



## **Lancaster City Council's Equality Impact Assessment Guidance and Form**

### **What is an equality impact assessment?**

An equality impact assessment is a way of understanding the impact that a new way of doing things might have on members of our community, in particular people from protected groups. This could be a new service, practice, policy, strategy, project or decision.

Protected groups include age, disability, faith, religion or belief, gender (including marriage, pregnancy and maternity), gender reassignment, race and sexual orientation (including Civil Partnership).

Please note: the impact on rural communities and people on low incomes must also to be considered.

### **Why do I need to carry out an equality impact assessment?**

Part of the council's core purpose is to *'provide a range of customer focused services and offer value for money and meet the needs of people who live, work and visit the district'* and to *'maintain a cohesive community by ensuring we understanding the needs of our communities and provide equality of access to our services and employment opportunities'*.

It is therefore important that we collect and use information about our community to help us to understand how service changes and decisions might impact on the local community.

Our corporate *Ethos* makes it clear that in our stewardship role the council has a responsibility for *'ensuring the social, economic and environmental wellbeing of the local area'* and that in terms of social justice that *'the values of local government are founded on equality and meeting community needs'*.

Therefore we should consider how everything we do will impact on the communities that we serve. This should lead to more informed decision making, more customer focussed, cost effective, efficient services for local people.

When delivering services and employment, the council has a general equality duty to consider the need to:

- Eliminate unlawful discrimination, harassment, victimisation or other unlawful conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

### **How do I carry out an equality impact assessment?**

A simple form has been developed to assist services with carrying out equality impact assessments.

The form provides a consistent approach to equality impact assessment, however, it is more important that we consider how everything we do will impact on the local community and that action is taken to mitigate impact. The form provides a way of recording this.

The council's 'getting to know our communities' data will help services to assess potential impact on protected groups. This provides both local and national statistics and is available on the Elsie equality and diversity page (via HR).

All councils have to produce similar information, therefore it may be useful to do a web search rather than starting from scratch.

An example of a completed form is also available on the Elsie equality and diversity page (via HR).

### **When do I need to carry out equality impact assessment?**

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

For example:

- A change in a current service or introduction of a new service
- The review of a current policy/strategy or the development of a new policy/strategy
- The start of a new project or when making a decision.

A decision making flow chart is available on the Elsie equality and diversity page (via HR).

An equality impact assessment form will need to be completed as an appendix to decision making committee reports eg Cabinet, Council.

Please note: the outcomes of your equality impact assessment should be used to inform your reports.

Please refer to the report writing guidelines on Elsie or contact democratic services for advice on this.

### **Who should carry out equality impact assessment?**

An equality impact assessment should be carried out by the officer leading on above examples.

### **Who can I contact for support and guidance?**

Equality impact assessment support is available from the HR and Organisational Development Team.

## 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>	Lancaster Town Centre Public Spaces Protection Order 2015 (Anti-Social Behaviour, Crime and Policing Act 2014)
<b>New or existing</b>	New
<b>Author/officer lead</b>	Craig Brown
<b>Date</b>	6 October 2016

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

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

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### **Section 2: Summary**

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

Lancaster City Council is proposing to introduce a PSPO within the city centre. A breach of the order is a criminal offence that can result in the offender being report to the court or the breach being discharged by Fixed Penalty Notice.

Restrictions on the proposed behaviours may have an impact on protected characteristics or other strategic equalities considerations, in particular the safeguarding of children and vulnerable adults, mental well-being and community resilience, and disability. The impact on all factors has been considered.

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

PSPO's were created by the Anti-Social Behaviour, Crime and Policing Act 2014 and are intended to deal with any nuisance or problem in a defined area that is detrimental to the local community's quality of life. A PSPO can impose restrictions on the use of an area

which applies to everyone. The aim is to stop individuals or groups committing anti-social behaviour in public spaces.

### **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)?		N/A
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No
The Public Spaces Protection Order will not have any effect on the 9 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.		

<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	There is no evidence that this will impact on any specific person based on their age.
Disability	There is no evidence that this will impact on any specific person based on their disability.
Faith, religion or belief	There is no evidence that this will impact on any specific person based on their beliefs or religion.
Gender  including marriage, pregnancy and maternity	There is no evidence that this will impact on any specific person based on gender.
Gender reassignment	There is no evidence that this will impact on any specific person based on gender reassignment.
Race	There is no evidence that this will impact on any specific person based on race.
	There is no evidence that this will impact on any specific person based on sexual orientation.

Sexual orientation  Including Civic Partnership	
Rural communities	The order is proposed in and around the City Centre and will not have an impact on the rural communities.
People on low incomes	There is evidence that the requirement to pay a fine if a PSPO condition is breached this will impact on 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?**

Controls will be in place through an Enforcement Protocol. This will assist enforcement officers and provide guidance when they were dealing with a potential breach of the order and ensure the first consideration is the welfare of the individual they are dealing with.

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

Through monitoring of breaches, enforcement and outcomes.

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).