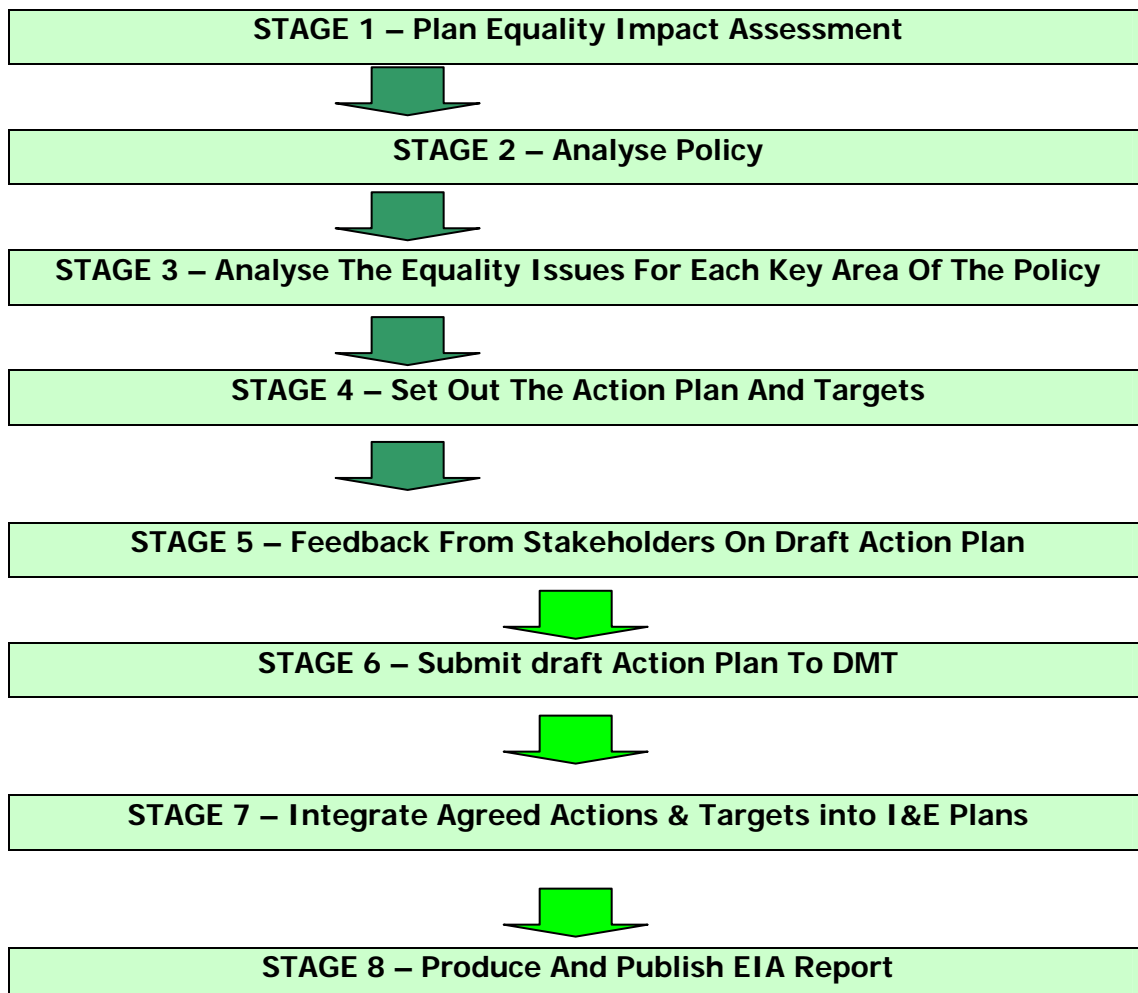




THE LONDON BOROUGH

Pro forma for managing and undertaking Equality Impact Assessments



Human Resources Strategic Services
Chief Executive's Department

July 2007

STAGE 1 – PLAN EQUALITY IMPACT ASSESSMENT

1a. Title of the EIA:

Introduction of a Community Toilet Scheme

1b. What category of EIA is this? Please tick one of the following:

Part of planned work	<input type="checkbox"/>
Developing new policies	<input checked="" type="checkbox"/>
Changing/ updating existing policies	<input type="checkbox"/>

1c. Timetable for assessment:

Start Date	September 2008
Projected end date	November 2008
Review date	August 2010

1d. Who will do the EIA? Please complete the following table:

Name	Job Title	Roles & Responsibilities within EIA Team
Gavin Moore	Assistant Director Customer & Support Services	Lead for the feasibility study of a Community Toilet Scheme

1e. Identify any other resources that are needed to support EIA:

N/A

STAGE 2 – ANALYSE THE POLICY

2a. Briefly describe the aim of the policy:

To replace selected public conveniences with community toilet facilities in co-operation with local businesses, ultimately to allow the closure of less suitable facilities

2b. Set out the policy objectives:

As above

2c. Break down the policy into its key areas:

- 1. Broad policy parameters for Community Toilet proposals to be agreed with Members, including levels of provision to be no less than those currently provided by the Council and sufficient to meet the current and anticipated demands of users.**
- 2. Identify and seek to meet any special needs of the designated area arising from the ethnic, age or other mix of its resident population and visitors.**
- 3. To identify businesses in a designated area that have the potential to be partners in the scheme and make initial enquiries and, where appropriate, assessment. (Obtain the views of Ward Members prior to this stage)**
- 4. Identify preferred partners from those responding to the initial invitation. Carry out inspections and subject to this agree appropriate funding, set up contracts and arrange for on street publicity and for leaflets to be produced.**
- 5. Conduct further inspections as necessary.**
- 6. Consultation with community groups and benchmarking with other authorities that have Community Toilet schemes.**

2d. List the intended recipients of the policy:

All residents of and visitors to Bromley

2e. Identify partner organizations and any other departments involved in delivering the policy:

Local businesses/organisations participating in the provision of Community Toilets

2f Identify and list any stakeholders concerned with the delivery of the policy:

Local Community Groups
Age Concern
Ethnic Communities Programme
Residents Associations

STAGE 3 – ANALYSE THE EQUALITY ISSUES OF THE KEY AREAS OF THE POLICY

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	x	x	x	X	x	X

KEY AREAS:	ALL ASSOCIATED DOCUMENTS: For example: statements, forms, supporting policies ect	EQUALITIES GAP ANALYSIS :
1 Broad parameters for the scheme to be agreed with Members ...	Report to November 2008 PDS Committee set out criteria for Community Toilets to ensure that the needs of all client groups are met. Subsequent reports have refined the approach.	
2 Identify special needs of the area	See later sections	
3 Identify potential business participants and invite expressions of interest	Criteria for assessment published in report, as above, to ensure fairness of selection	
4 Identify participants and arrange contracts and publicity	Contracts require equality issues to be addressed by participating businesses.	Printed publicity needs to take into account the requirements of minority groups.
5 Conduct on-going inspections of facilities provided	N/A	
6 Consultation with Community Groups	Record of consultation arranged through the Ethnic Communities Programme was made available and taken into account in developing scheme	On-going consultation with community groups needed on a regular basis

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X	X	X	X	X	X
KEY AREAS:	QUANTITATIVE DATA: For example: monitoring information, census data, performance indicators, Borough benchmark data, customer surveys				EQUALITIES GAP ANALYSIS :	
1 Broad parameters for the scheme to be agreed with Members ...	N/A					
2 Identify special needs of the area	Census and Ward information available on the mix of areas					
3 Identify potential business participants and invite expressions of interest	Information on use of facilities available from 2008 survey. This is included in the qualification criteria Costs of existing facilities also known from survey					

4 Identify participants and arrange contracts and publicity	See earlier section	
5 Conduct on-going inspections of facilities provided	N/A	
6 Consultation with Community Groups and other authorities	Benchmarking/learning from other authorities running community schemes (Waltham Forest, Richmond-upon-Thames and Parliamentary Committee) undertaken	

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X	X	X	X	X	X

KEY AREAS:	QUALITATIVE DATA:	EQUALITIES GAP ANALYSIS :
	For example: customer opinion surveys, staff forums, focus groups, "Getting it Right" feedback	
	Not applicable	

STAGE 4 – SET OUT THE ACTION PLAN AND TARGETS

the equality action plan must be integrated into the performance centre improvement & efficiency plans/ service plans.

KEY AREA	EQUALITY CATEGORY	PROPOSED ACTION/TARGETS	KEY MILE STONES/TIMESCALE	WHO IS RESPONSIBLE?	RESOURCES & TRAINING REQUIRED?
Printed publicity to be user friendly for ethnic and disabled	Race Disability	Consideration to be given to publications in minority languages where appropriate	To form part of implementation plan	Pete McCready	
Accessibility for people with visual impairment	Disability	Since tactile paving will not be available, use of leaflets in Braille to be considered once scheme is established	Review December 2010.	Andrew Rogers/Pete McCready	
On-going consultation needed with community groups	Age/Disability/ Gender/Race/Religion	Review of schemes after a period of operation	2010	Pete McCready	
Ensure that we do not restrict the scheme to public houses	Gender/Race/Religion/Sexual Orientation	Aim for at least one unlicensed facility to be available during daytime hours	Criteria agreed by Members November 2008		

STAGE 5 – Feedback From Stakeholders On Draft Action Plan

Stakeholder	Date consulted	Feedback	Impact on Action Plan
Departmental Equality Group	March 2009		

STAGE 6 – Submit Draft Action Plan To DMT

Date submitted:	April 2009, revised July 2010
Feedback:	
Changes made: (If required)	

STAGE 7 – Integrate Agreed Actions & Targets Into I&E Plans

Date complete:	
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STAGE 8 – Produce And Publish EIA Report

Date published:	
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