



Nottingham
City Council

Equality Impact Assessment (EIA)

Council Plan 2015-2019

October 2015

1. About the policy, practice, service or function you are assessing

	Question	Response/ findings
1.1	<p>What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?</p>	<ul style="list-style-type: none"> • The Council Plan provides an opportunity to advance equality across the city with benefits to all communities • The main aim of the Council Plan is to set out the Council’s priorities for the next four years (2015-19) and the actions that will be taken to deliver them. The Plan allows the Council to communicate its priorities to Council colleagues and the wider community and key stakeholders such as partners, Councillors and citizens. • Additional information contained within the Plan includes key achievements made since 2007.
1.2	<p>Who implements, carries out or delivers the policy, practice, service or function?</p> <p>Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements</p>	<ul style="list-style-type: none"> • The Plan is owned by the Council Executive and Corporate Leadership Team (CLT). • It is implemented by all colleagues through key links being made between the priorities and key outcomes, business/service plans and individual performance appraisals. • Each deliverable in the Council Plan is specifically allocated to a service director • The delivery of some of these is dependent on partners, which is identified in the commentary in the supporting delivery plan.

	Question	Response/ findings
1.3	Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?	<ul style="list-style-type: none"> • All external customers, citizens, businesses and people visiting the area could be impacted by the deliverables set out within the Council Plan as they cut across all directorates and most services. There are, however, specific deliverables that will directly impact on particular groups of the community such as those with mental health issues. • Internally, colleagues may also be impacted by a change in the priorities as this could result in a shift in resources. Moreover, the Council Plan deliverables will have specific implications for some colleagues as they will lead to more work or a change in work. • The impact of any specific actions or projects relating to the Council Plan should be set out within EIAs that have been specifically carried out in these areas. The responsibility for completing assessments on actions/projects in the Council Plan falls with the relevant directorate.

	Question	Response/ findings
1.4	What existing or previous inspections of the policy, practice, service or function are there? What did they tell you?	<ul style="list-style-type: none"> • The contents of the Council Plan is reviewed on an annual basis by the Executive and Corporate Leadership Team to make sure that it continues to reflect the priorities of the Council. • The Council Plan was reviewed by the Council’s Communications & Marketing Team to make sure that it is written in Plain English. This helps to minimise the creation of barriers to understanding the information presented. In addition to this, copies of the Plan will be made available in different formats and languages on request. • Specific contact details are also included in the Council Plan booklet and any feedback on the document will be captured through Have Your Say. • The priorities and key outcomes in the Council Plan 2015-19 Plan better reflect the current needs of the area and any partnership priorities. • Progress against the Council Plan’s priorities will be reported to citizens and stakeholders at least bi-annually via the Council’s website and through the Nottingham Arrow. • Its delivery plan will be reviewed on an annual basis to ensure it remains relevant, manageable and takes into consideration any changes that may take place. • Portfolio Holders and Executive Panel will receive progress reports on a quarterly basis which are public meetings so the information will be publically available then too. • Information on the progress of the Council Plan is available internally through the Council’s performance management system – Covalent.
1.5	What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring	The Council Plan can be made available in different formats and in different languages on request. Over the past 24 months there were no requests received for an alternative version of the previous Council Plan document.

	Question	Response/ findings
1.6	Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?	<ul style="list-style-type: none"> • No evidence on take-up. • The impact of any specific actions or projects relating to the Council Plan should be set out within EIAs that have been specifically carried out in these areas, for example, the development of new Joint Service Centres project.
1.7	Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?	<ul style="list-style-type: none"> • The 2011 census showed a significant increase in diversity of communities which is likely to impact on the languages that the Plan that should be made available in i.e. BME 19% in 2001 to 35% in 2011 with Polish as the fastest growing community in the city. 1 in 4 school children from a BME background. • Summaries of progress will be included within the Nottingham Arrow, the content of which is available in a number of different languages and formats. • The activities to support the deliverables within the Council Plan may need to change to reflect the needs of the community however this will be addressed through the annual review process.
1.8	Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of citizens or communities?	The Council Plan has been developed in the context of difficult budget decisions which will impact on the Council's ability to deliver the same level of service in all areas and impact of this will be monitored through EIAs for specific/individual budget options.
1.9	What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?	<ul style="list-style-type: none"> • Information on the satisfaction in delivery of the key priorities is collected annually via the Citizens Survey and through using the Citizens Panel. This data is available on Nottingham Insight. • Any information on complaints/comments relating to the Plan would be held by the Council's Portfolio & Performance Team.

	Question	Response/ findings
1.10	Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?	The current objectives from the Council's Equalities Plan have been refreshed and these are an integral part of the Council Plan. Where specific outcomes related to these, they are clearly highlighted in the Plan. Therefore, performance against the achievement of these objectives will be reported quarterly to Corporate Leadership Team and Council Executive and the Portfolio Holder responsible for Equalities (currently Cllr Neal) and so will also be included in the reporting of the Council Plan in the Nottingham Arrow.
1.11	Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?	The Council Plan makes commitments to protect or develop certain services that impact on particularly vulnerable members of the community. See also 1.8.

2. Collecting the information and data about how the policy, practice, service or function, impacts on communities

	Data or information	When and how will it be collected?	Where from?	What does it tell you? You need to consider all six equality strands where you can	Gaps in information
2.1	Customer feedback	Ongoing - Have Your Say web form	Have Your Say	There have been no complaints received in the last 12 months.	n/a
2.2	Performance information	<ul style="list-style-type: none"> Internal quarterly monitoring on the delivery of the actions set out within the Council Plan by CLT & the Council Executive. Reported bi-annually in the Nottingham Arrow 	Updates on actions are provided by accountable officers	At the end of 2014/15, 92% of actions from the 2012-15 Plan had been delivered.	Limited evidence on the impact of actions on different communities however these should be highlighted through service specific EIAs
2.3	Take up and usage data including diversity monitoring	<ol style="list-style-type: none"> Collected via ad-hoc requests for copies of the Council Plan. Annual communication of priorities to all Nottingham citizens via the Nottingham Arrow. 	<ol style="list-style-type: none"> Held locally Circulation database is held within Communications & Marketing. 	<ol style="list-style-type: none"> There have been no requests for the Council Plan to be made available in an alternative format or language as it is not published until Nov 2015. The priorities are communicated to all households. 	Limited information on take-up because it is driven by external requests.

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2.4	Comparative information or data where no local information	n/a	n/a	n/a	Where possible, performance information used to monitor progress should be broken/analysed by the 6 strands
2.5	Census, national or regional statistics	<ul style="list-style-type: none"> • Census data is available every ten years (last was in 2011). • Mid-year estimates are published each year (Most recent available is mid-2014). 	Published by Office for National Statistics and accessed via their web site.	Population of Nottingham currently stands at 314,000 and is expected to rise to 320,000 by 2019.	The mid-year estimates do not present a detailed breakdown of Nottingham's population profile.
2.6	Workforce profile	Monthly, workforce data, staff returns	Proncle and Oracle databases	<p>Staff Profile (as at Aug 2015):</p> <ul style="list-style-type: none"> • BME – 19.35% • Male/Female – 39%/61% • Disabled – 4.77% <p>Staff profile does not reflect city profile.</p>	Sexual orientation and religion are only available on Oracle

1. Analysing the information and data and setting equality objectives and targets

	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?
3.1	Understanding of the Council's priorities and the overall content of the Council Plan.	There is limited qualitative information available on understanding of the content of the Council Plan.	All groups with protected characteristics	There is limited information on whether needs are being met in relation to the content of the Council Plan. However, a general question on whether Council information is easy to understand is asked in the annual Citizens Survey and this was 87% in 2014.
3.2	Availability and accessibility of the Council Plan	<ul style="list-style-type: none"> The Plan can be made available in different formats, including large print and languages. An interpreter's service is available on request. Hard copies and electronic copies of the Plan are available from all Council access points including libraries and JSCs. Computer Screen readers 	<ul style="list-style-type: none"> Citizens where English is an additional language Citizens with low level literacy 	<ul style="list-style-type: none"> Those who have difficulty accessing digital services or low levels of literacy Citizens where English is an additional language and who do not read any of the main languages may find it difficult to access a copy of the Plan. Citizens with poor sight Members of diversity forums who may feel that they have had limited opportunity to impact on the content or layout of the Council Plan.

2. Objectives - process, impact or outcome based

Objective/Target	<i>Ensure the Council Plan is accessible to all citizens</i>
Action 1	A suitable sentence in each of the main languages is included on the back page of the Council Plan booklet
By whom?	Chris Common/Communications & Marketing
By when?	November 2015
Action 2	Provide copies of the Council Plan booklet on request in any language, any format, via an interpreter service online or as a hard copy from all publically accessible Council offices and facilities.
By whom?	Chris Common
By when?	Dispatched within 2 working days of receipt of the request, by November 2015 to be in public facilities
Action 3	Ensure Council Plan booklet is available in a format that is readable by screen readers
By whom?	Chris Common/Communications & Marketing
By when?	November 2015