



## Equality Impact Assessment form

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the “protected characteristics” listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

<b>Service Area</b> HRP&P	<b>Head of Service:</b> Debra Wood-Lawson	<b>Person responsible for the assessment:</b> Sarah Hopkins/CeriDowsett	<b>Date of Assessment</b> Aug 2012	
<b>Name of the policy / practice to be assessed:</b>  Improvement Plan 2012-13			<b>Is this a new, existing or policy / practice under review?</b>	New
<b>1. Briefly describe the purpose of the policy / practice</b>  If the policy / process is under review, please list any options under consideration		The Local Government Measure 2009 redefines the duty placed on the Council to make arrangements to secure continuous improvement and account for it. At the start of each financial year the Council must publish a forward facing improvement plan setting out its improvement objectives for the year ahead.		

<p><b>2. Name any associated policy, legislation, corporate objective etc.</b></p>	<ul style="list-style-type: none"> <li>• Local Government Measure (2009)</li> </ul> <p>The Plan gives consideration to all NCC strategic plans and strategies and includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Performance Management Strategy</li> <li>• Risk Management Strategy</li> <li>• MTFP</li> <li>• Corporate Plan</li> <li>• Strategic Equality Plan</li> <li>• Service Plans</li> <li>• UNA</li> </ul>
<p><b>3. Who are the main stakeholders in relation to the policy / practice?</b></p>	<ul style="list-style-type: none"> <li>• All employees</li> <li>• All citizens of Newport</li> <li>• Elected Members</li> <li>• Partner organisations and stakeholders (e.g. LSB)</li> </ul>
<p><b>4. Who performs the service?</b></p>	<ul style="list-style-type: none"> <li>• NCC – all employees contribute</li> <li>• Elected members</li> </ul>
<p><b>5. What outcomes are wanted from this policy / practice?</b></p>	<p>NCC will secure continuous improvement across all it does by making incremental and prudent changes to the way it plans and delivers services and conducts its business. (Outcomes are also informed by the Corporate Plan).</p>

<p><b>6. What factors could contribute / detract from the outcomes (risks / opportunities)?</b></p> <p>Please list the factors for each separate policy / process options under consideration</p>	<ul style="list-style-type: none"> <li>• Plans/projects that inform the Plan don't have the desired impact</li> <li>• Major impacts are not properly monitored due to faulty assessment of risk and/or impact</li> <li>• Ongoing monitoring impedes progress on project delivery</li> <li>• Financial position of NCC</li> <li>• Staffing position of NCC</li> </ul>
<p><b>7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement</b></p>	<p>Consultation and involvement with the following:</p> <ul style="list-style-type: none"> <li>• Wales Audit Office (WAO)</li> <li>• Scrutiny process</li> <li>• Annual review</li> <li>• Ongoing performance monitoring</li> <li>• Consultation with stakeholders/Citizens' Panel</li> <li>• Customer feedback</li> </ul> <p>Each of the commitments has been put in place after considering the needs of residents (also reflected in the key result of the UNA – Unified Needs Assessment which was achieved after significant and detailed review of statistical data and extensive consultation with Newport residents on specific areas of need across the City). This provided NCC with accurate intelligence as to the position of equality of access and need across its boundaries. The themes and findings and consultation during the UNA process have informed the Plan</p>

**8. Give a summary of the information the council has taken into account for this assessment**

- Demographic profile of the City
- Citizens' Panel and other consultation of key stakeholders across the City (informed via UNA process)
- Other consultation at lower (service area) level that informs service planning
- Customer feedback
- Service area performance trends
- Heads of service and performance manager recommendations based on service delivery and feedback

A disaggregation of the Corporate Plan themes and a concentration on the deliverables associated with each (The Corporate Plan informs the Improvement Plan). (Caring/Fairer/Learning/Greener/Safer and the associated outcomes, positive actions, indicators and performance graphs linked to each theme) provides thorough and robust review into how these measures/themes were selected based on areas of need and demographic analysis.

<p><b>9. Does the policy / practice eliminate discrimination and promote equality and good community relations due to:</b></p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Gender</li> <li>• Disability</li> <li>• Race</li> <li>• Religion / belief</li> <li>• Welsh language</li> <li>• Gender reassignment</li> <li>• Marriage / civil partnership</li> <li>• Sexual orientation</li> </ul>	<p>Yes - to all listed protected characteristics.</p> <p>A Caring City...giving people of all needs and backgrounds with a wide range of needs, the opportunity to lead an independent life in their own homes.</p> <p>A Fairer City...continue to narrow the gap between the outcomes of our most vulnerable groups and the City average, while increasing the opportunities for all. (Also committed to establishing a Fairness Commission to test all decisions for fairness and equality).</p> <p>A Learning &amp; Working City...people have the best life chances and opportunities to not only enrich their own lives but to contribute to the live, economy and infrastructure of the City.</p> <p>A Greener &amp; Healthier City...supporting people to live healthier lives while tackling health inequalities.</p> <p>A Safer City...encourage active citizenship and social cohesion and promote interaction between different groups and ages of people is key to delivering safer communities</p>
<p><b>10 .Summary of the impact of the policy / practice on the general equality duty</b></p>	<p>Broadly, the Plan will benefit the people of Newport (by providing a corporate compass/direction for NCC staff) if it can effectively deliver the priorities central to the five themes.</p> <p>By giving particular consideration to the Fairness City theme, NCC's commitment is to ensure equality and fairness in the access and provision of its services is evident and available at all times.</p>

<b>Equality Action Plan</b>		
<b>Key Actions</b>	<b>Actions (with dates) Any associated performance measures</b>	<b>Lead Officer(s)</b>
Further actions to eliminate discrimination, promote equality and good community relations for the basis for the Plan.		
If there are decisions pending that will affect this policy / practice please state when and how the decision will be taken	n/a	
How will the policy / practice be: <ul style="list-style-type: none"> <li>• Monitored</li> <li>• Performance assessed</li> <li>• Reported</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing service delivery monitoring/target setting and review</li> <li>• Customer feedback</li> <li>• Reporting regularly to NCC administration</li> <li>• Regular performance monitoring aligned to established performance measures/indicators</li> <li>• Reports to Performance Board/OFS/Cabinet members/SMT on a regular basis in terms of performance</li> </ul>	
Does the EIA need be revisited in 6 months/ a year ?	No - the IP is an annual document.	

Signed (lead officer) \_\_\_\_\_

Signed (Head of Service) \_\_\_\_\_