

Appendix E



Equality Impact Assessment (EIA)

Name of Policy or Practice	Corporate Plan: 2017 – 2022		
Head of Service responsible for the Policy or Practice	Iwan Davies, Chief Executive		
Name of officer (s) completing impact assessment form	Hannah Edwards (PSB Development Officer)		
Service	CIDT	Date of Assessment	December 2016

EIA Completed by :		EIA Agreed by Head of Service :	
Date	December 2016	Date	December 2016
Name(s)	Hannah Edwards	Name	Iwan Davies
Signature(s)		Signature	

STEP 1 – Identify the Main Aims and Objectives of the Policy or Practice

1. What is being assessed? (*Please double click on the box and select 'checked' as appropriate to cross X*)

- New and revised policies or practices
- New procedures (which modify service delivery or employment practices)
- Service review or re-organisation proposals which affect the community and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year
- Decisions affecting service users, employees or the wider community
- New project proposals affecting staff, communities or accessibility to the built environment, eg, new construction work or adaptations to existing buildings
- Other please explain in the box below:

n/a

2. What are the overall aims and objectives of the policy or practice?

The Corporate Plan sets out the Council's key priorities, identifying where we want to focus special attention over the next five years to support the people who live, work and visit the County Borough of Conwy.

The Corporate Plan also incorporates the statutory obligation within part 2 of the Well-being of Future Generation (Wales) Act 2015 - to have a Well-being Plan which sets out our Well-being Objectives. The Corporate Plan contains a Well-being Statement which outlines why the Council considers that meeting the objectives contribute to the achievement of the well-being goals and how we have considered the sustainable development principle in the development of the well-being objectives.

The Corporate Plan also fulfils the statutory obligation to plan for continuous improvement as set out in the Local Government (Wales) Measure 2009. This is supported by the Wales Programme for Improvement Guidance 2010. The measure requires all Local Authorities in Wales to make arrangements to secure continuous improvement.

The priorities / well-being objectives have been developed through community engagement and analysis of the assessment of well-being.

3. Who is the policy or practice intended to help or benefit (stakeholders)?

For all people who work, live and visit Conwy County Borough.

4. Who are the main consultative groups or communities of interest?

Citizens, Town & Community Councils, the Youth Council, local businesses (and their network representatives), trade unions, voluntary sector organisation, public sector partners, Elected Members, Senior Managers, Council Staff, Future Generations Commissioner, Welsh Government, Welsh Audit Office.

STEP 2 - Consider Existing Information and What This Tells You

When completing this section, you need to consider if you have sufficient information with which to complete your EIA, or whether you need to undertake a period of engagement/consultation before continuing. The legislation relating to the EIA process requires you to **engage and involve people who represent the interests of those who share one or more of the protected characteristics and with those who have an interest in the way you carry out your functions**. This needs to be proportionate to the policy or practice being Equality Impact Assessed. You may have already recently undertaken consultation specifically on this policy or practice. Other officers within CCBC may have carried out engagement work which will be relevant to this EIA and you can review the Community Involvement Database to find out what engagement activities have taken place in Conwy and establish if this is relevant. If you have very little or no information from previous engagement that is relevant to this EIA, you should consider undertaking some engagement work with your stakeholders and with relevant representative groups to ensure that you do not unwittingly overlook the needs of each protected group.

5. What do you already know about the impact on each protected characteristic from your experience of current service delivery or previous engagement or consultation? You could refer to the Initial Equality Impact Assessment Screening Form and the Community Involvement Database.

Protected Group	Relevance of the policy / practice by protected characteristic
Race	General Statistics <ul style="list-style-type: none">95.4% of the population in the county are White British, 2.3% are white not British and 2.3% are mixed race or other ethnic group54.4% of the population in the county were born in Wales, and 4.3% of the population in Conwy were born outside of the UK.

Protected Group	Relevance of the policy / practice by protected characteristic
	<ul style="list-style-type: none"> • 47.6% of residents in Conwy County Borough consider themselves to be Welsh, compared to 65.8% in Wales. • 5.8% of all children educated in Conwy schools are other than white British • The ‘Review of the evidence on inequality in Access to Health Services in Wales 2014’ reports that ethnic minority groups continue to be faced with barriers, such as: the sex of the GP may represent a barrier for Gypsy or Traveller people; language barriers among some BME groups may impede their understanding of health advice received. • In 2013/14 there were 1,809 hate crimes reported in Wales to the police, of which 1,368 (76%) were race hate crimes. <p>Feedback from engagement</p> <ul style="list-style-type: none"> • We have had feedback that BME people do not always know what services are provided by the Authority or understand how to access specific services. BME people may have specific cultural requirements which we need to take account of when providing information and delivering a service. <i>Communication Strategy</i> • Highlighted the need for a clearer definition of Hate Crime. <i>Strategic Equality Plan</i> • The lack of counselling available for ethnic minority groups in their own languages was highlighted, especially amongst older people. <i>Strategic Equality Plan</i>
Disability	<p>General Statistics</p> <ul style="list-style-type: none"> • According to the 2011 Census, 24.2% of the population of Conwy have a limiting long term illness. This means that up to a quarter of our customers may have specific requirements of the service they receive. • 21.2% of the population (according to the annual population survey 15/16) had a work-limiting disability. • Statistically disabled people are more likely to be short listed for a job but less likely to be offered a post. • 23% of disabled people had to turn down a job due to lack of accessible transport. • In 2013/14 there were 1,809 hate crimes reported in Wales to the police, of which 122 (8%) were disability hate crimes. <p>Feedback from engagement</p> <ul style="list-style-type: none"> • We have had feedback requesting that planners and designers to have a greater understanding of access needs and that physical barriers remain for people with visual impairments. <i>Local Development Plan</i> • Barriers include BSL interpretation provision, language (other than Welsh or English) and catering for people with visual impairments. <i>Communication Strategy</i>

Protected Group	Relevance of the policy / practice by protected characteristic
	<ul style="list-style-type: none"> • It was also highlighted that staff do not always understand the barriers to accessing information e.g. deaf people. <i>Communication Strategy</i> • Some concern was raised over the lack of proper employment opportunities for people with disabilities. <i>Skills development</i> • Highlighted that consideration should be given to disabled individuals who could be at risk of domestic violence in their homes and perhaps would be unlikely to report this due to the impact this could have on their care provision. <i>Safeguarding</i>
Sex	<p>General Statistics</p> <ul style="list-style-type: none"> • 51.4% of the population in the county are female, this is due mainly to the fact women live longer than men. • Men are less likely than women to access a range of health services • Physical activity rates are lower for women and girls (23%) than men and boys (38%). • Men are more likely to be more overweight or obese than women (61% of men compared to 54% of women). • Alcohol consumption (above the recommended daily guidelines) rates are higher for men than women (46% of men compared to 35% of women). • In 2015/16 53% of boys achieved Level 2 in core subjects (A* - C GCSE) compared to 59.2% of girls. • Girls report bullying as lies or rumours and more often this involves social networks. <p>Feedback from engagement</p> <ul style="list-style-type: none"> • People believed there is still a pay gap (predominantly in regards to gender but also across the other protected characteristics as well), and more focus is needed in addressing the gap. <i>Strategic Equality Plan</i>
Age	<p>General Statistics</p> <ul style="list-style-type: none"> • The county has the highest proportion of elderly population in Wales, especially for people aged 85 and over - 4% in Conwy compared to 2.6% in Wales. • The % of older people living in Conwy will increase meaning access issues will have a greater emphasis. It is predicted by 2039 the number of people aged 65 and over will increase in Conwy CB by 35% to 41,600, this will make up 35.2% of the population in Conwy. • 67% of the workforce is below 50 (hr) • Population estimates for Conwy County Borough show a big gap in the age structure between the ages of around 18 to 40.

Protected Group	Relevance of the policy / practice by protected characteristic
	<ul style="list-style-type: none"> • If past trends continue, it is predicted that by 2039 those aged under 25 will make up only 25% of the population (currently those aged under 25 = 27%). • Children in older groups are less likely to be physically active. • Children from more affluent backgrounds do more physical activity. • Older people tend to play a key role in supporting and maintaining informal social networks, which in turn bind communities and families together. • The prevalence of long-term health conditions increases with age, and such conditions account for about 70% of health and social care spending. <p>Feedback from engagement</p> <ul style="list-style-type: none"> • We have had feedback indicating there are concerns regarding dignity in care. <i>Develop new models of health and social care priority.</i> • Problems with loneliness and isolation - respondents in Conwy expressed concern that they cannot access the services that they need (physically and digitally) including facilities that can keep them active and healthy. <i>Library community hubs</i> • People also commented on the need for more opportunities for intergenerational activities in local communities that keep people connected and fit. <i>Library community hubs</i> • Comments were also received about the need for additional dementia care. <i>Develop new models of health and social care priority.</i> • Engagement responses focused on the need to provide employment opportunities for young people that will enable them to build careers locally, not just around seasonal, part time jobs. <i>Skills</i> • People felt that there could be ways of linking younger people volunteering to support for older people and gaining work experience. <i>Skills</i> • We also received views that we need more affordable modular style homes for younger people and that will attract younger people to live in the area. <i>Local Housing Strategy</i>
Religion & Belief	<p>General Statistics</p> <ul style="list-style-type: none"> • 64.7% of people who live in Conwy are Christian. • Between 2001 and 2011 there has been a decrease in the proportion of people who identify as Christian and an increase in those reporting to have no religion.

Protected Group	Relevance of the policy / practice by protected characteristic
	<ul style="list-style-type: none"> Overall, the number of people with a religion other than Christian almost doubled between 2001 and 2011 from 950 to 1,700 or 1.5% of the population in Conwy. Within this number, Muslims made up the largest religious group with 0.5% of the population in both areas. <p>Feedback from engagement</p> <ul style="list-style-type: none"> No feedback in this area.
Sexual Orientation	<p>General Statistics</p> <ul style="list-style-type: none"> There is no reliable data about the size of the gay, lesbian or bisexual population in the UK. However according to the Annual Population Survey 2015, 95% of people in Wales state that they are heterosexual and give an estimate that only 2% of the population are Gay/ Lesbian/ Bisexual or other. The 'Review of the evidence on inequality in Access to Health Services in Wales 2014' reports that LGB and LGB disabled people report fears of prejudice or maltreatment. Stonewall research has also found significant differences between the health needs of lesbian, gay and bisexual people and those of heterosexual people. Compared to heterosexual people, more lesbian and bisexual women have self-harmed, gay and bisexual men were more likely to misuse drugs more frequently and older lesbian, gay and bisexual people did not feel able to access the health services they need. <p>Feedback from engagement</p> <ul style="list-style-type: none"> It was felt that greater understanding was required by frontline staff in relation to the needs of Lesbian, Gay Bisexual and Transgender service users and of people with mental health problems. <i>Strategic Equality Plan</i>
Gender Reassignment	<p>General Statistics</p> <ul style="list-style-type: none"> No data about people who are transgender is currently available at unitary authority or national level. <p>Feedback from engagement</p> <ul style="list-style-type: none"> Highlighted the importance for transgender people to be spoken to by their chosen name rather than their birth name when receiving care in order to feel valued and part of society. <i>Strategic Equality Plan</i> It was felt that greater understanding was required by frontline staff in relation to the needs of Lesbian Gay Bisexual Transgender service users and of people with mental health problems. <i>Strategic Equality Plan</i>

Protected Group	Relevance of the policy / practice by protected characteristic
Marriage & Civil Partnership	<p>General Statistics</p> <ul style="list-style-type: none"> No data about people who are married or in a civil partnership is currently available. <p>Feedback from engagement</p> <ul style="list-style-type: none"> No feedback in this area.
Pregnancy & Maternity	<p>General Statistics</p> <ul style="list-style-type: none"> No data about people this protected group is currently available. <p>Feedback from engagement</p> <ul style="list-style-type: none"> No feedback in this area.
Welsh Language	<p>General Statistics</p> <ul style="list-style-type: none"> According to the Annual Population Survey (2015), around 36% of the population aged 3 years old or over are Welsh speakers – which is considerably above the all-Wales figure of 27%. <p>Feedback from engagement</p> <ul style="list-style-type: none"> People felt that we need to take a different approach to Welsh language in schools so that young people learn to use the language socially, not just to pass exams. <i>Welsh Language Strategy</i> We also need to ensure that there are adequate local spaces in schools to be taught through the Welsh medium. <i>School Modernisation Programme</i> People also felt that we need better reading schemes for Welsh learners and more support for English speaking parents wanting to support children in Welsh schools. <i>Education Welsh Language Strategy</i> It was also felt that whilst it is important to provide services bilingually, there needs to be a balance of Welsh language provision with effective recruitment. <i>Strategic Equality Plan, Welsh Language Standards</i> People also stressed the need for translation and interpreter services to be available for consultation and engagement events, beyond just English and Welsh and to include BSL and other languages. <i>The Big Word, Communication Strategy</i>
Other (please state)	n/a

6. Summarise the additional relevant data, research and performance management information you already have:

Data / Information	Examples
<p>The Corporate Plan has drawn upon the initial EIA screening which was undertaken for the engagement work. The Corporate plan has been developed from feedback from the community engagement exercise 'The County Conversation'. This included an analysis to ensure that we had captured feedback from every geographic area of the county and on each subject matter, as well as ensuring that the responses received represented feedback from every protected characteristic. We also looked at other community engagement feedback which has been undertaken in the last 12 months by other service areas.</p> <p>Where appropriate, all individual actions will have an EIA.</p>	<p>Initial EIA Screening Complaints Compliments Service User data Service User Feedback Inspections or Audits</p>
Research or Comparative Information	Examples
<p>The research for the development of the Corporate Plan (2017 – 2022) is based upon the Local Well-being Assessment. The Local Well-being Assessment assesses the state of the economic, social, cultural and environmental well-being in its area.</p> <p>Please see link below to the online well-being assessment – http://conwyanddenbighshirelsb.org.uk/en/home/english-wellbeing-assessment/</p> <p>The Local Well-being Assessment was produced using an engagement led approach. However it is evidenced using data and research from several sources, including Census (2011) information, public health Wales data, Office of National Statistics and research papers from professional bodies (such as Joseph Roundtree Foundation).</p>	<p>Service User Surveys Studies by Government departments or professional bodies Census data Service based projects and research How Fair Is Wales (EHRC data)</p>

7. Have you complied with the duty to Engage as described at the start of this section and are you sufficiently informed to proceed?

Yes No *(please cross as appropriate X)* If Yes, please proceed to Step 3

If No, you may wish to consider pausing at this point while you undertake engagement activities (which you should add to your action plan – Step 6). Please incorporate any information you have obtained from this additional activity in the box below and state what the key findings were:

To develop our priorities for Conwy, we wanted to speak to as many people as possible to ask their views about what works well in Conwy and what we need to focus on now and for future generations. We asked people to talk about their experiences and their communities so that we could understand a bit more about local concerns – and strengths - before drawing out County wide priorities for Conwy CBC and for other statutory public bodies working locally, including Health, the Police, Natural Resources Wales and the Fire and Rescue Authority. We wanted to avoid asking people to comment on thick documents, or pre decided strategic outcomes. We asked 5 simple open-ended questions:

1. What's the best thing about (chosen subject) in your area?
2. What's your biggest challenge about this in your area?
3. Why is this important to you?
4. Do you have any ideas how it could be made better
5. Given that all public services are facing financial cuts, who else could help deliver the change?

Firstly, with the help of Community Voice, we spoke with nearly 30 community groups, covering a range of community interests in a mix of urban and rural locations. We also communicated through Conwy CBC Elected Members and Town and Community Councils to encourage local participation.

Secondly we took to social media. We set up Twitter feeds and a Facebook page to promote the County Conversation and keep people updated about the comments we were receiving and enable people to complete questionnaires on-line. We actively promoted social media through community and voluntary groups, business networks, our statutory partners and staff. We received around 500 responses to the County Conversation.

In addition, we looked at what people had already been telling us. We know that people are regularly asked their views about service issues so we looked at community feedback we had received over the past 12 months, including rural consultations (including young farmers), Children and young people consultations and workshops, and engagement with the Strategic Equality Plan.

We Communicated with a wide cross section of the community, such as:

- ✓ Community groups and forums
- ✓ Young people
- ✓ Residents
- ✓ Persons with disabilities
- ✓ Businesses
- ✓ Faith groups
- ✓ Town & community Councils
- ✓ North wales Regional Equality Network
- ✓ Statutory bodies

This is just the start of the conversation – the County Conversation will continue so that we can regularly review this priorities plan but also so that we can develop plans with communities at a local level. A strong message from the feedback we received is that people want to be involved in the decisions about their local communities, to know what the problems are and to share the responsibility for tackling them.

STEP 3 - Procurement and Partnerships

The public sector General Duty means all public authorities need to consider the needs of different groups when designing and delivering public services. This duty also applies to private sector organisations who deliver a public function on our behalf and we need to ensure that those organisations exercise those functions by ensuring our procurement and monitoring of those services complies with the General Duty.

8. Is this policy or practice to be carried out wholly or partly by contractors or in partnership with another organisation(s)?

Yes No *(please cross as appropriate X)* If No, please proceed to Step 4

9. If yes, how will you comply with Equality, Human Rights and Welsh Language Legislation? Think about :

Procurement

- Setting out clear equality expectations in Tendering and Specification documentation
- On what you based your decisions in the award process
- That contract clauses cover legislative equality requirements
- Performance and Monitoring measures are included to monitor compliance

Partnerships

Who is responsible for :

- Equality Monitoring relevant data
- Equality Impact Assessment
- Delivering the actions from the EIA
- Ensuring that equality, human rights and Welsh Language legislation is complied with by all partners

There has been no formal tendering process involved in the development of the Corporate Plan, as the work is being undertaken by CCBC. Monitoring and Review is also taken by CCBC with external challenge undertaken by Wales Audit Office. It may be possible that some of the work we do is outsourced and where this is the case, the procurement process requires consideration of how the equality duties will be complied with by any provider organisations.

In achieving some of the outcomes, it is vital that we work in partnership .Where there are joint projects which involve a number of organisations, it will be important that agreement is reached with partner organisations on who is responsible for certain elements e.g. Equality Impact Assessment, reporting on actions, etc.

STEP 4 - Assessing the Impact

10. Is there any evidence of higher or lower take-up or satisfaction by any group(s), and if so, how is this explained?

Evidence from data gathering has identified where there are some persistent inequalities in Society and also in the outcomes for people accessing our services e.g. recruitment, education, etc. It is not feasible to list every action in the Corporate Plan. Our Strategic Equality Action Plan (2016 – 2020) has been developed to try and address some of the specific inequalities existing in Conwy and actions in this Plan will feed into the work of the Corporate Plan.

The key actions within the Corporate Plan aim to benefit all citizens. There are specific references to ensure vulnerable people are safeguarded, and improving access to mental health support. Educational attainment will include a target approach to decrease the gap between those children who receive free school meals and those who do not. Accessibility to good quality housing is another priority. The review of our approach to communication will include accessibility for those who deaf and or visually impaired. The Corporate Plan will continue with the Council's commitment to encourage the number of people who speak Welsh.

We do acknowledge in the Corporate Plan that whilst we have engaged with all protected groups, there are some groups which where we would like to increase the level of engagement over the period of the administration. This will be considered as part of the review into Conwy's engagement approach.

11. Does the geography or demography of any groups reveal anything?

There are important differences between the access and availability of our services depending on whether people live in rural or urban areas. Therefore the Corporate Plan will contain cross-cutting themes against the 8 well-being objectives, one of which is to consider the impact of policies on rural communities and protected characteristics. There is a corporate priority to review transport accessibility.

12. Do any rules or requirements or the way the policy or practice is delivered prevent or reduce the likelihood of any groups from use or access or are any other barriers created for them?

Eg: due to limited income, location, times of availability, access to buildings, information or language, eligibility rules, dress code, cultural issues

The priority to develop our libraries in to community hubs and to review transport will aim to improve accessibility to services across the county.

The development of a new communication strategy will also aim to increase people's understanding of what and where services are available for them.

The development of the County Conversation will aim to encourage all areas of the community to have their say in the most appropriate way that suits them.

13. Can any of these limitations be justified on the grounds of advancing equality of opportunity or fostering good relations between those who share a protected characteristic and those who do not?

None identified.

14. Do any of these limitations amount to unlawful discrimination?

Yes No Not Sure
(please cross as appropriate X)

If you answered Yes or Not Sure, please state on the table below, which protected group(s) it applies to and if possible explain why (including likely impact or effects of this proposed change):

Race -	Black Minority Ethnic groups Gypsies / Travellers Language
Disability -	Mobility Dexterity Blind or Visually impaired Deaf or Hearing impaired Mental Health Learning Disabilities
Sex -	Men Women
Age -	Older People, Children, Young People
Religion & Belief -	Faith communities
Sexual Orientation -	Gay, Lesbian, Bi-sexual, Heterosexual
Gender Reassignment -	A person who proposes to, starts or has changed his or her gender
Marriage & Civil Partnership -	
Pregnancy & Maternity -	
Human Rights -	Right to Education, Private and Family Life, Protection of property, etc
Welsh Speaking Communities -	
Other socially excluded groups or communities (please state) -	

15. If you answered No to Question 14, do the barriers and limitations amount to a differential impact for certain groups?

Yes No Not Sure
(please cross as appropriate X)

16. If you answered Yes or Not Sure to Question 15, please give details in the box below and explain why

The Corporate Plan details where different issues have been identified which need improvement. The focus of the Corporate Plan is to look longer term, so that whilst addressing the needs of the present, we do not have a negative impact on future generations. Whilst we are content that the Corporate Plan does not have a negative impact on certain groups, we have tried to anticipate that the actions we take now do not have a negative impact on future generations. We will monitor the actions, as set out in Section 8 to ensure that there is no negative impact on protected groups as the actions progress.

With regards to languages other than English and Welsh, the Council has access to [The Big Word](#) service. The Big Word is a 24 hour translation and interpreting service that provides access to more than 3,300 translators and interpreters in more than 234 languages. We can use Big Word services either from Council offices or when Council Officers visit home or business addresses of customers who do not speak Welsh or English. The service is mainly an interpretation service over the phone, but they do also offer a written translation service for letters and documents as well.

The Council is complying with the Welsh Language Standards. The Corporate Plan includes priorities to promote the use and take up of the Welsh language.

We have acknowledged that the Communication Strategy needs to reflect the requirements of deaf and visually impaired. This will feed into the review of the Communication Strategy.

17. Do you have enough information to make an informed judgement?

Yes No (please cross as appropriate X)

If you answered Yes, please justify:

The assessment of well-being has been developed in line with specific guidance issued to support the Well-being of Future Generations. There has been regular discussions with Welsh Government regarding the content and quality of the Assessment of Well-being to ensure that the analysis is sound and therefore any key priorities are based up informed judgement.

The process of developing the priorities reflects the Well-being of Future Generations Act 5 ways of working and was undertaken in an inclusive manner through discussion with Member and Heads of Service.

Also with the help of Community Voice, we spoke with nearly 30 community groups, covering a range of community interests in a mix of urban and rural locations. We also communicated through Conwy CBC Elected Members and Town and Community Councils to encourage local participation. We also used social media to promote the County Conversation with community and voluntary groups, business networks, our statutory partners and staff and keep people updated about the comments we were receiving. A dedicated website was also developed to enable people to complete the questionnaire on-line. We received around 500 responses to the County Conversation.

We do acknowledge in the Corporate Plan that whilst we have engaged with all protected groups, there are some groups which where we would like to increase the level of engagement over the period of the administration. This will be considered as part of the review into Conwy's engagement approach.

If you answered No, what information do you require about protected groups?

n/a

18. Is it possible to get the information needed quickly and easily, or should data collection be included in the action plan? Please give details below:

The assessment of well-being is published on a website.
<http://conwyanddenbighshirelsb.org.uk/en/home/english-wellbeing-assessment/>

STEP 5 – Dealing with Adverse or Unlawful Impact and Strengthening the Policy or Practice

In this section, you will consider whether there are any measures to reduce or remove any adverse impact. You should also explore other ways of achieving the same goal and / or alternative means of delivering a service to meet the needs of different groups.

19. What measures can you introduce to the policy or practice which could reduce or remove any unlawful impact or disadvantage?

We will be working to address the gap in educational attainment between school children who receive free school meals and those who do not.

Our review of the communication strategy will address concerns regarding access to information for the deaf and visually impaired.

The development of community hubs will improve accessibility to services across the county

The review of transport will also aim to improve accessibility.

20. What measures could be included to strengthen the policy/practice and foster good relations and advance equality of opportunity?

The review and strengthening of the County Conversation will aim to improve and foster good relations between the Council and protected characteristics. The cross cutting theme of compliance with Equalities legislation and the link to the Strategic Equality plan will also service strengthen relations.

21. What actions could you take to achieve the same goal by an alternative means?

None

STEP 6 – Action Plan

Please outline below the actions you will take to progress your proposal. These might involve carrying out additional Engagement/Involvement activities, collecting Equality data where this was not readily available to help with this EIA, undertake data analysis from future data obtained to monitor the impact of this policy/practice on an ongoing basis, any actions you need to take to ensure procurement complies with the General Duty, any arrangements you need to put in place to monitor and review the impact of this policy/practice in future, and so on.

Action	Measure of Success	Timeframe	Lead Responsibility	Add to Service Plan (✓)
Actions to be taken before EIA and policy/practice can be signed off				
The Corporate Plan will be published in draft format for further consultation with the community during March to May 2017	Positive feedback received from community that priorities are correct	3 months	CIDT	✓
Work with a local social enterprise to develop a public facing version of the Corporate Plan to improve accessibility	Completion of alternative version of the plan	5 months	CIDT & Marketing and Communication	✓
Work with the new Administration to ensure that the Corporate Plan reflects the views of the newly elected democratic voice.	Completion of new Member workshops	6 months	CIDT	✓
Actions after EIA and policy/practice signed off				
Each priority action will undertake an EIA screening to ascertain if an individual EIA is required.	Completion of EIAs	3 months	Relevant service.	✓

STEP 7 – Decision To Proceed

22. Using the information you have gathered in steps 1 – 5 above, please state on the table below whether you are able to proceed with the policy or practice and if so, on what basis?

(please cross as appropriate X)

Decision		Action
<input type="checkbox"/> Yes	Continue with policy or practice in its current form	Complete the Monitoring and Review section (Step 8) to ensure the outcomes are monitored and regularly reviewed
<input checked="" type="checkbox"/> Yes	Continue with policy or practice but with amendments for improvement	Complete Action Plan and Monitor and Review sections (Steps 6 & 8) to continually assess impact
<input type="checkbox"/> Yes	Continue with policy or practice but with amendments to remove any areas of adverse impact as identified in Step 5	Complete Action Plan (Step 6) to address any areas of adverse impact and Monitor and Review (Section 8) to continually assess impact
<input type="checkbox"/> No	Abandon this policy or practice as it is not possible to address the adverse impact, and consider alternative ways of addressing the issues	Complete Action Plan to address any issues resulting from abandoning policy and to deal with the adverse impact identified

STEP 8 – Arrangements for Monitoring Outcomes and Reviewing Data

The EIA process is an ongoing one that doesn't end when the policy/practice and EIA is agreed and implemented. There is a specific legal duty to monitor the impact of policies/practices on equality on an ongoing basis to identify if the outcomes have changed since you introduced this new policy or practice.

23. **Please outline below what arrangements you will make to monitor and review the ongoing impact of this policy or practice:**

Monitoring and Review arrangements (including where outcomes will be recorded)	Timeframe & Frequency	Lead Responsibility	Add to Service Plan (✓)
The Corporate Plan will be reviewed every 6 months and an update on progress will be presented to Elected Members. An annual report will be published in English and Welsh on our website.	6 monthly	CIDT	Yes
Actions will also be reviewed through the 6 monthly service performance reviews undertaken with each service.	6 monthly	CIDT	yes

STEP 9 – Publishing the Equality Impact Assessment

Please arrange for this completed EIA to be agreed by your Head of Service, refer to the EIA Policy regarding publishing arrangements and return a copy to the HR and Equality Officer.