

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	Sarah Garbacz
2	Name of service, policy, function or criteria being assessed	Libraries and Archives
3	What are the main objectives or aims of the service/policy/function/criteria?	Development of a Community Benefit Society to deliver library and archives services within City of York
4	Date	21st May 2013

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 • EIA Fairs Feedback Newsletters - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/consult

² See appendix 1

	<p>ation feedback/</p> <ul style="list-style-type: none"> • Previous EIAs – see annual EIA lists - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/ 	
<p>Community of Interest/Identity</p>	<p>Source of evidence that there is or is likely to be a negative or positive impact:</p> <p>Public consultation - Increased involvement of both members of the public and staff in the delivery of the service – consultation exercise shows that 33% of the public would be interested in being involved in the development of the service in some capacity. In addition, 23% said they would be interested in volunteering for the libraries and archives service.</p> <p>Focus groups have been held with representatives of various equalities groups throughout April/May 2013. We are awaiting full results of this but early indications are that people are willing to be involved in the new organisation and see it as a good way forward in terms of delivering a library and archives service. They see no adverse impact in terms of how the service will impact on them as users.</p> <p>The new organisational governance structure will comprise of a board of directors which will include representatives from within local communities and staff. The board will be supported by a number of advisory boards that will feed into the decision-making process. These advisory boards will include members of equalities groups. Finally, local libraries will each form Friends groups with the sole aim of empowering communities to develop their local library into the resource that they need for their particular area.</p> <p>The organisation will work towards obtaining the Investing In Volunteers standard which is the UK quality standard for good practice in volunteer management</p>	
	<p>Staff</p>	<p>Customers/Public</p>

	Positive	Negative	Positive	Negative
Race	√		√	
Religion / Spirituality /Belief	√		√	
Gender	√		√	
Disability	√		√	
Sexual Orientation	√		√	
Age	√		√	
Pregnancy/maternity				
Gender Reassignment				
Marriage and Civil Partnership				
Carers of older and disabled people			√	
<p>If there is no evidence the service/policy/function will affect any of the communities, please proceed to section 9.</p> <p>If there is evidence the service/policy/function will affect one or more of the communities, continue to Stage 2, Full Impact Assessment.</p>				

Stage 2: Full Impact Assessment	
6	<p>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.</p>
A1	<p>Public/customers – positive effects</p> <p>Increased involvement in the decision-making process of the library and archives service.</p> <p>Increased opportunities to gain skills in preparation for employment via increased volunteer opportunities and involvement in friends groups.</p> <p>Creating opportunities to enable people to participate in a fairer society via board membership</p> <p>Creating opportunities to gain transferrable skills via training opportunities for members of the public on becoming board members.</p>

A2	Public/customers – negative effects	
B1	Staff – positive effects	Increased involvement in the decision-making process of the library and archives service. Creating opportunities to enable people to participate in a fairer society via board membership
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>	
8	What changes will you make to the service/policy/function/criteria as result of information in parts 5 & 6 above?	
	<p>Development of volunteering opportunities</p> <p>Formation of a board as the governance structure with representation from staff and customer base.</p> <p>Formation of friends groups to support local libraries.</p> <p>Achieving ‘Investing In Volunteers’ standard which is the UK quality standard for good practice in volunteer management</p>	
9	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>Ensure opportunities to engage and participate in the decision-making process are offered to all</p> <p>Ensure representatives from the communities and consulted with regards changes to service delivery.</p> <p>Volunteer opportunities will be inclusive – use of equalities monitoring data will capture details of all volunteers.</p> <p>Any organisation contracted to run the library and archives service will be required to comply with equality and diversity legislation and have similar responsibility to ‘advance equality’ as City of York Council does.</p> <p>All library and archives users will be updated regularly via briefings and meetings on the development of the organisation.</p> <p>Training and support will be given to those interested in the various volunteering opportunities.</p> <p>Continue to collect equalities data about our users when they renew their library / YorkCard and use this information to target further consultation / actions as appropriate.</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 		
Action		Lead	When by?
11	Date CIA completed		
<p>Author: Sarah Garbacz Position: Library Service Delivery Manager Date: 21st May 2013</p>			
12	Signed off by		

June 2012

I am satisfied that this service/policy/function has been successfully impact assessed.

Name: Charlie Croft

Position Assistant Director (Communities, Culture and Public Realm)

Date: 11.6.13.

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.