

Appendix 6

Equality Analysis (EqA)

Questionnaire

Please refer to the guidance before completing this form.

1. Details of function, policy, procedure or service:	
Title of what is being assessed: Draft Consultation and Engagement Strategy	
Is it a new or revised function, policy, procedure or service? Updated strategy	
Department and Section: Communications	
Date assessment completed: 30/05/14	
2. Names and roles of officers completing this assessment:	
Lead officer	Lesley Holland/Rosie Evangelou
Stakeholder groups	All Delivery Units and Strategic Partners
Representative from internal stakeholders	
Representative from external stakeholders	
Delivery Unit Equalities Network rep	
Performance Management rep	
HR rep (for employment related issues)	
3. Full description of function, policy, procedure or service:	
<p>Please describe the aims and objectives of the function, policy, procedure or service. <i>Please include - Why is it needed? What are the outcomes to be achieved? Who is it aimed at? Who is likely to benefit? How have needs based on age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership and carers been taken account of? Identify the ways people can find out about and benefit from the proposals. Consider any processes they need to go through or criteria that we apply to determine eligibility.</i></p> <p><i>The consultation strategy outlines how Barnet will use and adapt a range of approaches to consultation and engagement to involve local people in shaping their area and the services they receive, and achieve the council's corporate goals as outlined in the Corporate Plan by:</i></p> <ul style="list-style-type: none"> <i>promoting active involvement and engagement with the rich diversity of people who live, work and study in Barnet so that policy and decision making reflects real needs</i> <i>meeting its legal responsibilities under the Public Sector Equality Duty</i> <i>giving local people and communities real influence and power to improve their lives</i> <i>broadening access to ensure hard to hear voices</i> <i>increasing size and use of citizens panel</i> 	

- *increasing use of focus groups*
- *focusing on a range of accessible measures for people with disabilities*
- *monitoring the impact and effectiveness of actions*
- *using feedback to improve proposals*
- *analysing the equalities impact of proposals*
- *outlining how Barnet will monitor consultation and engagement activities*
- *working with partners*
- *using the residents perception survey.*

4. How are the equality strands affected? *Please detail the effects on each equality strand, and any mitigating action you have taken so far. Please include any relevant data. If you do not have relevant data please explain why.*

Equality Strand	Affected?	Explain how affected	What action has been taken already to mitigate this? What action do you plan to take to mitigate this?
1. Age	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	Strategy aims to optimise reach and involvement for all age groups and monitor outcomes of engagement	
2. Disability	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	Strategy aims to optimise reach and involvement for all disability groups and monitor outcomes of engagement	
3. Gender reassignment	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	This group represents a hard to hear voice and the strategy will actively seek out community and specialist group links and monitor outcomes of engagement	

4. Pregnancy and maternity	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	This group represents a hard to hear voice and the strategy will actively seek out community and specialist group links and monitor outcomes of engagement	
5. Race / Ethnicity	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	Barnet will actively seek out community and specialist group links through community networks, focus groups and citizen's panel and monitor outcomes of engagement	
6. Religion or belief	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	Information on religion and belief in Barnet is included in Appendix 1. Barnet will actively seek out community, interfaith and specialist group links through community networks, focus groups and citizen's panel and monitor outcomes of engagement	
7. Gender / sex	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	Information on gender makeup of Barnet is included in Appendix 1. Barnet will actively seek out community and specialist group links through community networks, focus groups and citizen's panel and monitor outcomes of engagement	
8. Sexual orientation	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	This group represents a hard to hear voice. Barnet will actively seek out community and specialist group links through community networks, focus groups and citizen's panel and monitor outcomes of engagement	
9. Marital Status	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	This group represents a hard to hear voice	
10. Other key	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	The strategy positively	

groups?		encourages the identification and inclusion of other groups including single parent families, carers, young carers, specific strands of disability, physical sensory impairment, learning disability, mental health conditions, those on benefit/low income	
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<p>5. What will be the impact of delivery of any proposals on satisfaction ratings amongst different groups of residents?</p>
<p>This is expected to increase because citizens will be actively involved in council decision making and their needs will be taken into account.</p>
<p>6. How does the proposal enhance Barnet’s reputation as a good place to work and live?</p>
<p>The consultation and engagement strategy supports the council to deliver needs led best value services which meet the needs of the diversity of Barnet residents and to communicate the equalities impact of their proposals.</p>
<p>7. How will members of Barnet’s diverse communities feel more confident about the council and the manner in which it conducts its business?</p>
<p>A transparent council will aim to acknowledge, reflect and accommodate equalities in all mainstream activities and assess the equalities impact of decisions. The needs and interests of different communities in Barnet will be known about, understood and fully reflected in decision making.</p>
<p>8. What measures and methods have been designed to monitor the application of the policy or service, the achievement of intended outcomes and the identification of any unintended or adverse impact? <i>Include information about the groups of people affected by this proposal. Include how frequently the monitoring will be conducted and who will be made aware of the analysis and outcomes. Include these measures in the Equality Improvement Plan (section 15)</i></p>
<p><i>This is dealt with in Section 10 of the strategy.</i></p>
<p>9. How will the new proposals enable the council to promote good relations between different communities? <i>Include whether proposals bring different groups of people together, does the proposal have the potential to lead to resentment between different groups of people, and how might you be able to compensate for perceptions of differential treatment or whether implications are explained.</i></p>

A transparent council will aim to acknowledge, reflect and accommodate equalities in all mainstream activities and assess the equalities impact of decisions. The needs and interests of different communities in Barnet will be known, understood and fully reflected in decision making. This is a key theme of the consultation and engagement strategy. It is a required field for all Equality Impact assessments.

10. How have residents with different needs been consulted on the anticipated impact of this proposal? How have any comments influenced the final proposal? Please include information about any prior consultation on the proposal being undertaken, and any dissatisfaction with it from a particular section of the community.

The consultation strategy and toolkit recommends:

- communication and involvement with Barnet’s Partnership Boards
- reasonable adjustment to the consultation process to promote engagement of citizens with different needs.

The range of consultation and engagement methods include effective tools to reach and reflect the broad range of diversity in Barnet.

A consultation exercise has been carried out and the feedback has been incorporated into the strategy/

An annual consultation and engagement report will be produced

Overall Assessment

1. Overall impact		
Positive Impact <input checked="" type="checkbox"/>	Negative Impact or Impact Not Known ¹ <input type="checkbox"/>	No Impact <input type="checkbox"/>
2. Scale of Impact		
Positive impact: Minimal <input type="checkbox"/> Significant <input checked="" type="checkbox"/>	Negative Impact or Impact Not Known Minimal <input type="checkbox"/> Significant <input type="checkbox"/>	
3. Outcome		

¹ 'Impact Not Known' – tick this box if there is no up-to-date data or information to show the effects or outcomes of the function, policy, procedure or service on all of the equality strands.

<p>No change to decision</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Adjustment needed to decision</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Continue with decision <i>(despite adverse impact / missed opportunity)</i></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>If significant negative impact - stop / rethink</p> <p style="text-align: center;"><input type="checkbox"/></p>
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4. Please give full explanation for how the overall assessment and outcome was decided

The consultation and engagement strategy will significantly enhance and continuously improve consultation and engagement practice, community cohesion, resident satisfaction, confidence and trust in the council. It will do so by acknowledging, accommodating, celebrating and responding to the diversity of Barnet citizens and by providing a range of methods to improve access to decision making that takes account differences. This will be fully reflected in the Consultation and Engagement Toolkit which will be an important element in assessing the equalities impact of all council decisions.

Equality Improvement Plan

Please list all the equality objectives, actions and targets that result from the Equality Analysis (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.

Equality Objective	Action	Target	Officer responsible	By when

1st authorised signature (Lead Officer)	2nd authorised signature (Delivery Unit Management Team member)
Date:	Date:

