

## 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
- Foster good relations 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.

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>Debbie Mitchell</b>
2	Name of service, policy, function or criteria being assessed	<b>Financial Strategy 2014 - 2019</b>
3	What are the main objectives or aims of the service/policy/function/criteria?	<b>The financial strategy sets out the forecast revenue and capital expenditure plans for the council over a 5 year period compared with the projected level of income from grants and council tax. It identifies the need for efficiencies / savings of £11m in 2014/15 and £13m in 2015/16.</b>
4	Date	<b>20<sup>th</sup> January 2014</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_healthwellbeing_results/">http://colin.york.gov.uk/beConnected/about_CYC/structure/CAN/can_healthwellbeing_results/</a></li> </ul>
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<sup>2</sup> See appendix 1

	<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>			
<b>Community of Interest/Identity</b>	Source of <b>evidence</b> that there is or is likely to be a <b>negative or positive</b> impact:			
	<b>Staff</b>		<b>Customers/Public</b>	
	<b>Positive</b>	<b>Negative</b>	<b>Positive</b>	<b>Negative</b>
All groups	The Council's financial strategy will impact on all residents and has carefully considered the local demand for services whilst also ensuring the budget set is prudent, protects vulnerable people and has capacity to invest.			
Race	See above	See above	See above	See above
Religion / Spirituality /Belief	See above	See above	See above	See above
Gender	See above	Staff information indicates that where proposals may impact on customers and their carers, some carers will also be council staff and predominantly female.	Customer data shows that a higher proportion of females use social services, therefore proposed investment in this service will have a positive impact.	Customer data shows that a higher proportion of females use social services, therefore adversely affected by any savings in these areas

Disability	Staffing information – proposed investment will have a positive impact on some disabled people and their carers, some of whom will be council staff.	Staffing information - Impact on disabled people may also be felt by their carers, some of whom will be council staff.	Customer data indicates that proposed investment in social services will have a positive impact on some disabled people.	Customer data shows that disabled people are key users of social services. Customer data suggests that disabled on low incomes may be unable to access internet or self serve channels.
Sexual Orientation	See section on all groups above			
Age	See section on all groups above		Older people are key users of social services therefore the proposed investment on this area should have a positive impact on older people.	Older people are key users of social services. Case law suggests there is likely to be a negative impact on older people.
Pregnancy/maternity	The Council's financial strategy will impact on all residents and has carefully considered the local demand for services alongside ensuring the budget set is prudent, protects vulnerable people and has capacity to invest.			
Gender Reassignment				
Marriage and Civil Partnership				

Carers of older and disabled people	Staffing information – proposed investment will have a positive impact on some disabled people and their carers, some of whom will be council staff.	Staffing information - Impact on disabled people may also be felt by their carers, some of whom will be council staff.	Carers are key users of social services therefore the proposed investment on this area should have a positive impact on older people.	Carers are key users of social services. Case law suggests there is likely to be a negative impact on older people.
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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. <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	Proposed investment in Adult Social Services should have a positive impact on some older and disabled people and their carers. Targeted use of school improvement resource will have positive impact on some young people.
A2	Public/customers – negative effects	Some of the budget proposals may have a negative impact on some older and disabled people and their carers. Proposals that increase charges for services or reduce the level of service available will impact on all communities of interest.
B1	Staff – positive effects	Investment in ICT may improve systems and working practices for staff, freeing up more time to spend with customers and on service delivery.
B2	Staff – negative	Service reviews and staffing reductions could

	effects	increase workload in some areas.
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>	
<p>Many of the budget proposals focus on delivering efficiencies and transforming services to be more user focussed whilst supporting communities and individual residents. By making these savings it allows for available resources to be targeted to the relevant communities of interest, in particular those individuals who have complex needs.</p> <p>The budget strategy includes proposed investment of £2.5m over a 2 year period into adult social care and continued capital investment in Telecare and other support for disabled people, the elderly and carers.</p>		
8	<p>What changes will you make to the service/policy/function/criteria as result of information in parts 5 &amp; 6 above?</p>	
<p>As overall remedial action the budget strategy will</p> <ul style="list-style-type: none"> <li>• Focus growth where it is expected to have a positive impact on older people, disabled people and their carers. Budget growth of £2.5m over 2 years is included for adult social services.</li> <li>• Protect those who have limited financial means.</li> <li>• Target remaining resources to priority areas.</li> </ul>		
9	<p>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>	
<p>Individual service managers are responsible for implementing the proposals and monitoring the impact. Any impact on equality communities of interest will be reviewed regularly and monitored by Directorate Management Teams.</p>		
10	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Procedures</li> <li>▪ Service delivery</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ Improvement projects</li> </ul>		
	Action	Lead	When by?
	Monitor delivery of all savings to ensure no unexpected adverse impact on any equality communities of interest	Cabinet, CMT & Service Managers	Throughout 2014/15
11	Date CIA completed		
<p>Author: Debbie Mitchell  Position: Finance Manager  Date: 20<sup>th</sup> January 2014</p>			
12	Signed off by		
<p><b>I am satisfied that this service/policy/function has been successfully impact assessed.</b>  Name: Ian Floyd  Position (Head of Service and above) : Director of Customer &amp; Business Support Services  Date:</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.