

## Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

### **Section 1: Details**

<b>Service</b>	Environmental Services
<b>Title and brief description (if required)</b>	Street Cleansing Overtime
<b>New or existing</b>	New
<b>Author/officer lead</b>	Will Griffith
<b>Date</b>	30/11/2016

#### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

Street Cleaning overtime - the working pattern of the current workforce is Monday to Friday and weekend schedules are supplemented through overtime. The proposal is to change the existing employee's contracts to working 5 days out 7 day thus giving the flexibility to utilise the workforce at the weekend at no extra cost.

#### **Who is intended to benefit and how?**

The authority will benefit through a financial saving to the running costs of the department. Management will benefit from having a more flexible workforce to draw upon in line with public and seasonal demands.

### **Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	

Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Consultation will effective staff will take place in partnership with service HR Partner

**How have you taken/will you take the potential impact and evidence into account?**

Consideration will be taken into account as to effected staff being financially reliant on the overtime offered. This will be managed through consultation, HR support and lead in time to allow staff time to plan.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Expenditure costs and monitoring of daily deliver of service.

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### **Section 1: Details**

<b>Service</b>	Environmental Services
<b>Title and brief description (if required)</b>	Car Parking – To introduce formal management of the former Kingsway Overspill Car Park
<b>New or existing</b>	New
<b>Author/officer lead</b>	David Hopwood
<b>Date</b>	30/11/16

#### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

**What is the purpose, aims and objectives?** To formalise the management of the Kingsway Overspill Car Park in Lancaster by implementing parking charges, carrying out enforcement and preventing unauthorised use of the parking area.

#### **Who is intended to benefit and how?**

All customers using the car park including shoppers and visitors and those using nearby leisure facilities such as the cycleway and the Millennium Park.

### **Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	<b>No</b>
• Discriminate unlawfully against any protected group?	Yes	<b>No</b>
• Affect the relations between protected groups and others?	Yes	<b>No</b>
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	<b>No</b>
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	<b>No</b>

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you i.e. negative or positive affect?</li> </ul>	
Age  including older and younger people and children	No impact identified
Disability	No impact identified
Faith, religion or belief	No impact identified
Gender  including marriage, pregnancy and maternity	No impact identified
Gender reassignment	No impact identified
Race	No impact identified
Sexual orientation  Including Civic Partnership	No impact identified

Rural communities	No impact identified
People on low incomes	No impact identified

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Specific proposals would be included in the consultation on the Review of Parking Fees and Charges 2017/18.

**How have you taken/will you take the potential impact and evidence into account?**

The views of the stakeholders consulted would be taken into account.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Usage and enforcement of the car park would be monitored to assess the effectiveness of the introduction of formal management.

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### **Section 1: Details**

<b>Service</b>	Environmental Services
<b>Title and brief description (if required)</b>	External Health & Safety Training
<b>New or existing</b>	New
<b>Author/officer lead</b>	Kevin McKay
<b>Date</b>	30/11/2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

**What is the purpose, aims and objectives?**

Offering external Health & Safety training to other local authorities and the private sector. Thus generating income and offering a high standard of training.

**Who is intended to benefit and how?**

Lancaster City Council would benefit from income generation by setting competitive Health & Safety training fees.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
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Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?** Training information fees would be needed and some consultation may be required in offering the service.

**How have you taken/will you take the potential impact and evidence into account?** Yes, the impact to service can be justified in terms of time and effort. Depending on demand, this would have to be taken into consideration of the impact on the service.

**How do you plan to monitor the impact and effectiveness of this change or decision?** Continuously monitoring service areas and working practices will determine the impact and effectiveness of any change/decision going forward.

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### **Section 1: Details**

<b>Service</b>	Health and Housing
<b>Title and brief description (if required)</b>	Deaths of persons residing out of area – increase interment fees
<b>New or existing</b>	Existing
<b>Author/officer lead</b>	Michael Dagger
<b>Date</b>	3 November 2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

**What is the purpose, aims and objectives?**

To raise additional income in order to boost the council’s general fund and protect services.

**Who is intended to benefit and how?**

The district as a whole, as additional income will help the council to balance its annual budget which in turn will help prevent any potential cuts in service delivery.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
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Sexual orientation  Including Civic Partnership	

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People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

N/a

**How have you taken/will you take the potential impact and evidence into account?**

N/a

**How do you plan to monitor the impact and effectiveness of this change or decision?**

The amount of additional income raised will be monitored quarterly on the council's corporate performance monitoring system, Info.

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### Section 1: Details

<b>Service</b>	Health & Housing
<b>Title and brief description (if required)</b>	Ashes Interments – Increase fees
<b>New or existing</b>	Existing
<b>Author/officer lead</b>	Michael Dagger
<b>Date</b>	3 November 2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### Section 2: Summary

**What is the purpose, aims and objectives?**

To raise additional income in order to boost the council's general fund and protect services.

**Who is intended to benefit and how?**

The district as a whole, as additional income will help the council to balance its annual budget which in turn will help prevent any potential cuts in service delivery.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
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Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

N/a.

**How have you taken/will you take the potential impact and evidence into account?**

N/a

**How do you plan to monitor the impact and effectiveness of this change or decision?**

The amount of additional income raised will be monitored quarterly on the council's corporate performance monitoring system, Info.

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### **Section 1: Details**

<b>Service</b>	Health & Housing
<b>Title and brief description (if required)</b>	Increase all Cemetery fees by 3% above annual inflationary increase
<b>New or existing</b>	Existing
<b>Author/officer lead</b>	Michael Dagger
<b>Date</b>	3 November 2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

**What is the purpose, aims and objectives?**

To raise additional income in order to boost the council’s general fund and protect services.

**Who is intended to benefit and how?**

The district as a whole, as additional income will help the council to balance its annual budget which in turn will help prevent any potential cuts in service delivery.



**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
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Sexual orientation  Including Civic Partnership	

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People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

N/a

**How have you taken/will you take the potential impact and evidence into account?**

N/a

**How do you plan to monitor the impact and effectiveness of this change or decision?**

The amount of additional income raised will be monitored quarterly on the council's corporate performance monitoring system, Info.

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### **Section 1: Details**

<b>Service</b>	Health & Housing (Environmental Health)
<b>Title and brief description (if required)</b>	‘Safer Food Direct’ : Delivering income-generating business support and advice to local food businesses
<b>New or existing</b>	New
<b>Author/officer lead</b>	Nick Howard, Public Protection Group Manager
<b>Date</b>	30.11.2016

### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

To deliver innovative, income generating services offering discretionary support and advice to food businesses over and above what could be offered in our normal regulatory role inspecting those businesses.

#### **Who is intended to benefit and how?**

Equally, the food businesses taking up these new business support and advice services and the consumers using those businesses (in terms of improved food safety compliance over and above that provided in our conventional role and regulators).

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
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Sexual orientation  Including Civic Partnership	

Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

No

**How have you taken/will you take the potential impact and evidence into account?**

N/A

**How do you plan to monitor the impact and effectiveness of this change or decision?**

N/A

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### **Section 1: Details**

<b>Service</b>	Regen + Planning
<b>Title and brief description (if required)</b>	Pre-Application Advice and Post-Application Advice
<b>New or existing</b>	Amendments to existing
<b>Author/officer lead</b>	Mark Cassidy
<b>Date</b>	12.01.17

### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

What is the purpose, aims and objectives? To encourage developers to share their development proposals with the Council at the pre-application stage, so that we can work together to achieve and deliver developments that will provide benefits to the community and the local economy.

#### **Who is intended to benefit and how?**

As above.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		<b>No</b>
• Discriminate unlawfully against any protected group?		<b>No</b>
• Affect the relations between protected groups and others?		<b>No</b>
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		<b>No</b>
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		<b>No</b>

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
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Race	
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People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

No further formal consultation or statistics. The amended policy is due to be introduced in April 2017 and we aim to liaise with developers and with Elected Members closer to the implementation date.

**How have you taken/will you take the potential impact and evidence into account?**

The process is one that is expected by Central Government as part of our planning functions; welcomed by developers as providing certainty for their proposals; and welcomed by third parties as providing the opportunity to shape proposals as they evolve through the planning process.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

All pre-application submissions are monitored and data is reported to planning committee. Data is also produced for the Portfolio Holder (via Inflo System).

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### **Section 1: Details**

<b>Service</b>	Resources - Property Group
<b>Title and brief description (if required)</b>	Revisions to room booking pricing policy
<b>New or existing</b>	Existing
<b>Author/officer lead</b>	Gary Watson
<b>Date</b>	30/11/2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

**What is the purpose, aims and objectives?**

Update the pricing structure to bring it into line with competition in the private sector

**Who is intended to benefit and how?**

The City Council and council tax payers are intended to benefit in both organisational and financial terms.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
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People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Not applicable

**How have you taken/will you take the potential impact and evidence into account?**

Not applicable

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Not applicable

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**Section 1: Details**

<b>Service</b>	Governance
<b>Title and brief description (if required)</b>	Budget growth request for to carry out a Community Governance Review
<b>New or existing</b>	New
<b>Author/officer lead</b>	Debbie Chambers and Lisa Vines
<b>Date</b>	10 January 2017

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

**Section 2: Summary**

**What is the purpose, aims and objectives?**  
 To review the community governance (arrangement of Parish and Town Councils) in the whole district to make sure they are delivering effective and convenient local government. (Basis for this is in statute; Local Government and Public Involvement in Health Act 2007. Statutory guidance indicates that a review should be carried out every 10-15 years).

**Who is intended to benefit and how?**  
 Residents in the district; with the provision of effective and convenient local government in the form of parish and town councils where they exist and the creation of new parish or town councils where appropriate.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
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**Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

**How have you taken/will you take the potential impact and evidence into account?**

**How do you plan to monitor the impact and effectiveness of this change or decision?**

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### **Section 1: Details**

<b>Service</b>	Regeneration and Planning
<b>Title and brief description (if required)</b>	Growth proposal to create new temporary post of Conservation Assistant (Standards and Compliance)
<b>New or existing</b>	New post
<b>Author/officer lead</b>	Maurice Brophy (Planning and Housing Policy Manager)
<b>Date</b>	29 November 2016

### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

To create a new temporary post of Conservation Assistant (Standards, Compliance and Enforcement). The post would be for 2 years and would permit a qualified but probably fairly experienced conservation graduate to support the work of the conservation officers.

#### **Who is intended to benefit and how?**

Conservation officers – it would allow them to focus their time on addressing the substantive challenges and processes including deadlines associated with the delivery of the local plan.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	



Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

N/A

**How have you taken/will you take the potential impact and evidence into account?**

N/A

**How do you plan to monitor the impact and effectiveness of this change or decision?**

N/A

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

## Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

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Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

### **Section 1: Details**

<b>Service</b>	Resources (Financial Services)
<b>Title and brief description (if required)</b>	Accountancy Capacity – creation of a new Accountancy Manager post.
<b>New or existing</b>	New
<b>Author/officer lead</b>	Andrew Clarke
<b>Date</b>	14 December 2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

**What is the purpose, aims and objectives?**

To provide more capacity within the accountancy section, to ensure key projects can be supported with the appropriate level of financial advice and support, and that the accountancy section can successfully adapt to future changes in accounting requirements and early closure timescales, as well as resourcing the implementation of replacement financial and non-financial IT systems.

**Who is intended to benefit and how?**

All services and Members within the Council. It will ensure the Council has sufficient resources to meet its statutory requirements in terms of the production of final accounts, provide sufficient financial support capacity for all services to draw on as and when needed, and provide capacity to ensure reports and information are provided to Members in a timely manner.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	

Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

N/A

**How have you taken/will you take the potential impact and evidence into account?**

N/A

**How do you plan to monitor the impact and effectiveness of this change or decision?**

N/A

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**Equality impact assessment form**

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**Section 1: Details**

<b>Service</b>	Environmental Services
<b>Title and brief description (if required)</b>	CCTV extension to September 2017
<b>New or existing</b>	Existing
<b>Author/officer lead</b>	Mark Davies
<b>Date</b>	17/01/17

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

**Section 2: Summary**

**What is the purpose, aims and objectives?**  
 To extend the provision of the current CCTV system to the end of September 2017, at a cost of £50K. This is to allow additional time to establish the level of external funding that can be generated towards the purchase and on-going cost of a new system.

**Who is intended to benefit and how?**  
 Residents, visitors, businesses, partner organisations and the City Council.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	

Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

The detailed business case for this will provide this information.

**How have you taken/will you take the potential impact and evidence into account?**

In preparing the business case.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

The level of external funding generated towards the proposed new CCTV system.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

## Equality impact assessment form

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### **Section 1: Details**

<b>Service</b>	Health and Housing
<b>Title and brief description (if required)</b>	Community Swimming Pools – Return the pools to their owners, Lancashire County Council on 31.3.2017 whilst evaluating the viability of community groups or schools operating the community pools in the interim.
<b>New or existing</b>	Current
<b>Author/officer lead</b>	Suzanne Lodge
<b>Date</b>	8 <sup>th</sup> Feb 2017

#### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

**No** Please return the equality form as above.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

Primary objective is to consider the possibility of an alternative management model to enable the operation of the community swimming pools to continue. The outcome in financial terms is to reduce any operating costs to the Council to zero and to promote community involvement in future management of the facilities.

#### **Who is intended to benefit and how?**

**Should the operation of the pools continue by an alternative provider then benefit will be received by Citizens.**



**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	

Rural communities	<p>There is no legal requirement to provide swimming pools. This is a discretionary power under s19 of the Local Government (Miscellaneous Provisions) Act 1976. The pools /buildings are owned by the County Council.</p> <p>Hornby pool currently serves a predominantly rural community. It is a relatively small pool with limited capacity. It is used for some local schools swimming. Even though capacity is limited, it isn't currently used to the maximum and requires a significant subsidy by the council to operate.</p> <p>The potential remains of Heysham and Carnforth Pools remaining open by transferring to local schools. The potential for Hornby to close would result in existing customers having to use an alternative pool – Carnforth being the closest. There are some other privately owned pools near to Carnforth as well.</p> <p>The nearest swimming pool provided by City Council is Carnforth – located some 6 miles away. Officers have investigated distance and travel times for schools that currently use Hornby school for school swimming to fulfil their obligations on the national curriculum, and this has shown that for all schools some pools can be reached within 30 minutes and for most schools well within this time.</p>
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

None other than that already available.

**How have you taken/will you take the potential impact and evidence into account?**

Possibility of accommodating 'school swimming' at Carnforth although ultimately that decision lies with the Educational Authority or the individual schools.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Monitor uptake at Carnforth, Heysham and SALC.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

## Equality impact assessment form

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### **Section 1: Details**

<b>Service</b>	Health & Housing (Environmental Health)
<b>Title and brief description (if required)</b>	Establishment of an additional post of Assistant Pest Control Operative
<b>New or existing</b>	New
<b>Author/officer lead</b>	Nick Howard, Public Protection Group Manager
<b>Date</b>	30.11.2016

### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

To create additional staffing capacity for income generation.

#### **Who is intended to benefit and how?**

The council’s revenue income by virtue to offering commercial pest control services more widely to businesses.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	

Rural communities	
People on low incomes	

**Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

No

**How have you taken/will you take the potential impact and evidence into account?**

N/A

**How do you plan to monitor the impact and effectiveness of this change or decision?**

N/A

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**Equality impact assessment form**

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**Section 1: Details**

<b>Service</b>	Health & Housing (Environmental Health)
<b>Title and brief description (if required)</b>	Proposed establishment of a dedicated Anti-Social Behaviour service unit
<b>New or existing</b>	New
<b>Author/officer lead</b>	Nick Howard, Public Protection Group Manager
<b>Date</b>	30.11.2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

**Section 2: Summary**

**What is the purpose, aims and objectives?**  
 To tackle anti-social behaviour more effectively as a local authority forge stronger inter-organisational working.

**Who is intended to benefit and how?**  
 Direct victims of anti-social behaviour and the wider affected communities.

### **Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?	Yes	
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	Discrimination on grounds of religion is a reasonably well understood source of anti-social behaviour. Whilst the proposed unit would primarily address individual cases and targeting of anti-social behaviour, it would work where possible within prevailing demands to engage more widely in promoting community resilience and reassurance.
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	Discrimination on grounds of ethnicity is a reasonably well understood source of anti-social behaviour. Anecdotally, there is evidence of rising racially aggravated anti-social behaviour within the Lancaster district. Whilst the proposed unit would primarily address individual cases and targeting of anti-social behaviour, it would work where possible within prevailing demands to engage more widely in promoting community resilience and reassurance.
Sexual orientation	Discrimination on grounds of sexual orientation is a reasonably well understood source of anti-social behaviour. Whilst the proposed unit would primarily address individual cases and targeting of anti-social

Including Civic Partnership	behaviour, it would work where possible within prevailing demands to engage more widely in promoting community resilience and reassurance.
Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

The impacts of this proposal are all favourable to promote equality and diversity. No further evidence is deemed needed to support it.

**How have you taken/will you take the potential impact and evidence into account?**

The impacts of this proposal are all favourable to promote equality and diversity. No further evidence is deemed needed to support it.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

The impacts of this proposal are all favourable to promote equality and diversity. No further evidence is deemed needed to support it.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).



## Equality impact assessment form

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Please also remember that this will be a public document – do not use jargon or abbreviations.

### **Section 1: Details**

<b>Service</b>	Regeneration and Planning
<b>Title and brief description (if required)</b>	Appointment of Canal Corridor North Project Officer
<b>New or existing</b>	New
<b>Author/officer lead</b>	Chief Officer (Regeneration and Planning)
<b>Date</b>	17 <sup>th</sup> October 2016

### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

To provide capacity within the service to handle the additional workload associated with the delivery of the Canal Corridor North Project.

#### **Who is intended to benefit and how?**

Existing Senior Officers by providing sufficient staff capacity and expertise to handle the additional workload. Elected Members by providing the capacity and expertise to deliver this high priority corporate project on time. The wider community in Lancaster District and its wider hinterland by providing the capacity and expertise to deliver this highly beneficial project affecting quality of life and access to services, on time.

### **Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	<p>The development will provide improved retail, leisure and cultural facilities enabling age groups with less opportunity to travel to access a better quality of services than they can in the district at present.</p> <p>The development of these improved facilities has the potential to address the demographic challenges facing the district which need to attract a sustainable workforces and encourage young people to make choices to stay in the area after education.</p>
Disability	The development will provide improved retail, leisure and cultural facilities enabling people with disabilities with less opportunity to travel to access a better quality of services than they can in the district at present.
Faith, religion or belief	The provision of a larger cultural arts venue could give a variety of faith groups more opportunity to engage in the arts.
Gender  including marriage, pregnancy and maternity	Non specifically apparent
Gender reassignment	Non specifically apparent
Race	Non specifically apparent
Sexual orientation  Including Civic Partnership	Non specifically apparent

Rural communities	The development of these facilities will enable those in the rural hinterland of Lancaster and South Lakeland to access higher levels of services locally rather than having to travel to larger conurbations for higher order services.
People on low incomes	This group typically has less ability to travel to higher order centres. The development will provide higher order services without the need to incur travel costs to access them.

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Not at this stage.

**How have you taken/will you take the potential impact and evidence into account?**

As a material part of the Planning Decision

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Patronisation of the arts hub. Retail clawback evidence.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

## Equality impact assessment form

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### **Section 1: Details**

<b>Service</b>	Regeneration and Planning
<b>Title and brief description (if required)</b>	Making Empty Homes Officer post permanent
<b>New or existing</b>	Existing
<b>Author/officer lead</b>	Chief Officer (Regeneration and Planning)
<b>Date</b>	22 <sup>nd</sup> December 2016

### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

To make the current post of Empty Homes Officer permanent (current post expires 31<sup>st</sup> March 2017).

#### **Who is intended to benefit and how?**

The wider community in Lancaster District by providing a long term resource to help bring empty homes back into use. Empty Homes are a wasted resource especially in times of housing shortage, Bringing them back into beneficial use provides economic and community benefits to the areas within which they are located. The Council can benefit financially e.g. from New Homes Bonus and by reducing money spent addressing impacts of empty homes.

### **Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age including older and younger people and children	<p>Re-occupying empty homes provides opportunities to house all sectors of the community.</p> <p>Empty properties are often at the lower end of the price bracket and could be accessible by young people new to the property market.</p> <p>Empty homes are often owned by elderly people and helping them realise the value of these assets is also of benefit.</p>
Disability	Opportunities are taken when possible to improve disabled facilities within properties benefiting from grant aid.
Faith, religion or belief	N/A
Gender including marriage, pregnancy and maternity	Non specifically apparent
Gender reassignment	Non specifically apparent
Race	Non specifically apparent
Sexual orientation Including Civic Partnership	Non specifically apparent

Rural communities	Empty properties are less prevalent in rural areas but are targeted in the same way as urban properties.
People on low incomes	See comments above in relation to young people.

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Not at this stage.

**How have you taken/will you take the potential impact and evidence into account?**

When deciding the appropriate course of action for each property.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

By maintaining database of properties brought back into use.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

## Equality impact assessment form

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### Section 1: Details

<b>Service</b>	Resources / Property Group
<b>Title and brief description (if required)</b>	Property Group Growth Budget Proposal
<b>New or existing</b>	Existing
<b>Author/officer lead</b>	Gary Watson
<b>Date</b>	30/11/2016

**Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

### Section 2: Summary

**What is the purpose, aims and objectives?**

Build capacity within Property Group to deliver:

- Strategic property management and ensure the City Council obtains value for money from its property holdings.
- Increased focus on and financial return from room bookings and events.
- Improved staff flexibility and a reduction in staff overtime payments.

**Who is intended to benefit and how?**

The City Council and council tax payers are intended to benefit in both organisational and financial terms.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	



Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Not applicable

**How have you taken/will you take the potential impact and evidence into account?**

Not applicable

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Not applicable

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## Equality impact assessment form

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### **Section 1: Details**

<b>Service</b>	Regeneration and Planning, Economic Development
<b>Title and brief description (if required)</b>	Economic development additional capacity
<b>New or existing</b>	New
<b>Author/officer lead</b>	Anne Marie Harrison
<b>Date</b>	30 <sup>th</sup> November 2016

### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.  
**No** Please return the equality form as above.

### **Section 2: Summary**

**What is the purpose, aims and objectives?** To increase capacity and resources to support the development of the local economy by promoting the district as a place to live, work, invest in and visit; working with businesses to encourage growth and to develop key sectors; developing the district’s skills base; creating more opportunities for international trade and inward investment; gaining support and funding for priority economic projects.

### **Who is intended to benefit and how?**

Businesses in terms of potential growth, development of supply chains, access to skills, business support and finance; trade and investment opportunities.  
 The community in terms of jobs, prospects, access to training and employment; higher average pay; quality of life.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	

Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?** Not at this stage. However, ongoing activities will need to be informed by reliable intelligence on needs and opportunity of businesses and the wider community. Whilst much of this information is available, it needs to be drawn together and assessed with a view to informing service delivery. This requirement is included in the proposal.

**How have you taken/will you take the potential impact and evidence into account?** Evidence will be used to inform service design and delivery, as required.

**How do you plan to monitor the impact and effectiveness of this change or decision?** Through feedback from businesses, data on the local economy and delivery of key projects.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).