

Impact Assessment Training

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What will this session cover?

- Welcome
- What you should get out of today
- What we will cover today:
 - Where Impact Assessment come from
 - When should I do an Impact Assessment
 - SCC's approach to impact assessments
 - The Browne Principles
 - Why they are relevant

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SCC's Approach to Impact Assessments

- Combined process for impact assessment looking at:
 - Equality
 - Sustainability
 - Crime and Disorder
 - Health and Safety
 - Business Risk
 - Privacy

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Legislation

- Equality Act 2010 (PSED)
- Sustainable Communities Act 2007 (Section 17)
- Crime and Disorder Act 1998
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Human Rights Act,
- Regulation of Investigatory Powers Act
- Privacy and Electronic Communications Regulations
- Data Protection Act

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Due Regard

In March 2010, Baroness Thornton in the Equality Bill debates outlined the approach of the courts to having 'due regard':

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind**."

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The Brown Principles

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When should I do an Impact Assessment?

- When taking a decision through the decision making process
- For Mid-Term Financial Planning proposals
- Programme and Project Management (Change Programme)
- New or change to Service
- New or changed policy

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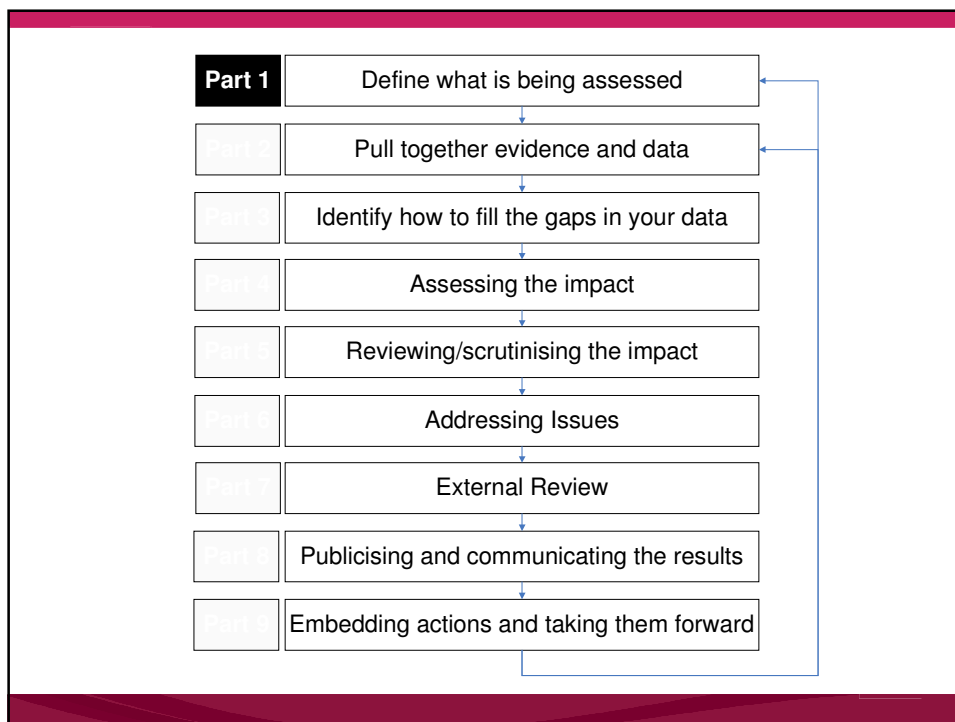
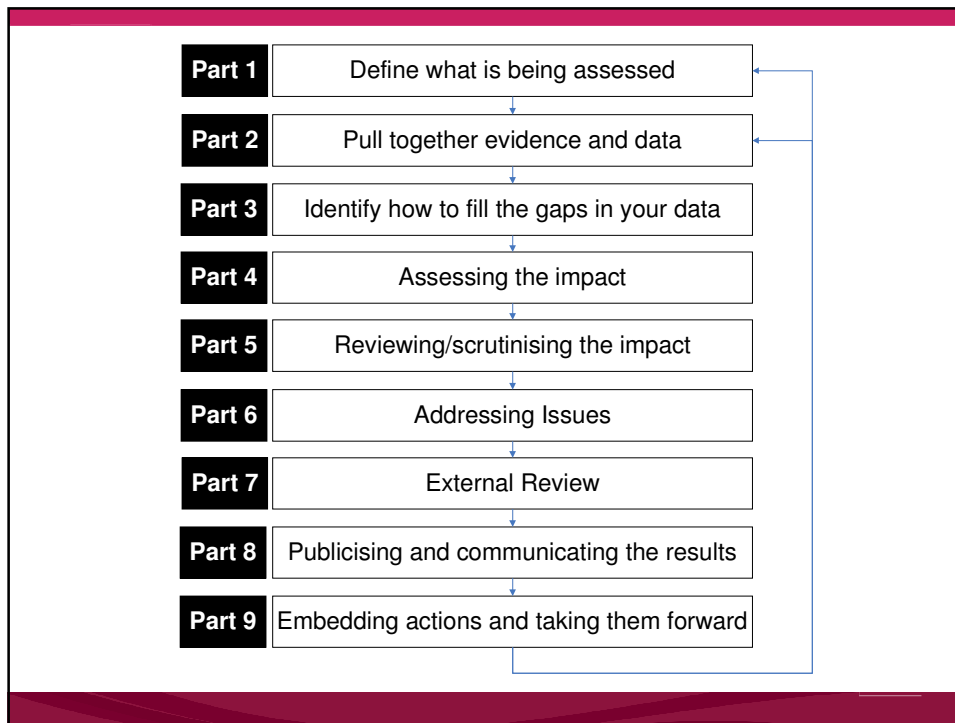


What are we looking for?

- HR and Service Delivery
- Consideration of all Equality Strands
- Justifiable Relevance
- Justifiable Conclusions
- Thoroughness
- Conversation with Senior Managers
- Promotion of Action Plans
- Connections

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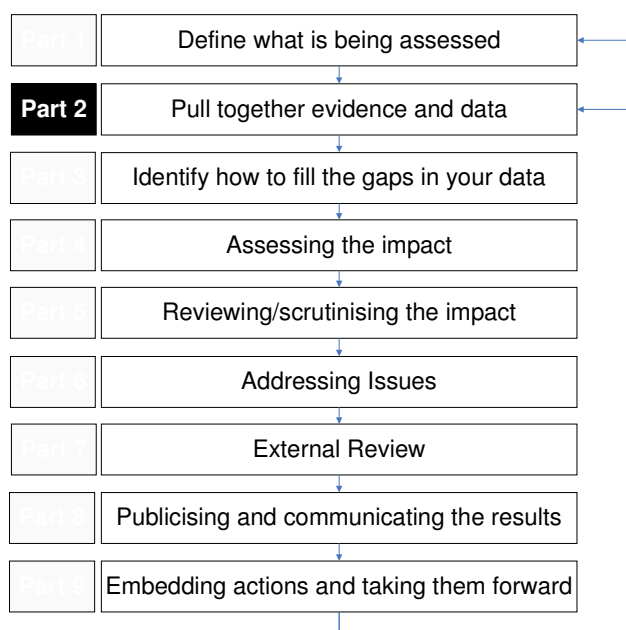




Define what is being assessed

- Clear
- Plain English
- For general public and Members
- If you don't know the people making the decision won't know
- The same as other descriptions

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Somerset Picture

Population of Somerset: 529,972

Working age population (in employment) of Somerset: 60.4%

0-14	87513
15-34	113433
34-49	106806
50-64	110560
65-79	78373
80 and over	33287
Total	529,972

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Comparisons

- What does your employment profile look like?
- Who do you provide your service too?
- Is your service delivered to a specific group?

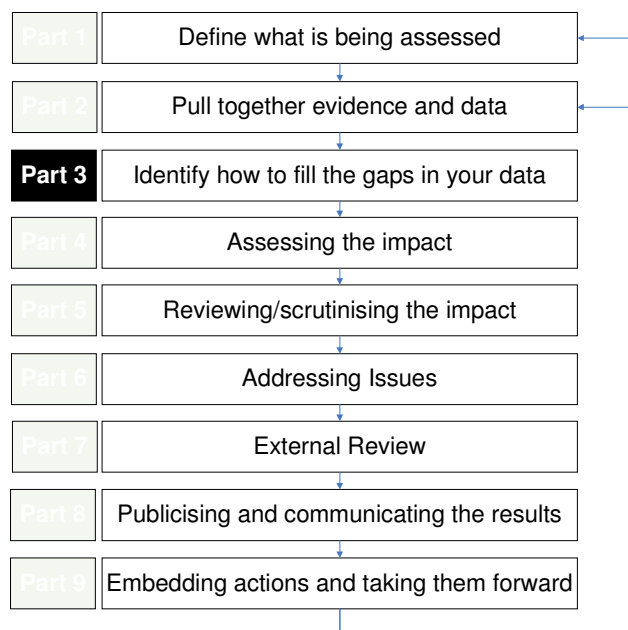
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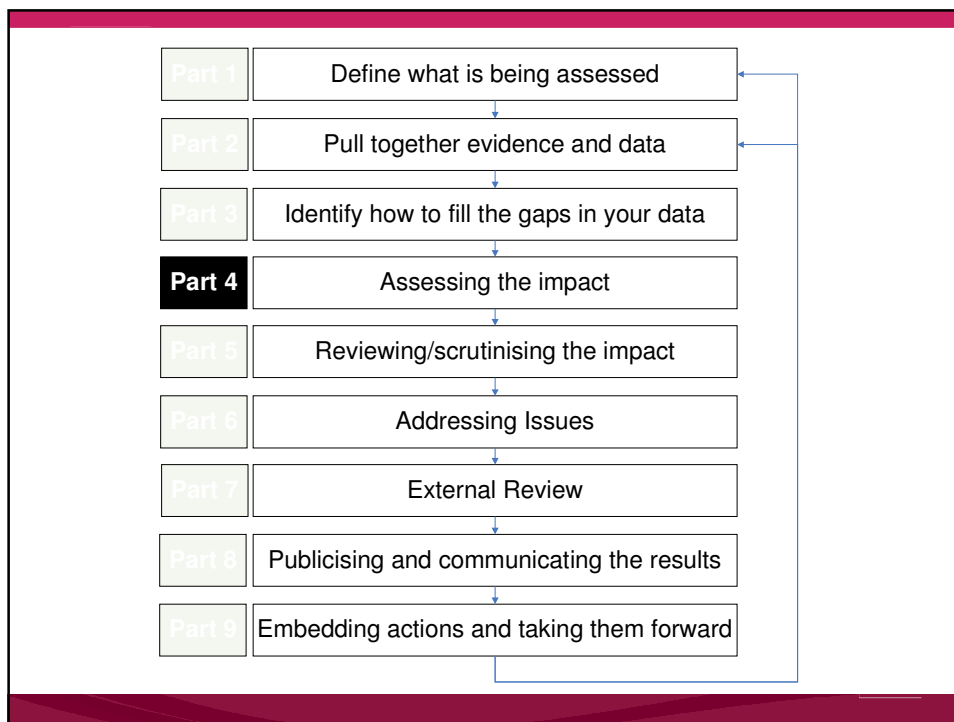


HR Elements

- Why this is as important as Service Delivery
- What HR collect and how it can be used
- How to get hold of HR Data
- Access to Work services and how managers should use them
- SCC obligations under Two Ticks commitment
- Support available from within HR in terms of advice, support and funding

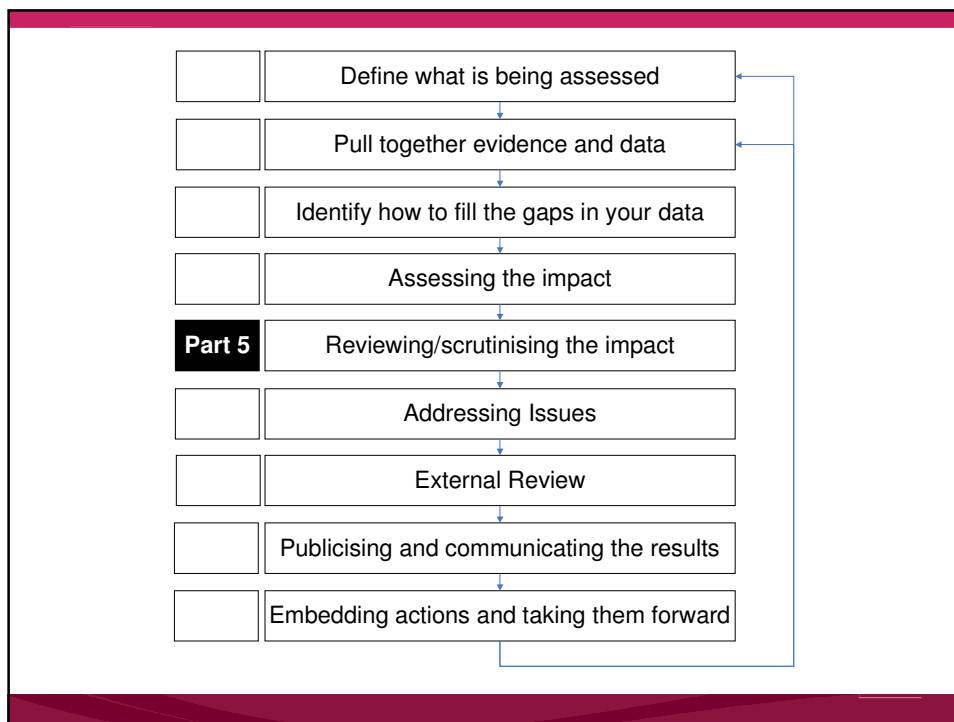
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Part 4 – Assessing the Impact

- Over or under-represented service users or employees
- Whether the outcomes are different for different groups
- Particular barriers preventing people accessing the service
- Information or policy is communicated in a way that might harm community cohesion/good relations
- Individuals have raised concerns about their rights or discrimination.
- Incidents of harassment



Part 5 - Reviewing/scrutinising the Impact

- Is the impact directly, indirectly or institutionally discriminatory?
- Is the impact justified within the wider aims of the overall policy?
- Are there alternatives or changes that can be made?
- Can the impact be reduced by taking other steps to compensate?

Stage 5 - Example 1

The Impact:

Take up of services from speakers of foreign languages is low, due to a lack of provision of information in alternative languages. Foreign language books are available but people are not accessing them.

The Solution:

The Library Service would need to look into raising awareness of the availability of foreign language books by providing its promotional material in alternative languages and also having the shelf markers within the libraries in alternative languages.

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Stage 5 - Example 2

The Impact:

Poor access to/ lack of provision of bus services in very rural areas.

The Solution:

This has been partly addressed by the introduction of Slinky Bus and Taxi Bus but these are comparatively expensive services. Provision of free travel to older people and disabled people solves this issue to an extent but does not address low income families.

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Stage 5 – Example 3

The Impact:

A candidate declares that they have a disability on their application form. Manager notes the disability but fails to follow it up prior to the interview. Interview arranged for upper floor with no access. When candidate arrives manager acknowledges situation. There is a delay with the interview while the manager frantically tries to find a suitable venue.

The Solution:

Speak to candidate prior to making interview arrangements. Assess their needs and make reasonable adjustment.

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What is the Two Tick Symbol?

- It's a recognition given by Jobcentre Plus to employers based in Great Britain who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.



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The 5 Commitments

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities
- to ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- each year to review the five commitments and what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

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Purpose Of Access To Work

- AtW is available through Jobcentre Plus to help overcome practical problems arising from disability in the workplace.
- It offers information, advice and where appropriate funding to suit the needs of an individual in a particular job.

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Types of Support

- Special Aids to Employment e.g. short keyboard, specialist software
- Adaptations to Premises & Equipment e.g. automated doors
- Support Workers e.g. Driver, Personal Reader etc
- Communicator Support at Interview e.g. BSL interpreter
- Travel To Work & Travel In Work
- Miscellaneous e.g. the cost of a Technical Assessment to be carried out by an Occupational Therapist, Ergonomist etc

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Stage 5 - Example 4

The Impact:

Prior to rotas been being prepared an employee makes a request for time off to attend a religious ceremony. Manager decides that it is not practical and refuses the request. Employee takes out a grievance. Their grievance is upheld.

The Solution:

Any request of this nature needs to be regarded as being legitimate and potentially discriminatory. It can only be refused if there are unavoidable and justifiable service reasons for doing so.

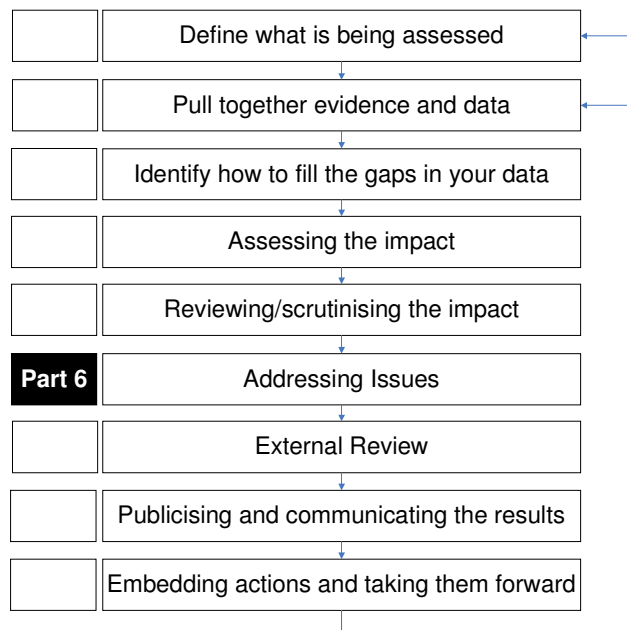
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Different types of leave

- Disability leave
- Time off for dependents – unpaid
- Compassionate leave – max 10 days paid per year
- Parental leave – 13 weeks unpaid for child under 6 years or disabled child under 18 years
- Leave to attend network meetings – reasonable paid time
- Miscellaneous leave – includes leave for religious observance (unpaid), medical appointments (paid/unpaid depending on the reason) and many other circumstances

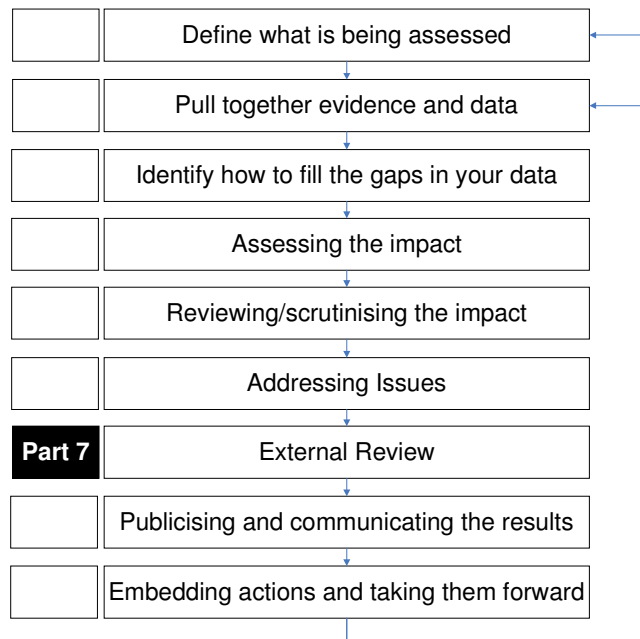
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Stage 6 - Addressing the Impact

- Issue
- Action
- Who is Responsible
- By when?
- Monitoring
- Expected Outcomes

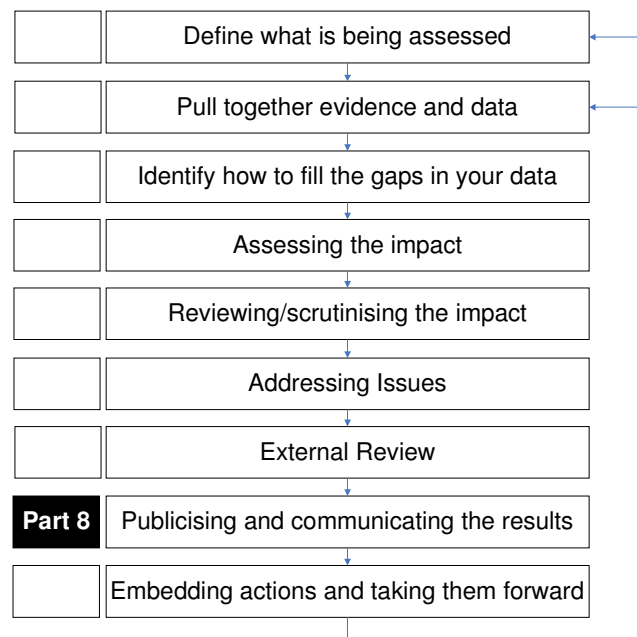
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External Review

- Within own team – a second set of eyes
- Customers or interested parties
- External Scrutiny – Theme Specialists

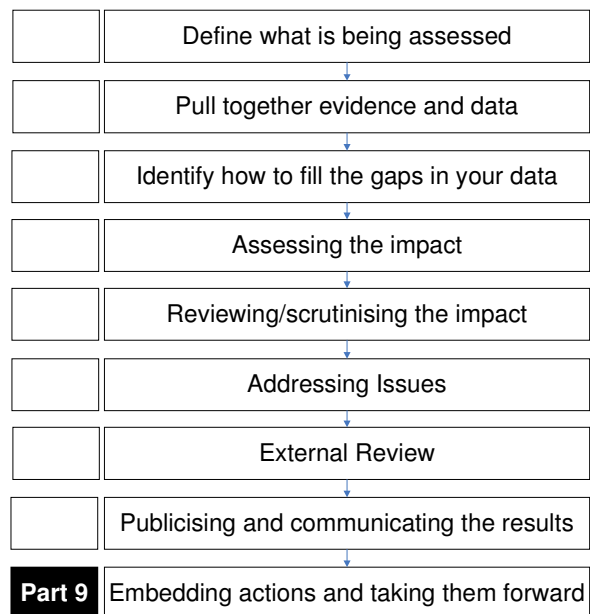
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Part 8 - Communication

- Who
- Why
- When
- With what

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5 points to remember

- Start the impact assessment early
- Support is always available
- Impact Assessments are public documents
- Relevant and Proportionate
- More than just the form

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Questions and Queries

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