



# EQUALITY IMPACT ASSESSMENT

## Partial Assessment Form

<b>Policy, practice, function or project assessed</b>	Community Engagement and Community Development
<b>Lead Officer</b>	Jane Thompson
<b>Team</b>	Susannah Harris, Heidi Weight, Tracy Mann
<b>Start date of assessment</b>	11/05/09
<b>Completion of assessment</b>	08/09/09

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

## A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

### A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

**Community Engagement** is about establishing relationships with people and/or organisations and creating opportunities that enable them to have a say, or participate in how and what decisions are made about the things that affect them in their daily lives. It includes:

- Informing – giving a message or information but not requiring feedback or comment
- Consultation – allowing a choice between pre-determined options but not an opportunity to propose alternatives
- Changing practice as necessary and appropriate in response to reflective outcomes
- Deciding together – sharing views and generating options jointly along with a course of action
- Acting together – working with others to make decision and carry through the actions agreed
- Supporting local initiatives – supporting groups to develop and implement their own solutions

**Community Development** is about helping communities to develop into active and sustainable communities, based on social justice and mutual respect. Community workers facilitate the participation of people and organisations in order to develop and sustain communities to ensure the long-term social, economic and environmental well-being of new and/or existing villages and towns. It includes:

- Working across and with a wide range of organisations (Health, Education, Registered Social Landlord, Voluntary Sector) to ensure equality of access and opportunity for everybody in a way that best meets their needs
- Providing connections for people so that they can meet others with similar interests or needs and access appropriate services and support as necessary
- Working alongside people in communities, build relationships with key people and organisations to facilitate the identification of common concerns and help build autonomous groups
- Ensuring that everybody has an opportunity to express their views and comments
- Changing practice as necessary and appropriate in response to reflective outcomes
- Promoting the participation of individuals and communities, particularly those that may have felt traditionally marginalised or excluded
- Supporting the development of structures that enable communities to participate effectively in community life and decision-making processes
- Create opportunities for non-formal learning to increase the capacity of communities and ensure long-term sustainability

**A2. Is this policy or function associated with any other Council policy or priority?**

Community Engagement and Community Development are fundamental in supporting the achievement of all the Council's Aims, and are linked with the following Council work streams, indicators and Aims:

- Service Plans
- Corporate Community Engagement Strategy
- Community Engagement Plan for Major Growth Sites
- Statement of Community Involvement
- Area Actions Plans
- Sustainable Communities Strategy
- Youth Participation Strategy
- NI 110 Young peoples participation in positive activities
- NIs 1, 2, 14 and 15 linked to survey of new communities
- Council aim for improved Communication and Engagement with Parish Councils
- Delivering successful new communities

**A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?**

- All existing and future residents of South Cambridgeshire District (current population 130,000 approx)
- All Council departments – community engagement and development involves working with all internal departments of the Council
- Numerous other organisations, which include Cambridgeshire County Council, Cambridgeshire Horizons, Parish Councils, Registered Social Landlords, the NHS, Voluntary Organisations and developers

**A4. Is the policy/function corporate and far-reaching?**

- Yes – very high profile and very high impact across the District and politically

**A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.**

- It is important that both community engagement and development strategies and services retain some flexibility, in order to be able to change and evolve to reflect any changing needs and requirements as communities develop and grow, whether they are existing local communities or new residents arriving in new settlements. Policies and services must also ensure that changes are made in response to local and national policy guidelines and best practice as and when necessary. We are currently in the process of developing a Youth Participation Policy and a Communications Plan for Major New Communities.

**A6. Is this a new or existing policy or function?**

- Based on the basic principals that the Council has a commitment to engage with local communities along with ensuring it meets its Aims, the Engagement Strategy is continually reviewed and updated to ensure that the Council continues to follow best practice guidelines in engaging with local communities.
- The Community Development service is similarly evolving and while it is based on the work of previous strategies, its function is continually reviewed and updated to reflect learning from previous experiences and latest community development practice advice and guidance.

## **B. EVIDENCE/ DATA and CONSULTATION**

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

### **B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?**

- Community Engagement: all activities are monitored by evaluation of activities, assessment of feedback and change to practice as necessary, reflecting community needs as appropriate. The equality profile is not broken down using the monitoring and evaluation process.
- Community Development: all activities are monitored by evaluation of activities, assessment of feedback and change to practice as necessary, reflecting community needs as appropriate. Principally targeted groups are young people and older people.
- Both community engagement and community development activities are fully inclusive and accessible to everybody.

### **B2. Have you compared the data you have with the equality profile of the local population? What does it show?**

- The equalities profile has been noted although based on current monitoring, it is not possible to compare data.

### **B3. Have you identified any improvements or other changes that could be made from monitoring the data?**

- Community Development: Surveys have been devised to capture more detailed information, including equality data, about residents that move into new settlements. This information will be incorporated into the review process.

### **B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?**

- All community engagement and development events and activities are monitored, assessed and evaluated to ensure the Council's current practice is successful in contributing to the achievement of the Council's Aims. Continued and consistent Involvement and consultation with external stakeholders and local communities are a fundamental part of the community engagement and development process and therefore are integral to all activities.

### **B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?**

- Regular Growth Area Updates for staff
- Engagement Strategy Consultation
- Ad-hoc meetings to ensure links with all corporate areas of the Council including planning policy, development control, partnerships, arts, sports, community safety etc and to ensure future working practices reflect changing priorities and practices
- Team Meetings

### **B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.**

- Stakeholder Events
- Youth Summer School
- Youth Participation Strategy and monitoring and evaluation process
- Evaluation of Welcome Packs
- Evaluation of Grant Applications (which capture equality data)

<b>C1. IMPACT OF THE POLICY OR FUNCTION</b>		
Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.		
<b>DESCRIPTION OF IMPACT</b>	<b>Nature of Impact</b> (Positive, Neutral, Adverse)	<b>Extent of Impact</b> (Low, Medium, High)
<b>GENDER:</b> Identify the potential impact of the policy or function on men and women	<b>Positive</b>	
<ul style="list-style-type: none"> <li>Services, activities and events are offered to the entire District and gender would not be a contributing factor to a specific activity/event/work stream</li> </ul>		
<b>RACE:</b> Identify the potential impact of the policy or function on different race/ethnic groups	<b>Positive</b>	
<ul style="list-style-type: none"> <li>Community Development Workers organise multi-cultural festivals and events</li> <li>Engagement activities are multi-cultural and accessible by all</li> <li>Promotional materials, including Welcome Packs, are available in other languages on request</li> <li>Grant applications have criteria that include engagement of a hard to reach/seldom heard groups (Gypsies and Travellers)</li> </ul>		
<b>DISABILITY:</b> Identify the potential impact of the policy or function on disabled people	<b>Positive</b>	
<ul style="list-style-type: none"> <li>Events and activities are organised at venues that are fully accessible for all abilities</li> <li>Hearing Loops are also available</li> <li>Promotional and information materials are colour sensitive and can be available in Braille</li> </ul>		
<b>AGE:</b> Identify the potential impact of the policy or function on different age groups	<b>Positive</b>	
<ul style="list-style-type: none"> <li>Community Engagement and Community Development work is organised to ensure that young people are fully included and able to participate in activities (Youth Participation Worker, Youth Participation Strategy, Youth Forums, Summer School)</li> <li>Community Development also organises work that is targeted at older people (luncheon clubs)</li> </ul>		
<b>SEXUAL ORIENTATION:</b> potential impact of the policy on lesbian, gay men, bisexual or heterosexual people	<b>Positive</b>	
<ul style="list-style-type: none"> <li>Services, activities and events are offered to the entire District, regardless of sexual orientation. Information, advice and guidance is available at community centres, youth clubs, etc and on request</li> </ul>		

<b>RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups</b>	<b>Positive</b>	
<ul style="list-style-type: none"> <li>• Services, activities and events are offered to the entire District, regardless of religion/faith background</li> <li>• The Council was actively involved in the Sub Regional Faith Study to help inform the determination of faith requirements in new communities</li> </ul>		
<b>OTHER</b>		
<ul style="list-style-type: none"> <li>• Community Development work also includes working with Single Parents, Low In-come, working with Registered Social Landlord to ensure fully inclusive and accessible events and activities</li> <li>• Community Engagement work also includes a range of activities and events to attract a variety of people at different times of the day and including weekends to ensure that everybody has an opportunity to participate/receive information/feed back comments</li> </ul>		

PLEASE NOTE: Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

<p><b>C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.</b></p> <p>N/A</p>
<p><b>C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?</b></p> <ul style="list-style-type: none"> <li>• Both Community Engagement and Community Development strategies and services actively promote equal opportunities and good community relations and will continue the current trend remaining mindful of new growing communities and that they may have different needs.</li> <li>• Community Development Workers continue to advise and guide new and existing groups on equality and diversity to ensure they are fully inclusive and accessible by all</li> </ul>
<p><b>C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.</b></p> <ul style="list-style-type: none"> <li>• Activities and events will continue to be monitored and evaluated, ensuring that the services continue to meet needs and making changes as appropriate and where necessary</li> </ul>

<b>D. CONCLUSIONS</b>			
<b>D1. Was there sufficient data to complete the partial assessment?</b>	Yes?	<input checked="" type="checkbox"/>	<b>If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?</b>
	No?	<input type="checkbox"/>	
<b>D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?</b>	Yes?	<input type="checkbox"/>	<b>If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?</b>
	No?	<input checked="" type="checkbox"/>	
<b>D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?</b>	Yes?	<input checked="" type="checkbox"/>	<b>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?</b>  <b>Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when?</b> Continued commitment to use plain English and minimum technical language/jargon. <b>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?</b> No
	No?	<input type="checkbox"/>	
<b>D4. Do you have any other conclusions/outcomes from the partial assessment?</b> <ul style="list-style-type: none"> <li>Continued commitment to ensure that all engagement and development activities, events and work streams are fully inclusive and accessible to everybody</li> <li>Further discussion and decisions are required on the level of equalities data detail appropriate for feedback/evaluation forms (eg sexual orientation, faith). All events and activities are fully inclusive and accessible to everybody.</li> <li>The feedback/evaluation forms are used to capture comments from those in attendance or taking part in events/meetings/activities and cover a range of issues to help the Council understand whether or not people felt their views had been heard/taken into account/changes made as a result/influenced outcomes – changes may be made according to the responses on the forms</li> <li>The forms also include questions to help the Council understand with whether or not people felt that these had been organised in a way that attracted a wide range of people (weekday, weekend, daytime, evening, convenient and easily accessible venues, promotional and information materials)</li> </ul>			

**ACTION PLAN for enhancing existing practice**

<b>Recommendation/ issue to be addressed</b>	<b>Planned Milestone</b>	<b>Planned completion of milestone (date)</b>	<b>Officer Responsible</b>	<b>Progress</b>
Review consultation forms and get agreement of the level of equalities data appropriate to collect at consultation and community development events	<i>Is there going to be a corporate view on this?</i>		<i>All/corporate input required</i>	
Complete Youth Consultation Strategy for Council	Final Draft for approval December 2009/ January 2010		Susannah Harris	
Complete Community Engagement Plan for Major new Communities	Final Draft for approval in October 2009		Heidi Weight	

**RESOURCES - Does the above action plan require any additional resources?**

Further resources might be required to deliver elements of the Youth Participation Strategy. Still to be confirmed and approved.

**ARRANGEMENTS FOR MONITORING - Please give your plans for monitoring the achievement of the above actions.**

Milestones will be reviewed regularly through one to one meetings with staff.

**SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance**

<b>Signature of Lead Officer</b>		<b>Date:</b>
<b>Signature of Corporate Manager or Chief Officer:</b>		<b>Date:</b>

Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.