



## Community Impact Assessment Form (CIA)

The council's vision is to promote **equal life outcomes<sup>1</sup> 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 1<sup>st</sup> 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

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<sup>1</sup> 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.

- Foster good relations between people who share an identity and those who do not.

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	<b>Matt Boxall Trading Standards Manager</b>
2	Name of service, policy, function or criteria being assessed	<b>Enforcement policy for the Trading Standards Scambuster Team/National Trading Standards eCrime Centre</b>
3	What are the main objectives or aims of the service/policy/function/criteria?	<b>To set out the principles upon which formal enforcement action will be taken against individuals and organisations that seek to exploit others through rogue trading</b>
4	Date	<b>16/05/2013</b>

### 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 <b>on quality of life outcomes</b><sup>2</sup> 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"> <li>• Data from the Business Intelligence Hub - <a href="http://colin.york.gov.uk/beSupported/business_intelligence_hub/">http://colin.york.gov.uk/beSupported/business_intelligence_hub/</a></li> <li>• Council Consultation and Engagement Calendar – contact Sophie Gibson, 551022.</li> <li>• Council consultation - <a href="http://colin.york.gov.uk/beSupported/inhouse_services/research_consultation/">http://colin.york.gov.uk/beSupported/inhouse_services/research_consultation/</a></li> <li>• Workplace Wellbeing Survey – contact the Health and Safety team for more info – 554131. CaN results are here: <a href="http://colin.york.gov.uk/beConnected/about_CYC/structure/CAN/can_h">http://colin.york.gov.uk/beConnected/about_CYC/structure/CAN/can_h</a></li> </ul>
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<sup>2</sup> See appendix 1

<p><a href="#">ealthwellbeing_results/</a></p> <ul style="list-style-type: none"> <li>• Staff Equalities Reference Group – See feedback reports here - <a href="http://colin.york.gov.uk/beSupported/equalities_inclusion/SERG/">http://colin.york.gov.uk/beSupported/equalities_inclusion/SERG/</a></li> <li>• Equality Advisory Group (a customer group) - <a href="http://democracy.york.gov.uk/mgCommitteeDetails.aspx?ID=445">http://democracy.york.gov.uk/mgCommitteeDetails.aspx?ID=445</a></li> <li>• EIA Fairs Feedback Newsletters - <a href="http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/consultation_feedback/">http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/consultation_feedback/</a></li> <li>• Previous EIAs – see annual EIA lists - <a href="http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/">http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/</a></li> </ul>				
Community of Interest/Identity	Source of <b>evidence</b> that there is or is likely to be a <b>negative or positive</b> impact:			
	Staff		Customers/Public	
	Positive	Negative	Positive	Negative
Race	None	None	None	None
Religion / Spirituality /Belief	None	None	None	None
Gender	None	None	None	None
Disability	None	None	Yes	None
Sexual Orientation	None	None	None	None
Age	None	None	Yes	None
Pregnancy/maternity	None	None	None	None
Gender Reassignment	None	None	None	None
Marriage and Civil Partnership	None	None	None	None
Carers of older and disabled people	None	None	Yes	None
<p>If there is <b>no</b> evidence the service/policy/function will affect <b>any of the communities</b>, please proceed to section 9.</p> <p>If there <b>is</b> evidence the service/policy/function will affect <b>one or more of the communities</b>, continue to Stage 2, Full Impact Assessment.</p>				

## 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. <b>Expand the boxes</b> to take up as much room as you need. See the <a href="#">2 EIA Guidance documents</a> on Colin for help about effects to consider.	
A1	Public/customers – positive effects	<p><b>1. Work is prioritised in areas where there is significant consumer detriment or where the victims of the rogue trading are vulnerable consumers (often elderly and/or disabled). Examples of the activities targeted are:</b></p> <ul style="list-style-type: none"> <li>• Doorstep crime</li> <li>• Deceptive and aggressive selling techniques</li> <li>• Home working and other ‘get rich quick’ schemes</li> <li>• ‘Cowboy’ builders doing shoddy and unnecessary work</li> <li>• Large scale organised counterfeiting operations</li> </ul> <p><b>2. Provides transparency of the decision making process for those who are subject to formal enforcement action.</b></p> <p><b>3. Supports legitimate businesses by disrupting rogue competition.</b></p>
A2	Public/customers – negative effects	<b>None</b>
B1	Staff – positive effects	<b>Policy will help ensure equal outcomes from decisions on formal enforcement action.</b>
B2	Staff – negative	<b>None</b>

	effects	
7	<p>Can any negative effects be justified? For example:</p> <ul style="list-style-type: none"> <li>▪ As a proportionate means to achieve a legitimate aim</li> <li>▪ In support of improving community cohesion</li> <li>▪ To comply with other legislation or enforcement duties</li> <li>▪ Taking positive action to address imbalances or under-representation</li> <li>▪ Because of evidence-based need to target a particular community or group e.g. younger/older people.</li> </ul> <p><b>NB. Lack of financial resources alone is NOT justification!</b></p>	
	N/a	
8	What changes will you make to the service/policy/function/criteria as result of information in parts 5 & 6 above?	
	N/a	
9	What arrangements will you put in place to <b>monitor impact, positive and negative</b> , of the proposed service/policy/function/criteria on individuals from the communities?	
	<p><b>Feedback including compliments and complaints will be collated in accordance with CYC ‘How was it for you?’ process.</b></p> <p><b>Defendants are able to challenge the decision to prosecute as part of the legal process.</b></p> <p><b>Aspects of the investigation process – particularly the use of surveillance - is subject to scrutiny by the Office of the Surveillance Commissioners and Interception of Communications Commissioner’s Office</b></p>	
10	List below actions you will take to <b>address any unjustified impact and promote equality of outcome (as in appendix 1)</b> for staff, customers and the public from the communities. The action could relate to:	

	<ul style="list-style-type: none"> <li>▪ Procedures</li> <li>▪ Service delivery</li> <li>▪ Training</li> <li>▪ Improvement projects</li> </ul>		
Action		Lead	When by?
None required.			
11	Date CIA completed		
<p><b>Author: Matt Boxall</b>  <b>Position: Trading Standards Manager</b>  <b>Date: 16 May 2013</b></p>			
12	Signed off by		
<p><b>I am satisfied that this service/policy/function has been successfully impact assessed.</b>  <b>Name: Colin Rumford</b>  <b>Position (Head of Service and above) : Head of Public Protection</b>  <b>Date: 16 May 2013</b></p>			
Please send the completed signed off document to <a href="mailto:equalities@york.gov.uk">equalities@york.gov.uk</a> . It will be published on COLIN as well as on the council website.			

## **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.