

Community Impact Assessment Form (CIA)

The council's vision is to promote **equal life outcomes¹ for everyone** living, working and visiting York, through inclusive design in everything the council does. This is to ensure that no-one is unintentionally excluded in York because of specific personal characteristics. In the council, we call these characteristics "Communities of Interest or Identity" – "Cols" for short.

To help realise the vision, council officers are required by Cabinet to assess the impact of council policies, processes and behaviours on customers and staff from the Communities.

This process was previously called Equality Impact Assessment (EIA). To stress the importance of assessing the impact of everything we do on people from the Communities, starting June 2012, we have renamed the process Community Impact Assessment (CIA).

The assessment **should be done at the development stage** of any policy, review, project, service change etc, **before any decision is taken**. It should also be done every time there are changes to policies and practices, **before the changes are finally agreed** by decision makers.

In addition, the Equality Act 2010 came into force on the 1st October 2010. Under the Act the council has a legal duty to show that our policies, practices etc further the aims below:

- Actively and proactively eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share an identity and those who do not
- Foster good relations between people who share an identity and those who do not.

¹ In health, safety and security, personal freedom and choice, housing, education and lifelong learning, jobs and leisure activities and the infrastructure that supports these outcomes.

In completing **Community Impact Assessments (CIAs)** officers are also required to state how what they are assessing meets and contributes to these aims.

| | | |
|---|---|---|
| 1 | Name and Job Title of person completing assessment | Ralph Edwards Group Manager Adults Assessment nad Safeguarding |
| 2 | Name of service, policy, function or criteria being assessed | Pre payment Card for Direct Payments |
| 3 | What are the main objectives or aims of the service/policy/function/criteria? | Enable people to manage their own personal social carte budget |
| 4 | Date | 12 /08/13 |

Stage 1: Initial Screening

| | |
|---|---|
| 5 | <p>What evidence is available to suggest that the proposed service, policy, function or criteria could have a negative or positive effect on quality of life outcomes² for people (both staff and customers) from the communities? Document the source of evidence in the columns below. You can find evidence via:</p> <ul style="list-style-type: none"> • Data from the Business Intelligence Hub - http://colin.york.gov.uk/beSupported/business_intelligence_hub/ • Council Consultation and Engagement Calendar – contact Sophie Gibson, 551022. • Council consultation - http://colin.york.gov.uk/beSupported/inhouse_services/research_consultation/ • Workplace Wellbeing Survey – contact the Health and Safety team for more info – 554131. CaN results are here: http://colin.york.gov.uk/beConnected/about_CYC/structure/CAN/can_healthwellbeing_results/ • Staff Equalities Reference Group – See feedback reports here - http://colin.york.gov.uk/beSupported/equalities_inclusion/SERG/ • Equality Advisory Group (a customer group) - http://democracy.york.gov.uk/mgCommitteeDetails.aspx?ID=445 |
|---|---|

² See appendix 1

| | | | | |
|--|--|-----------------|---|----------------------------------|
| <ul style="list-style-type: none"> EIA Fairs Feedback Newsletters - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/consultation_feedback/ Previous EIAs – see annual EIA lists - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/ | | | | |
| Community of Interest/Identity | Source of evidence that there is or is likely to be a negative or positive impact: | | | |
| | Staff | | Customers/Public | |
| | Positive | Negative | Positive | Negative |
| Race | | | | |
| Religion / Spirituality /Belief | | | | |
| Gender | | | | |
| Disability | | | Will simplify administration of a Direct Payment Inclusion for customers that would normally struggle to secure banking facilities | Will need to change back account |
| Sexual Orientation | | | | |

| | | | | |
|-------------------------------------|--|--|---|----------------------------------|
| Age | | | Will simplify administration of a Direct Payment Inclusion for customers that would normally struggle to secure banking facilities | Will need to change back account |
| Pregnancy/maternity | | | | |
| Gender Reassignment | | | | |
| Marriage and Civil Partnership | | | | |
| Carers of older and disabled people | | | Will simplify administration of a Direct Payment Inclusion for customers that would normally struggle to secure banking facilities | Will need to change back account |

If there is **no** evidence the service/policy/function will affect **any of the communities**, please proceed to section 9.

If there **is** evidence the service/policy/function will affect **one or more of the communities**, continue to Stage 2, Full Impact Assessment.

Stage 2: Full Impact Assessment

6 How could different communities be affected by the proposed or reviewed service/policy/function/criteria? Record negative and positive effects below. **Expand the boxes** to take up as much room as you need. See the [2 EIA Guidance documents](#) on Colin for help about effects to consider.

| | | |
|----|-------------------------------------|---|
| A1 | Public/customers – positive effects | <ul style="list-style-type: none"> • Greater convenience – accepted at any location where the MasterCard acceptance mark is displayed. • Access to funds – with overnight or immediate loading of cards the claimant has ready access to funds. • Payments can be set up to anyone with a bank account, either on line or over the phone • Financially inclusive – available to all regardless of financial circumstance. • Manageable – claimant can only spend what is allocated on the card. On-line access to their card balance and transaction history. • Safe – safer than carrying cash • Secure – payments authorised with a PIN. • Can be used for setting up direct debits • Reduces information needed by the Council |
| A2 | Public/customers – negative effects | Limits cash transactions Will need to change back account |
| B1 | Staff – positive effects | |
| B2 | Staff – negative effects | |

| 7 | <p>Can any negative effects be justified? For example:</p> <ul style="list-style-type: none"> ▪ As a proportionate means to achieve a legitimate aim ▪ In support of improving community cohesion ▪ To comply with other legislation or enforcement duties ▪ Taking positive action to address imbalances or under-representation ▪ Because of evidence-based need to target a particular community or group e.g. younger/older people. <p>NB. Lack of financial resources alone is NOT justification!</p> | | | | | | |
|--|--|----------|------|----------|---|-----------|--------|
| <p>Limiting cash transactions will improve monitoring and audit of use of Council funds for DPs</p> | | | | | | | |
| 8 | <p>What changes will you make to the service/policy/function/criteria as result of information in parts 5 & 6 above?</p> | | | | | | |
| <p>None</p> | | | | | | | |
| 9 | <p>What arrangements will you put in place to monitor impact, positive and negative, of the proposed service/policy/function/criteria on individuals from the communities?</p> | | | | | | |
| <p>[fill this in even if you don't currently have any negative issues to deal with] Will review usage, any exceptions and comments after 6 months. If successful will consider roll out to current DP users</p> | | | | | | | |
| 10 | <p>List below actions you will take to address any unjustified impact and promote equality of outcome (as in appendix 1) for staff, customers and the public from the communities. The action could relate to:</p> <ul style="list-style-type: none"> ▪ Procedures ▪ Service delivery ▪ Training ▪ Improvement projects | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Action</th> <th style="width: 20%;">Lead</th> <th style="width: 20%;">When by?</th> </tr> </thead> <tbody> <tr> <td data-bbox="135 1872 986 2024">Advice needed on transfer to new accounts</td> <td data-bbox="986 1872 1203 2024">S Calline</td> <td data-bbox="1203 1872 1461 2024">Oct 13</td> </tr> </tbody> </table> | | Action | Lead | When by? | Advice needed on transfer to new accounts | S Calline | Oct 13 |
| Action | Lead | When by? | | | | | |
| Advice needed on transfer to new accounts | S Calline | Oct 13 | | | | | |

| | | |
|---|--------------------|--|
| | | |
| 11 | Date CIA completed | |
| <p>Author: Position: Date:</p> | | |
| 12 | Signed off by | |
| <p>I am satisfied that this service/policy/function has been successfully impact assessed. Name: Kathy Clark Position (Head of Service and above) : Assistant Director Assessment and Safeguarding Date: 15/08/13</p> | | |
| <p>Please send the completed signed off document to equalities@york.gov.uk. It will be published on COLIN as well as on the council website.</p> | | |

Appendix 1 - Quality of Life Indicators (also known as “the 10 dimensions of equality”)

Think about the positive and negative impact in these areas:

- ❑ Access to services and employment
- ❑ Longevity, including avoiding premature mortality.
- ❑ Physical security, including freedom from violence and physical and sexual abuse.
- ❑ Health, including both well-being and access to high quality healthcare.
- ❑ Education, including both being able to be creative, to acquire skills and qualifications and having access to training and life-long learning.
- ❑ Standard of living, including being able to live with independence and security; and covering nutrition, clothing, housing, warmth, utilities, social services and transport.
- ❑ Productive and valued activities, such as access to employment, a positive experience in the workplace, work/life balance, and being able to care for others.
- ❑ Individual, family and social life, including self-development, having independence and equality in relationships and marriage.
- ❑ Participation, influence and voice, including participation in decision-making and democratic life.
- ❑ Identity, expression and self-respect, including freedom of belief and religion.
- ❑ Legal security, including equality and non-discrimination before the law and equal treatment within the criminal justice system.

Indicators from: The Equalities Review 2007 and the Equality Framework for Local Government.