

## Impact Needs/Requirement Assessment Completion Form

<b>Department:</b> Adult Social Care & Regeneration & Major Projects	<b>Person Responsible:</b> Jas Yembra
Service Area: Service Development & Commissioning	Timescale for Equality Impact Assessment :
Date:15/8/11	Completion date:15/8/11
Name of service/policy/procedure/project etc:  Advice Service	Is the service/policy/procedure/project etc:  New <input type="checkbox"/> Old <input checked="" type="checkbox"/>
Predictive <input checked="" type="checkbox"/>  Retrospective <input type="checkbox"/>	Adverse impact <input type="checkbox"/>  Not found <input checked="" type="checkbox"/> Found <input type="checkbox"/>  Service/policy/procedure/project etc, amended to stop or reduce adverse impact  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is there likely to be a differential impact on any group?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Please state below:
1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	4. Grounds of faith or belief: Religion/faith including people who do not have a religion  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Grounds of sexual orientation: Lesbian, Gay and bisexual  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	6. Grounds of age: Older people, children and young People  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Consultation conducted  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Person responsible for arranging the review: Jas Yembra	Person responsible for publishing results of Equality Impact Assessment: Not published
Person responsible for monitoring: Jas Yembra	Date results due to be published and where: post review
Signed: Jas Yembra	Date: 15/8/11

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

## Impact Needs/Requirement Assessment Completion Form

### 1. What is the service/policy/procedure/project etc to be assessed?

Advice Services funded by Regeneration & Major Projects

### 2. Briefly describe the aim of the service/policy etc? What needs or duties is it designed to meet? How does it differ from any existing services/ policies etc in this area

The services provide independent advice, assistance and advocacy, both at a generalist and specialist level across a number of categories of law.

### 3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes

### 4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

No

### 5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make you judgement separately (by race, gender and disability etc).

A formal decision is yet to be made for the proposed extensions however; there is unlikely to be any major impact on any specific client group as services will continue to be provided for the next six months.

### 6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

None

### 7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

A formal decision on funding has not been made on the proposed extension for six months; presently no consultation has taken place with any of the stakeholders.

### 8. Have you published the results of the consultation, if so where?

No

### 9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No

### 10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

Neutral impact

### 11. If the impact cannot be justified, how do you intend to deal with it?

N/A

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12. What can be done to improve access to/take up of services?

Increased partnership working and referral mechanisms.

13. What is the justification for taking these measures?

Provides for a better understanding of the services for the purposes of signposting, referral mechanisms allow agencies to make better use of the available resources in the borough.

14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

On-going monitoring information is received quarterly from providers; this is reviewed and discussed as appropriate with a particular emphasis on any change in the profile of services users.

15. What are your recommendations based on the conclusions and comments of this assessment?

The proposal to extend the services will not have an adverse impact on the residents in the borough.

Should you:

1. Take any immediate action?
2. Develop equality objectives and targets based on the conclusions?
3. **Carry out further research? Post the advice review**

16. If equality objectives and targets need to be developed, please list them here.

It may be necessary to develop objectives and targets upon completion of the advice review.

17. What will your resource allocation for action comprise of?

Continued monitoring of quarterly data to be adjusted in line with the outcome of the review.

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment: Jas Yembra

Full name (in capitals please): Jas Yembra Date: 15/8/11

Service Area and position in the council: H&CC Procurement & Contract Monitoring Officer

Details of others involved in the assessment - auditing team/peer review:

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**