

APPENDIX D

Equality & Human Rights Impact Assessment (EHRIA)

This Equality and Human Rights Impact Assessment (EHRIA) will enable you to assess the **new, proposed or significantly changed** policy/ practice/ procedure/ function/ service** for equality and human rights implications.

Undertaking this assessment will help you to identify whether or not this policy/ practice/ procedure/ function/ service** may have an adverse impact on a particular community or group of people. It will ultimately ensure that as an Authority we do not discriminate and we are able to promote equality, diversity and human rights.

Before completing this form please refer to the EHRIA [guidance](#), for further information about undertaking and completing the assessment. For further advice and guidance, please contact your [Departmental Equalities Group](#) or equality@leics.gov.uk

***Please note: The term 'policy' will be used throughout this assessment as shorthand for policy, practice, procedure, function or service.*

Key Details	
Name of policy being assessed:	Communities & Wellbeing Strategy 2016-20
Department and section:	Adults & Communities Communities & Wellbeing Service
Name of lead officer/ job title and others completing this assessment:	Linsey Vincent Project Manager Transformation Unit
Contact telephone numbers:	0116 2565155
Name of officer/s responsible for implementing this policy:	Nigel Thomas (Head of Service) Franne Wills (Head of Service)
Date EHRIA assessment started:	26 th October 2015
Date EHRIA assessment completed:	

Section 1: Defining the policy

Section 1: Defining the policy

You should begin this assessment by defining and outlining the scope of this policy. You should consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights, as outlined in Leicestershire County Council's Equality Strategy.

1	<p>What is new or changed in this policy? <i>What has changed and why?</i></p> <p>The continuing financial challenges that Leicestershire County Council face mean that in order to deliver services within the financial envelope available, the Communities and Wellbeing Service need to develop a strategy that will provide a framework in which to deliver its services with the allocated resources determined by the County's Medium Term Financial Strategy (MTFS)</p> <p>The (new) C&W Strategy details the approach Leicestershire's Adults & Communities Department's Community & Wellbeing service will take to the delivery of its range of cultural, educational and support services from 2016. The services affected include:</p> <ul style="list-style-type: none">• Libraries• Museums and Heritage Sites• Records and Archives• Adult Education• Care Online <p>The strategy identifies three strands of activity within its service offer:</p> <ul style="list-style-type: none">• Enabling and supporting communities;• Enabling access to services• Supporting key strategies in reducing and preventing need.
2	<p>Does this relate to any other policy within your department, the Council or with other partner organisations? <i>If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.</i></p> <p>The strategy that has been developed is consistent with the council's (draft) strategy for adult social care (The Adult Social Care Strategy – "Promoting Independence, Supporting Communities") which focuses on promoting independence and reducing demand for services by building social capital and access to universal services. This strategy identifies four ways of managing need, the C&W strategy focuses on two of these:</p> <ul style="list-style-type: none">• Preventing Need• Delaying Need <p>The strategy will also contribute to outcomes of other current local strategies including:</p> <ul style="list-style-type: none">• Leicestershire County Council's Community Strategy• Better Care Together• The Joint Health and Wellbeing Strategy for Leicestershire

	<p>The strategy takes into account legal and statutory requirements as well as the objectives of other local strategies and recognised best practice:</p> <ul style="list-style-type: none"> • There is a statutory duty to deliver a “comprehensive and efficient” “library service which it determines according to local need and analysis”. • There is a power conferred on the local authority to enable Adult Education • There is a statutory duty to make provision to retain and make accessible the public record. • There are legal requirements regarding the access to and care of accessioned museum collections. 		
3	<p>Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?</p> <p>Due to the universal nature of (some) of the services available via the C&W Service all Leicestershire residents will be affected by the changes following the implementation of the strategy. In addition, the particular protected groups or communities who are able to access the targeted service offer could include:</p> <ul style="list-style-type: none"> • Children and young people • People with learning disabilities • Older People • People with dementia • People with mental ill health • Prisoners and those in Young Offenders Institutions 		
4	<p>Will this policy meet the Equality Act 2010 requirements to have due regard to the need to meet any of the following aspects? (Please tick and explain how)</p>		
	Yes	No	How?
Eliminate unlawful discrimination, harassment and victimisation		X	
Advance equality of opportunity between different groups	X		The C&W service will enable access to range of services including libraries, museums and heritage sites, records and archives and Adult Education to all Leicestershire residents as part of its universal service offer. This will then be enhanced by a targeted service offer(s) linked to specific strategies to reduce/prevent need amongst particular groups. Without these targeted service offer(s) these groups may not otherwise be able to access these services.
Foster good relations between different groups	X		The C&W universal service offer will be available to all Leicestershire residents thereby attracting people from different communities and groups to the opportunities offered by the service.

Section 2: Equality and Human Rights Impact Assessment (EHRIA) Screening

Section 2: Equality and Human Rights Impact Assessment Screening

The purpose of this section of the assessment is to help you decide if a full EHRIA is required.

If you have already identified that a full EHRIA is needed for this policy/ practice/ procedure/ function/ service, either via service planning processes or other means, then please go straight to [Section 3](#) on Page 7 of this document.

Section 2

A: Research and Consultation

		Yes	No*
5.	Have the target groups been consulted about the following?		X
	a) their current needs and aspirations and what is important to them;		X
	b) any potential impact of this change on them (positive and negative, intended and unintended);		X
	c) potential barriers they may face		X
6.	If the target groups have not been consulted directly, have representatives been consulted or research explored (e.g. Equality Mapping)?		X
7.	Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?		X
8.	*If you answered 'no' to the question above, please use the space below to outline what consultation you are planning to undertake, or why you do not consider it to be necessary.		
	<p>A report regarding the (draft) strategy will be taken to Cabinet in January 2016 requesting permission to commence a three month period of consultation/engagement with a range of stakeholders including:</p> <ul style="list-style-type: none"> • Leicestershire residents • C&W Staff • Partner organisations (Health, Districts & Boroughs, other LCC departments, etc.) • Target groups (e.g. children and young people) • Other service providers (e.g. community managed libraries, community museums, etc.) <p>The outcomes of this consultation will then be reported back to Cabinet in Summer 2016 and will inform the final version of the strategy that is published</p>		

	and its subsequent implementation.
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Section 2
B: Monitoring Impact

9.	Are there systems set up to:	Yes	No
	a) monitor impact (positive and negative, intended and unintended) for different groups;		X
	b) enable open feedback and suggestions from different communities		X

Note: If no to Question 8, you will need to ensure that monitoring systems are established to check for impact on the protected characteristics.

a) A full EHRIA report will be completed following consultation, taking account of impacts identified in feedback along with data from other sources within the services. An Equalities Improvement Plan will be produced as part of this exercise, identifying actions required to address any discrimination and reviewing their outcomes and effectiveness at an appropriate later date.

b) All users of C&W services and other stakeholders are able to submit complaints, commendations and comments either via the council’s generic process or directly to the service. This is a method by which users can notify the council of impacts.

Section 2
C: Potential Impact

10.	Use the table below to specify if any individuals or community groups who identify with any of the ' protected characteristics ' may <u>potentially</u> be affected by this policy and describe any positive and negative impacts, including any barriers.			
		Yes	No	Comments
	Age	X		<p>Analysis of library user data and responses to recent consultation regarding library services indicate that 33% of all library users (static and mobile libraries) are aged 0-17. In comparison 15% of all library users are aged 65 plus. However, this figures increases to 30% for mobile libraries only. Therefore, consultation/engagement regarding the draft strategy should include some focused activity with these groups.</p> <p>As part of the work to support</p>

			<p>key strategies targeted service offers, programmes of services, activities and opportunities for specific age groups are likely to be developed and provided.</p> <p>Attention should be paid across all areas of the service to issues of physical access, and formatting of information and other materials.</p>
	Disability	X	<p>All disability-related issues (physical disability, sensory impairment, learning disability and mental health conditions) must be taken account of in the planning and provision of both the universal and targeted service offers.</p> <p>As part of the work to support key strategies programmes of services, activities and opportunities for people with a specific disabilities, impairments or health conditions may be developed and provided.</p> <p>Attention should be paid across all areas of the service to issues of physical access, and formatting of information and other materials.</p>
	Gender Reassignment	X	No disadvantage identified
	Marriage and Civil Partnership	X	No disadvantage identified
	Pregnancy and Maternity	X	<p>C&W services provide a useful information point for women in pregnancy and during maternity. Although this type of information may be provided elsewhere e.g. GP surgeries, pregnancy/maternity services.</p> <p>As part of the work to support key strategies programmes of services, activities and opportunities for women and their partners during</p>

				pregnancy/maternity may be developed and provided.
	Race	X		<p>The C&W Service is committed to providing culturally and racially appropriate services across its entirety.</p> <p>As part of the work to support key strategies programmes of services, activities and opportunities for those of particular race(s) may be developed and provided.</p>
	Religion or Belief		X	<p>The C&W Service is committed to providing services across its entirety appropriate to those of all religions and beliefs.</p> <p>As part of the work to support key strategies programmes of services, activities and opportunities for those following a particular religion or belief may be developed and provided.</p>
	Sex		X	<p>Analysis of library user data shows that 59% of all library users (static and mobile libraries) are female and 41% are male.</p> <p>In comparison 77% of respondents to a recent consultation regarding the mobile library service were female. Therefore, it may be useful for the consultation/engagement regarding the draft strategy to include some focused activity to maximise responses from male stakeholders/service users.</p>
	Sexual Orientation		X	<p>The C&W Service is committed to providing services across its entirety appropriate to those of all sexual orientations.</p> <p>As part of the work to support key strategies programmes of services, activities and opportunities for those of a</p>

				particular sexual orientation may be developed and provided.
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities		X	As part of the work to support key strategies programmes of services, activities and opportunities for those of other groups may be developed and provided. Potentially these could include those at risk of rural isolation, deprived or disadvantaged communities, those with particular health conditions and carers.
	Community Cohesion	X		C&W service provide opportunities for individuals, groups and communities to come together to share experiences and learn from each other. These types of cultural activities enable people to find out about themselves and where they have come from as well as leading to greater understanding of other groups and communities. Thereby enhancing people's quality of life by developing their sense of belonging and by bringing communities together and making them stronger.
11.	<p>Are the human rights of individuals <u>potentially</u> affected by this proposal? Could there be an impact on human rights for any of the protected characteristics? (Please tick)</p> <p>Explain why you consider that any particular article in the Human Rights Act may apply to your policy/ practice/ function or procedure and how the human rights of individuals are likely to be affected below: [NB. Include positive and negative impacts as well as barriers in benefiting from the above proposal]</p>			
		Yes	No	Comments
	Part 1: The Convention- Rights and Freedoms			
	Article 2: Right to life		X	

	Article 3: Right not to be tortured or treated in an inhuman or degrading way		X	
	Article 4: Right not to be subjected to slavery/ forced labour		X	
	Article 5: Right to liberty and security		X	
	Article 6: Right to a fair trial		X	
	Article 7: No punishment without law		X	
	Article 8: Right to respect for private and family life	X		C&W services are an important source of information, knowledge and opportunities to assist some people (e.g. in low income households) to enjoy a similar quality of home life to more wealthy neighbours.
	Article 9: Right to freedom of thought, conscience and religion	X		C&W services are an important source of Impartial information which may be difficult to obtain elsewhere, e.g. concerning legal rights for minority cultures and religions.
	Article 10: Right to freedom of expression		X	
	Article 11: Right to freedom of assembly and association		X	
	Article 12: Right to marry		X	
	Article 14: Right not to be discriminated against		X	
Part 2: The First Protocol				
	Article 1: Protection of property/ peaceful enjoyment		X	
	Article 2: Right to education		X	
	Article 3: Right to free elections		X	
Section 2				
D: Decision				
12.	Is there evidence or any other reason to suggest that:		Yes	No
	a) this policy could have a different affect or adverse impact on any section of the community;		X	
				Unknown

	b) any section of the community may face barriers in benefiting from the proposal	X		
13.	Based on the answers to the questions above, what is the likely impact of this policy			
	No Impact <input type="checkbox"/>	Positive Impact <input type="checkbox"/>	Neutral Impact <input type="checkbox"/>	Negative Impact or Impact Unknown <input checked="" type="checkbox"/>
Note: If the decision is 'Negative Impact' or 'Impact Not Known' an EHRIA Report is required.				
14.	Is an EHRIA report required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Section 2: Completion of EHRIA Screening

Upon completion of the screening section of this assessment, you should have identified whether an EHRIA Report is required for further investigation of the impacts of this policy.

Option 1: If you identified that an EHRIA Report is required, continue to [Section 3](#) on Page 7 of this document to complete.

Option 2: If there are no equality, diversity or human rights impacts identified and an EHRIA report is not required, continue to [Section 4](#) on Page 14 of this document to complete.

Section 3: Equality and Human Rights Impact Assessment (EHRIA) Report

Section 3: Equality and Human Rights Impact Assessment Report

This part of the assessment will help you to think thoroughly about the impact of this policy and to critically examine whether it is likely to have a positive or negative impact on different groups within our diverse community. It is also to identify any barriers that may detrimentally affect under-represented communities or groups, who may be disadvantaged by the way in which we carry out our business.

Using the information gathered either within the EHRIA Screening or independently of this process, this EHRIA Report should be used to consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council's Equality Strategy.

Section 3

A: Research and Consultation

When considering the target groups it is important to think about whether new data needs to be collected or whether there is any existing research that can be utilised.

- 15.** Based on the gaps identified either in the EHRIA Screening or independently of this process, how have you now explored the following and what does this information/data tell you about each of the diverse groups?
- a) current needs and aspirations and what is important to individuals and community groups (including human rights);
 - b) likely impacts (positive and negative, intended and unintended) to individuals and community groups (including human rights);
 - c) likely barriers that individuals and community groups may face (including human rights)

16.	Is any further research, data collection or evidence required to fill any gaps in your understanding of the potential or known affects of the policy on target groups?
When considering who is affected by this proposed policy, it is important to think about consulting with and involving a range of service users, staff or other stakeholders who may be affected as part of the proposal.	
17.	Based on the gaps identified either in the EHRIA Screening or independently of this process, <u>how</u> have you further consulted with those affected on the likely impact and <u>what</u> does this consultation tell you about each of the diverse groups?
18.	Is any further consultation required to fill any gaps in your understanding of the potential or known effects of the policy on target groups?

Section 3**B: Recognised Impact**

19.	Based on any evidence and findings, use the table below to specify if any individuals or community groups who identify with any 'protected characteristics' are <u>likely</u> be affected by this policy. Describe any positive and negative impacts, including what barriers these individuals or groups may face.	
		Comments
	Age	
	Disability	
	Gender Reassignment	
	Marriage and Civil Partnership	
	Pregnancy and Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities	
	Community Cohesion	

20.	Based on any evidence and findings, use the table below to specify if any particular Articles in the Human Rights Act are <u>likely</u> apply to your policy. Are the human rights of any individuals or community groups affected by this proposal? Is there an impact on human rights for any of the protected characteristics?	
	Comments	
Part 1: The Convention- Rights and Freedoms		
Article 2: Right to life		
Article 3: Right not to be tortured or treated in an inhuman or degrading way		
Article 4: Right not to be subjected to slavery/ forced labour		
Article 5: Right to liberty and security		
Article 6: Right to a fair trial		
Article 7: No punishment without law		
Article 8: Right to respect for private and family life		
Article 9: Right to freedom of thought, conscience and religion		
Article 10: Right to freedom of expression		
Article 11: Right to freedom of assembly and association		
Article 12: Right to marry		
Article 14: Right not to be discriminated against		
Part 2: The First Protocol		
Article 1: Protection of property/ peaceful enjoyment		
Article 2: Right to education		
Article 3: Right to free elections		

Section 3

C: Mitigating and Assessing the Impact

Taking into account the research, data, consultation and information you have reviewed and/or carried out as part of this EHRIA, it is now essential to assess the impact of the policy.

21. If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons.

N.B.

i) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.

ii) If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

22. Where there are potential barriers, negative impacts identified and/or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

- a) include any relevant research and consultations findings which highlight the best way in which to minimise negative impact or discrimination
- b) consider what barriers you can remove, whether reasonable adjustments may be necessary, and how any unmet needs that you have identified can be addressed
- c) if you are not addressing any negative impacts (including human rights) or potential barriers identified for a particular group, please explain why

Section 3

D: Making a decision

- 23.** Summarise your findings and give an overview as to whether the policy will meet Leicestershire County Council's responsibilities in relation to equality, diversity, community cohesion and human rights.

Section 3

E: Monitoring, evaluation & review of your policy

- 24.** Are there processes in place to review the findings of this EHRIA and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

- 25.** How will the recommendations of this assessment be built into wider planning and review processes?
e.g. policy reviews, annual plans and use of performance management systems

**Section 3:
F: Equality and human rights improvement plan**

Please list all the equality objectives, actions and targets that result from the Equality and Human Rights Impact Assessment (EHRIA) (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.

Equality Objective	Action	Target	Officer Responsible	By when

Section 4: Sign off and scrutiny

Upon completion, the Lead Officer completing this assessment is required to sign the document in the section below.

It is required that this Equality and Human Rights Impact Assessment (EHRIA) is scrutinised by your [Departmental Equalities Group](#) and signed off by the Chair of the Group.

Once scrutiny and sign off has taken place, a depersonalised version of this EHRIA should be published on Leicestershire County Council's website. Please send a copy of this form to louisa.jordan@leics.gov.uk, Members Secretariat, in the Chief Executive's department for publishing.

Section 4

A: Sign Off and Scrutiny

Confirm, as appropriate, which elements of the EHRIA have been completed and are required for sign off and scrutiny.

Equality and Human Rights Assessment Screening

Equality and Human Rights Assessment Report

1st Authorised Signature (EHRIA Lead Officer):

Date:

2nd Authorised Signature (DEG Chair):

Date: