



# **EQUALITY IMPACT ASSESSMENT**

## **Partial Assessment Form**

<b>Policy, practice, function or project assessed</b>	<b>South Cambridgeshire District Council - Emergency Planning Arrangements</b>
<b>Lead Officer</b>	<b>Lawrence Green</b>
<b>Team</b>	<b>Health &amp; Environmental Services</b>
<b>Start date of assessment</b>	<b>20<sup>th</sup> September 2010</b>
<b>Completion of assessment</b>	<b>20<sup>th</sup> September 2010</b>

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?**

Provide an appropriate & effective response to a major incident in conjunction with the emergency services and ensure a swift & seamless transition from the incident to post incident recovery.

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

The policy aims to work towards meeting the Council's aim of ensuring that South Cambridgeshire continues to be a "safe and healthy place for individuals and their families" and the corporate priority of "helping enhance quality of life".

### **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 62,000 households within the South Cambridgeshire district and of course neighbouring and regional Local Authority areas.

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

Yes, due to the potential risk to many people; in particular vulnerable and high risk groups.

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

No.

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

This is an existing policy that has developed over many years.

**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?**

Access to a variety of databases from District & County Councils, as well as information from emergency services, Health Protection Agency, and government bodies including the Environment Agency and DeFRA. Vulnerable groups could be identified by any of the above agencies

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

No direct comparison has taken place. Data has not been compared as all emergencies would be responded to.

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

No

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

The public expects availability of this service. Articles have appeared in the South Cambs magazine relating to this topic and the magazine is delivered to all 62,000 households within the South Cambridgeshire district.

**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?**

Yes, service plan issues evolve from away day meetings and team meetings.

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

Staff training organised where the need is identified. High risk sites are contacted periodically by District & County Councils.

**C1. IMPACT OF THE POLICY OR FUNCTION**

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		
The emergency plan is considered to be gender neutral because all cases are referred to the Council by the emergency services.	<b>Neutral</b>	
<b>RACE:</b> Identify the potential impact of the policy or function on different race/ethnic groups		
Comment as per 'Gender'. In addition translation services are available and can be provided.	<b>Neutral</b>	
<b>DISABILITY:</b> Identify the potential impact of the policy or function on disabled people		
Comment as per 'Gender', however the service is tailored to the needs of the individual.	<b>Positive</b>	
<b>AGE:</b> Identify the potential impact of the policy or function on different age groups		
The service would be sensitive to vulnerable groups and associated issues.	<b>Neutral</b>	
<b>SEXUAL ORIENTATION:</b> potential impact of the policy on lesbian, gay men, bisexual or heterosexual people		
Discussed and considered and no issues were raised.	<b>Neutral</b>	
<b>RELIGION/FAITH:</b> Identify the potential impact the policy on different religious/faith groups		
Discussed and considered and no issues were raised. However, officers endeavour to make themselves aware of issues surrounding religion and faith. In an emergency, we have access to faith leaders and issues including food provision would be considered.	<b>Neutral</b>	
<b>OTHER</b>		
Discussed and considered and no issues were raised.	<b>Neutral</b>	

**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.**

**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.**

Not applicable.

**C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?**

The function places no adverse barriers to people requiring this service.

**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.**

The team considered this assessment and could not think of anything.

**Lawrence Green and Geoff Keerie. 20/09/10**

<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"/>	<p><b>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?</b>  Only to watch equality issues and the changing dynamics within the South Cambridgeshire District population. No other issues identified in the action plan.</p> <p><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>  2 Years.  NB: The emergency plan is reviewed annually.</p>
	No?	<input checked="" type="checkbox"/>	<p><b>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?</b></p>

**D4. Do you have any other conclusions/outcomes from the partial assessment?**

No issues identified in the action plan or policy.

**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>
None identified				

**RESOURCES**

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

No
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**ARRANGEMENTS FOR MONITORING**

**Please give your plans for monitoring the achievement of the above actions.**

N/A
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**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>	Lawrence Green	<b>Date:</b> 20 <sup>th</sup> September 2010
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<b>Signature of Corporate Manager or Chief Officer:</b>	Geoff Keerie	<b>Date:</b> 20 <sup>th</sup> September 2010
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**Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.**