

Completing the form

The following table will help you decide what information you need to put within each section of the form and what information and evidence you need to gather:

1. Persons responsible for this assessment	Details of the person/people completing the assessment – remember this is best done as a group rather than an individual
2. Name of the policy, service, strategy, procedure or function:	
3. Briefly describe it aims and objectives	It will help to ask: <ul style="list-style-type: none"> • Why is the policy needed? • What does the authority hope to achieve by it? • How will the authority ensure that it works as intended? • Who are the current customers and impacts on them? This is not always easy and a discussion will probably be needed between those who define the policy and those who implement it.
4. Are there any external considerations? (e.g. Legislation/government directives)	Is the policy/service being changed due to government legislation, budget cuts etc.
5. What evidence has helped to inform this assessment?	Identify what evidence is available and set it out here. This includes evidence from involvement and consultation. Identify where there are gaps in the evidence. Include in action plan
6. Please specify how intend to gather evidence to fill any gaps identified above:	Provide details where there are gaps in the evidence base and specify the action you intend to take to fill these gaps. For example; What additional involvement and consultation will be needed and how will it be undertaken? Include in action plan.
7. Has any consultation been carried out?	Provide details of any consultation that has been undertaken, who this involved and what the outcome was. Have you identified any barriers to your service? Alternatively provide information on any planned consultation.
8. What level of impact either directly or indirectly will the proposal have upon the general public / staff?	Consider the level of impact of the policy in respect of the protected characteristics and/or staff to which the policy is relevant.
9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?	Based on the evidence and consultation think about the impact upon each characteristic <ol style="list-style-type: none"> Negative – it could disadvantage and therefore potentially not meet the General Equality duty; Positive – it could benefit and help meet the General Equality duty; Neutral – neither positive nor negative impact/not sure Provide reasons behind this impact and mitigating options (include in action plan).
10. Action plan	You must monitor implementation of the action plan until all of the actions are complete. It needs to include any action that has been identified – evidence requirements, consultation needed or options for mitigating any impact. What resources are required? Please add additional lines where necessary.
11. Is there is anything else that you wish to add?	Use this box to record anything else that you have thought about that you have not recorded anywhere else on the assessment form.
Declaration	Includes sign-off by the responsible officer, line manager and

If you need help at any point or have any questions please contact:

Cheltenham;

Cotswold and West Oxfordshire;

Forest of Dean; Corporate Support Team – corporatesupport@fdean.gov.uk or 01594 812607

Equality Impact Assessment

This guidance has been produced to help the service managers undertake equality impact assessments, which will help us find out how the services we deliver affect different groups of people and in what ways. By undertaking an impact assessment, we are able to:

- Take into account the needs, experiences and circumstances of groups of people are affected by our services.
- Identify any inequalities people may experience.
- Think about the other ways in which we can deliver our services which will not lead to inequalities.
- Develop better policy-making, procedures and services.
- Become more accountable to the people that we serve.

The council expects the officer responsible for the service to undertake equality impact assessments themselves. They are completed on any new or amended policies or any changes to service delivery and team structures, that will have a significant impact upon staff or the community. You should never consider doing an Impact Assessment on your own, it is much better to have several people talking through the assessment; more people will bring more thoughts to the table! **Remember it should be an integral part of policy development not a last minute thought!**

As recent case law as has highlighted, it is very important that EIA's are completed before decisions are made. Councillors and officers need to have all the information available to consider prior to making decisions, otherwise decisions can be overturned by courts. When writing an important report for Councillors to consider this EIA must accompany that report to raise Councillor awareness of the implications of the decision they are making.

Whilst completing an EIA form you will provide evidence of how you have considered how the 'protected characteristics' may be impacted upon by this decision. In line with the General Equality Duty (Equality Act 2010) the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The act specifies a number of groups known as protected characteristics, they are;

- Age
- Disability
- Gender Reassignment
- Race
- Religion or belief
- Gender
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

Government guidance also identifies the following groups that commonly experience barriers to participation and should be considered when completing EIAs:

- People with mental health conditions
- People with learning difficulties and disabilities
- Gypsies and travellers
- People undergoing, considering or have undergone gender reassignment
- Asylum seekers
- Refugees
- People with caring responsibilities
- People on low income or benefits
- Staff



Equality Impact Assessment Form

1. Persons responsible for this assessment:

Names: Emma Cathcart, Counter Fraud Manager Susan Gargett, Head of Legal Services	
Date of assessment: February 2019	Telephone: 01285 623356 Email: Emma.Cathcart@cotswold.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Corporate Enforcement Policy
Is this a new or existing one? Existing (please delete as appropriate)

3. Briefly describe it aims and objectives

The Policy sets out the Council’s enforcement tools and the considerations adopted when determining whether enforcement action should be taken and if so, what that action should be. The Policy impacts members of the public.
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4. Are there any external considerations? (e.g. Legislation/government directives)

Legislation (various and wide ranging as the Policy covers a number of service areas within the Councils). Guidance and Circulars – Simple Cautions The Code for Crown Prosecutors Enforcement Concordat

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	

Comparisons between similar functions / policies elsewhere	X	Comparison and inclusion of existing Policy across partner Council's. Departmental Policies.
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	X	Consultation with legal representatives, service leads and corporate management. National guidance.

6. Please specify how intend to gather evidence to fill any gaps identified above:

N/A

7. Has any consultation been carried out?

Yes

Details of Consultation
 Consultation with Legal Department – CDC, FOD and WODC
 Consultation with Service Managers / Enforcement Officers – CDC, FOD and WODC
 Consultation with Corporate Management – CDC, FOD and WODC

If NO please outline any planned activities

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	X
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>

Comments: e.g. Who will this specifically impact?
Individuals who are subject to enforcement action.

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			X		
Age – Old People		X		The Policy provides that enforcement action may not be appropriate in relation to older offenders	
Disability		X		The Policy provides that enforcement action may not be appropriate in cases where the offender has a disability	
Sex – Male			X		
Sex – Female			X		
Race including Gypsy and Travellers			X		
Religion or Belief			X		
Sexual Orientation			X		
Gender Reassignment			X		
Pregnancy and maternity			X		
Geographical impacts on one area			X		
Other Groups		X		The Policy provides that enforcement action may not be appropriate in cases where the offender lacks mental capacity	
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			X		



10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale

11. Is there is anything else that you wish to add?

No

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the Council and that I/we take responsibility for the completion and quality of this assessment.

Completed By:	Emma Cathcart	Role:	Counter Fraud Manager	Date:	11 February 2019
Counter signature:	S. GARGETT (SUSAN GARGETT) INTERIM HEAD OF SERVICES			Date:	11 February 2019
Reviewed by Corporate Equality Officer Group (Forest Only):				Date:	

Please forward an electronic copy to;
 Cheltenham;
 Cotswold and West Oxfordshire;
 Forest of Dean; Corporate Support Team – corporatesupport@fdean.gov.uk.