affirmation if a procedure requires the swearing of an oath on the Bible?

Religion or Belief	Positive impact	Negative impact	Neutral	Reason/Rationale for Assessment
Christian		“		At present this information is not available nor sort
Hindu		“		“
Muslim		“		“
Sikh		“		“
Jewish		“		“
Other		“		“
None believer		“		“

If you conclude that there is a **negative impact** in one or more of the target groups you will need to **amend the policy/function/project and/or take further action, to minimise or remove the impact** This should be done using the ‘Improvement Actions Plan’ table overleaf. If you think that other actions could be taken **to increase any positive impacts**, please include these too. Where appropriate, such actions should be included in your current/proposed Service Plan.

## Impact & Needs Assessment: Improvement Actions Plan

Please list below any recommendations for action to improve the equalities performance of the policy/function/project that you plan to take as a result of this impact assessment. This could be to change the policy itself or involve other initiatives. Where appropriate, these actions should also be included in your current/proposed Service Plan.

Issue/Link to INA question number	Action Required	Lead Officer	Time-scale	Resource implications	Comments
	Provision of a sufficient and independent interpreter service.				
	Leaflets available in different languages, Braille, large print and that are suitable for people who suffer colour blindness.				
	Use both the equalities data collected through Flare and CMP as well as through the equalities monitoring forms we send when they have received a service/case closed.	S. Parker			
	Expand the way people can access all our services, over the phone, letter, web and telephone, e.g. ability to record phone calls will help people who are unable to write letters or complete forms				
	Referral forms on the web to access the Home Security Scheme, initial report form for ASB and diary sheets, referral form for DV and young people.	Community Safety Team	April 09		
	Lack of involvement of the Primary Care Trust in the partnership is a potential risk in relation to the services we provide due to a lack of knowledge of where to signpost or get support for people with mental health problems, drug or alcohol misuse, etc.....	Quin Quinney			Letter to PCT

	Information on our services in all localities mosques, libraries, temples, leisure centres, libraries, GP's. Need to target specific groups.				
	Introduction of floating support could help ensure all people get help to access our services e.g. form filling, etc.	Quin Quinney	April 2009 Implimen tation	Additional resourse secured	Provide additional support
	Risk to the provision of our services in relation to long term funding for posts and projects.				

**Please ensure that the section below is completed and signed by one or both NAMED officers as applicable:**

**NAME:** \_\_\_\_\_

Signed: \_\_\_\_\_  
(Corporate/Group/Service Manager)

Date: \_\_\_\_\_

**NAME:**

Signed: \_\_\_\_\_  
(Completing Officer)

Date

Please keep a copy on record to which the public could have full access. Also send or e-mail a copy of this completed form along with documentation describing the policy/function/project it concerns to:

Alison Moran, Performance & Audit Manager