

# South Staffordshire Council

## Equal Opportunities and Inclusion Impact Assessment Forms

See Guidelines on completing Equal Opportunities and Inclusion Impact Assessment Forms

<b>Key Information</b>	
<b>1*</b>	<b>Title of Function or Policy to be assessed Disability Equality Scheme</b>
<b>2</b>	Lead Officer: Mike Owen
<b>3</b>	IA Review Team (optional - see notes) Sharon Sidhu; Clare Gough; Angela Johnson
<b>4</b>	Head of Service:
<b>5</b>	<b>A summary of this Impact Assessment has been produced and is published (state where):</b>
<b>6</b>	<b>Impact assessment started: October 2006 Finished:</b>

<b>7</b>	<b>The Impact Assessment</b>
<b>8</b>	<b>Initial Assessment</b>
<b>9</b>	<p><b>Scoping statement:</b> The DDA 2005 now places a duty on all public authorities when carrying out their functions, to have due regard to the need to:</p> <ul style="list-style-type: none"> <li>• Promote equality of opportunity between disabled persons and non disabled persons;</li> <li>• Eliminate discrimination that is unlawful under the Act;</li> <li>• Eliminate harassment of disabled persons that is related to their disabilities;</li> <li>• Promote positive attitudes towards disabled persons;</li> <li>• Encourage participation by disabled persons in public life; and</li> <li>• Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.</li> </ul>
<b>10</b>	Are there any other functions, policies or services which might be linked with this one for the purposes of this exercise? If YES, then discuss with Head of Service before proceeding. Corporate Equality Plan

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\* Shaded boxes - there's more information in the Guidelines on completing Equal Opportunities and Inclusion Impact Assessment Forms

<b>11</b>	Who is it intended to affect or benefit (the target population)? People with disabilities and their carers; Voluntary and community sector in Staffordshire; Staffordshire Disability Organisations			
<b>12</b>	Is it intended to impact differentially (positively or negatively) on different people or communities because of factors such as (tick):			
		yes	No	Don't know
13	age		✓	
14	disability	✓		Positively impact
15	gender		✓	
16	language		✓	
17	race, ethnicity, culture		✓	
18	religion or belief		✓	
19	sexuality		✓	
20	Are there any concerns that this function or policy may have unintended differential impacts on people or communities because of any of the factors listed in lines 13-19?			
21	Yes: ✓	No:	Don't Know:	
22	If yes, set them out briefly here: Further engagement activities will be undertaken during 2007 particularly with BME communities and older people to establish how much our Disability Equality Scheme could positively impact upon them.			
<b>23</b>	Are there any other concerns about other minorities amongst the target population who may be disadvantaged by the function's or policy's operation, or who may receive unequal treatment?			
24	Yes:	No: ✓	Don't Know:	
25	If yes, set them out briefly here  N/A			
<b>26</b>	Are there any concerns about unintended impacts on other people or communities, outside the target population?			
27	Yes: ✓	No:	Don't Know:	

28	If yes, set them out briefly here		
	Consideration will need to be given to the impact and effect of the positive action (discrimination) in relation to disability upon the other equality strands.		
29	Is the function or policy legal?	Yes: ✓	No: Don't Know:
30	<b>If No or Don't Know, seek legal advice.</b>		
31	Should this function or policy proceed to a partial impact assessment or to a full assessment?		
32	<b>Yes - partial:</b>	<b>Yes - full: ✓</b>	<b>No:</b>
33	<b>Signed (lead officer)</b>		
34	<b>Date: 12 October 2006</b>		
35	<b>I agree/disagree with the conclusion at 32 above. Signed (Head of Service)</b>		
36	If disagree, state whether full or partial assessment required, and reasons:		
37	<b>Date: 12 October 2006</b>		

<b>38 Partial impact assessment</b>						
	<b>Assessment</b>	Yes	No	D/k	N/a	Summarise evidence
39	Does the function or policy promote participation in democratic and community life?	✓				
40	does it help to provide <ul style="list-style-type: none"> <li>• equal access to services,</li> <li>• information (including electronic information), and/or</li> <li>• employment?</li> </ul>	✓				
		✓				
		✓				
41	are there barriers to equal access?	✓				Feedback from the survey and engagement events has highlighted barriers – these will be included in our Disability Equality Scheme
42	are there barriers to equal outcomes, as defined in the aims/ objectives/ purpose (line 9)?	✓				Feedback from the survey and engagement events has highlighted barriers – these will be included in our Disability Equality Scheme
43	does it promote or celebrate diversity?	✓				
44	does it promote good relationships within and between communities?	✓				
45	does it help to prevent social exclusion?	✓				
46	does it help to re-integrate excluded groups into mainstream society?	✓				
47	does it provide high quality, inclusive services?	✓				

48	Does the existing evidence indicate the need for action to	Yes	No	D/k
49	• remove or minimise differential or adverse impacts	✓		
50	• ensure the function or policy is legal		✓	
51	• adapt it to have a positive impact on equalities and inclusion (e.g. to target specific communities, neighbourhoods, households or individuals)?	✓		
52	If No or Don't know at lines 39-47, do you need more evidence?			
	Yes (tick) - a full assessment is needed - go to 64	No (tick) go to 53.		
<b>53</b>	Are there adequate systems in place to monitor the future impact of this function or policy in relation to	Yes	No	N/a
54	age		✓	
<b>55</b>	disability	✓		
56	gender		✓	
57	language (spoken languages and BSL)		✓	
58	race, ethnicity or culture		✓	
59	religion or belief		✓	
<b>60</b>	sexuality		✓	
61	If No to any of these, can a system be set up?	Yes: ✓	No:	
62	If Yes, add to action plan (see line 65).			
63	If No, record reasons.  N/A			
<b>64</b>	As a result of this assessment, is a full impact assessment required?	Yes: ✓	No:	
<b>65</b>	If NO, prepare and attach an action plan responding to the evidence. If you already have a plan which addresses the issues, attach this instead. If no action plan is required, provide justification here.			
66	<b>Signed (lead officer)</b>			
67	Head of Service to delete as required in lines 68-72.			
68	<b>I have seen and endorse the action plan.</b>			
69	<b>I am satisfied that robust monitoring systems are in place/ will be put into place.</b>			
70	<b>I am satisfied that where monitoring is not in place, the reasons are justified.</b>			
71	<b>I am satisfied that an action plan is not required.</b>			
72	<b>A full impact assessment is required.</b>			
73	Comments or caveats			
74	<b>Signed Head of Service</b>			
	<b>Date: 12 December 2006</b>			

75	<b>Full Impact Assessment</b>
76	<p><b>Planning a full impact assessment</b></p> <p>Begin by recalling (refer back to your Initial Assessment)</p> <ul style="list-style-type: none"> <li>• your function or policy aims/objectives/purpose</li> <li>• who will benefit or be affected by the function or policy (the target population)?</li> <li>• who might be the excluded or marginalised groups within the target population?</li> </ul> <p>Then revisit your evidence from the partial impact assessment and identify where there may be gaps:</p> <p>There were gaps around monitoring, and further information was needed in respect of disability and age and BME communities. We also identified barriers to service provision and the provision of information.</p>
77	<p>Set up a consultation exercise tailored to reach both the target population and excluded or marginalised groups within it.</p> <p>You should also consult relevant staff and staff support groups.</p> <p>The scope of the consultation exercise will depend on the function or policy in question and what it is designed to achieve.</p> <p>See Appendix 1 - Outline of involvement activities</p>
78	Collect or commission further evidence if necessary.
79	<p><b>Attach list of those consulted, response to consultation, and any additional evidence</b></p> <p>See Appendix 2 - List of Consultees</p> <p>See Appendix 3 - Response to consultation (separate attachment)</p>
80	<p><b>Outcome of consultation</b></p> <p>i. Review the consultation in terms of inclusivity and equality, by asking</p> <ul style="list-style-type: none"> <li>• What are the views of those consulted on the contribution that the function or policy makes to equal opportunities and inclusion?</li> <li>• Are there any differences in responses between different groups?</li> </ul> <p>ii. Note the views of those consulted on whether and how the function or policy should be revised or amended to ensure it makes a positive contribution to equal opportunities and inclusion.</p>

81	<p>Summarise the outcomes here:</p> <p>Everybody who got involved in creating the scheme had the opportunity to tell us about the issues that were important to them. Some of these were specific to local areas or organisations, but there were some priorities which were shared by many different people and which were highlighted in focus groups and discussion forums, and from the survey.</p> <p><b>General Feedback:</b></p> <ul style="list-style-type: none"> <li>• Consultees welcomed the opportunity to influence the way we work, and would like to carry on helping us improve;</li> <li>• people’s attitudes to disability were sometimes a barrier to consultees using services or fully taking part in public life;</li> <li>• the lack of access to buildings often made it difficult for consultees to use services and take part in leisure activities; and</li> <li>• consultees would like us to communicate with you in a clear and understandable way.</li> </ul>
82	<p><b>Your assessment based on all the evidence from whole process:</b></p> <p>In response to feedback we will:</p> <ul style="list-style-type: none"> <li>• make sure that we continue to work with you and listen to your comments on our performance;</li> <li>• involve people with a full range of disabilities in planning processes and consultations at an early stage;</li> <li>• work with our partners to make sure that our staff have disability training, to help them have a greater understanding of disability issues;</li> <li>• continue to make our buildings accessible and provide facilities to help people with disabilities to use them equally;</li> <li>• continue to work towards making sure that everyone has equal opportunity to access our facilities, services, information and employment opportunities, no matter what their circumstances;</li> <li>• meet the needs of employees with a disability; and</li> <li>• make an effort to produce all of our documents in plain English.</li> </ul> <p>The Disability Equality Duty requires us to produce a three-year action plan, which reflects the priorities of disabled people. In order to create a meaningful document, which is acted upon and takes disability equality forward in Staffordshire, the Plan also needs to contain:</p> <ul style="list-style-type: none"> <li>• Specific outcomes;</li> <li>• A realistic timetable;</li> <li>• Measurable indicators; and</li> <li>• Clear lines of accountability and ownership</li> </ul> <p>It is essential that our action plans are owned by each of the partner</p>

	<p>organisations and also by individual business units and directorates within these organisations, to ensure that the actions are built into service delivery plans.</p> <p>In order to facilitate ownership of the actions, we have distributed the information from the involvement events to our directorates, to enable them to identify the detailed actions that they need to include in their service delivery plans. It is important that our action plans are "living documents", which will develop over time with the continued involvement of disabled people.</p> <p>As an initial exercise, based on the feedback we have received to date, we have identified some priorities, which we can take forward. These are outlined in our draft action plan.</p>		
83	Conclusions: Choose between:	Tick	
84	The function or policy <b>has a differential impact</b> (positive or negative) on a particular group or groups or individuals.	✓	Go to 94
85	the function or policy <b>does not have a differential impact</b> (positive or negative) on a particular group or groups or individuals.		Go to 86
<b>86. For functions or policies with no differential impact</b>			
87	Can, or should, the function or policy be changed to have a positive impact on equalities and inclusion?	Yes:	No:
88	If YES, prepare and attach an action plan. If you already have a plan which addresses the issues, attach this instead.		
89	Are robust monitoring systems in place - see lines 53-60?	Yes:	No:
90	If No, can a system be set up?	Yes:	No:
91	If Yes, add to (or prepare) action plan.		
92	If No, record reasons.		
93	Go to 101.		
<b>94. For functions or policies with a differential impact</b>			
95	Prepare and attach an action plan. If you already have a plan which addresses the issues, attach this instead.		
96	Are robust monitoring systems in place - see lines 53-60?	Yes:	No: ✓
97	If No, can a system be set up?	Yes: ✓	No:
98	If Yes, add to action plan.		

99	If No, record reasons.		
100	Feedback has been given to those who were consulted.	Yes: ✓	No:
101	<b>Signed (lead officer)</b>		
102	<b>Date 12 December 2006</b>		
103	Head of Service to delete as required in lines 103-109 below.		
104	<b>I have seen and endorse the action plan.</b>		
105	<b>I am satisfied that robust monitoring systems are in place/ will be put into place.</b>		
106	<b>I am satisfied that where monitoring is not in place, the reasons are justified.</b>		
107	<b>I am satisfied that an action plan is not required.</b>		
108	<b>I am satisfied that feedback has been given to those consulted (or with the reasons why this has not happened)</b>		
109	<b>Comments:</b>		
110	<b>Signed Head of Service</b>		
111	<b>Date 12 December 2006</b>		

## **Appendix 1**

We used many different ways to encourage people to get involved, from word-of-mouth contact to direct mail, and from local newspapers and magazines to features on our websites.

We created a database of contacts and wrote out to around 280 organisations and groups in Staffordshire, inviting them to be involved in creating the scheme. The organisations and groups were given the opportunity to get involved in a number of ways, these were:

- On-line questionnaire
- Focus groups
- Mystery-shopping exercises
- Round table discussions on specific topic areas

As a result 61 groups indicated that they would like to complete a survey, 34 groups expressed an interest in taking part in focus groups. 43 groups said they would like to attend a round table involvement event and 22 groups said that they would like to take part in a mystery shopping exercise.

The results of the above were broken down into district areas and each partner led the focus groups, mystery shopping exercises in their respective areas. The questionnaire, which was designed jointly by all partners was available both on-line and in hard copy on request. To date we have received 177 responses to the questionnaire and have taken the view that since the scheme is about ongoing involvement that it will be available online until a foreseeable date.

The round table discussions have been held across the County on various specific topic areas such as:

- Community Safety
- Highways, Transport and Road Safety
- Employment
- Access
- Sport and Leisure

Feedback from the events has been fed back to all partner organisations to enable them to identify what issues are relevant to their own individual organisations.

A number of focus groups have also taken place across the County and there are many more already planned for the next six months.

### **Disability Equality Scheme Workshops**

We also held two countywide events to which we invited organisations and individuals such as Mencap, Sports Across Staffordshire, Shaw Trust, Connexions, Employment Opportunities for People with Disabilities, and Making Space. In addition we also invited various members of staff from our own organisations to ensure that we could have some meaningful two-way involvement. The aim of these events was

to identify key priorities and actions that we could include in our action plans.

Representatives were invited to attend one of three workshops on Access, Employment or Service Delivery to enable them to focus on their particular area of expertise. Following these events three sub-groups were formed to continue identifying the priorities and actions we needed to take to improve issues relating to Access, Service delivery and Employment.

### **Black and Minority Ethnic Groups**

In order to ensure that we have engaged with the whole community we have contacted both North and East Staffordshire Racial Equality Councils to establish what links they have with the BME community.

They have provided us with details of a number of community groups that exist in the BME community. We are currently in the process of contacting these groups to arrange some focus groups within the next couple of months.

## Appendix 2

### List of consultees

We wrote out to over 280 disability organisations and community groups to invite them to be involved in the creation of our Disability Equality Scheme.

The organisations who responded were:

A Plus Self-Help Group  
Abbots Bromley Community Transport  
Age Concern South Staffordshire  
Albert House (Mental Health Drop-in Centre)  
Alcohol & Drugs Service in Staffordshire  
Alzheimers Society (Lichfield & District)  
Arthritis Care (Cannock & District Branch)  
Arthritis Care (Stafford)  
Ashbourne Community Transport  
ASIST  
ASSIST  
Burntwood Citizens Advice Bureau  
Burntwood Live at Home Scheme  
Burton Centre for the Blind  
Burton Day Service  
Burton Hospitals NHS Trust (Speech & Language Therapy)  
Burton PHAB Club  
Cannock Special Needs Toy Library  
Cerebral Palsy (mid Staffordshire)  
CISWO  
Cystic Fibrosis Trust (North Staffordshire Branch)  
Deafblind UK  
Deaflinks, Staffordshire  
Development Co-ordination Disorder Team (Dyspraxia)  
Disability Solutions  
Donna Louise Trust  
Down Syndrome Support Group (South Staffordshire)  
Dyslexia Action  
Dyslexia Action Stone Centre  
Dystonia Group (Staffordshire & Shropshire)  
East Staffordshire Racial Equality Council  
English Federation of Disability Sport  
Homestart (Lichfield & District)  
Homestart Staffordshire Moorlands  
Huntington's Disease Association  
Kidsgrove Day Service  
Leek Dyslexia and Literacy Support  
Lichfield Day Service  
Lichfield District Art Association  
Lichfield Greenhill Bower  
Lighthouse Group

ME Staffordshire Support  
Mencap  
Mid Staffs Mencap  
Multiple Sclerosis Society (Cannock & District)  
Multiple Sclerosis Society (East Staffordshire)  
Multiple Sclerosis Society (Stafford & District)  
Multiple Sclerosis Society (Tamworth/Lichfield)  
North Staffordshire Carers Association  
North Staffordshire Mind  
North Staffordshire Racial Equality Council  
Parents Forum Staffordshire  
Parkinsons Disease Society Support Group (Burton & District)  
Pathway Project  
Rethink - Holbrook House  
SAMS  
South Staffordshire Network for Mental Health  
South Staffordshire NHS Foundation Trust  
SSH NHS Trust Drayton Team  
Stafford Stroke Club  
Staffordshire Blind  
Staffordshire Buddies  
Staffordshire Housing Association  
Sutton Trust Community Group  
Syndromes Without A Name  
Tamworth Monday Blind Club  
Victim Support  
WRVS

We also advertised in local media to invite individuals to get involved.