

## GENERIC EQUALITY IMPACT ASSESSMENT FORM

### Stage 1 – screening to establish if the function has any relevance to any equality issue and/or monitored group i.e.

- Could the function affect one or more equality group in a different way to another group?
- Establish whether different equality groups have different needs
- Establish whether the function contributes to or hinders equality of opportunity

1a	<p>Please give a brief description of the function and its purpose*</p> <p>The non-residential contributions policy will be revised to reflect the introduction of charging for transport journeys</p> <p>*Function can mean process, service, policy or project</p>			
1b	<p>How would you classify the function type?</p> <p><input checked="" type="checkbox"/> The service is provided on the basis of an application and /or targeted then go to question 1c</p> <p><input type="checkbox"/> The service is open to all go to question 1d</p>			
1c	<p>Is the function accessible for all groups? Either tick the box 'Accessible to all groups' and provide <u>relevant evidence</u> OR tick the box for each group to whom the function is <u>not accessible</u> or for whom there may be needs or considerations to accommodate.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input checked="" type="checkbox"/> *Accessible for all groups   <input type="checkbox"/> Age   <input type="checkbox"/> Disability   <input type="checkbox"/> Gender   <input type="checkbox"/> Marriage &amp; civil partnership         </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Pregnancy &amp; maternity   <input type="checkbox"/> Race   <input type="checkbox"/> Religion &amp; belief   <input type="checkbox"/> Transgender or Transsexual         </td> </tr> </table>		<input checked="" type="checkbox"/> *Accessible for all groups  <input type="checkbox"/> Age  <input type="checkbox"/> Disability  <input type="checkbox"/> Gender  <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity  <input type="checkbox"/> Race  <input type="checkbox"/> Religion & belief  <input type="checkbox"/> Transgender or Transsexual
<input checked="" type="checkbox"/> *Accessible for all groups  <input type="checkbox"/> Age  <input type="checkbox"/> Disability  <input type="checkbox"/> Gender  <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity  <input type="checkbox"/> Race  <input type="checkbox"/> Religion & belief  <input type="checkbox"/> Transgender or Transsexual			
1d	<p>Is it likely that there will be a negative impact on one or more of the equality groups, or is it clear at this stage that it will be equality neutral? (No negative impact on the groups) Please tick in the box equality neutral OR tick the box for the group(s) that will suffer a negative impact. If you have ticked the box 'equality neutral' please provide evidence.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input checked="" type="checkbox"/> Equality neutral             Age             Disability   <input type="checkbox"/> Gender   <input type="checkbox"/> Marriage &amp; civil partnership         </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Pregnancy &amp; maternity   <input type="checkbox"/> Race   <input type="checkbox"/> Religion &amp; belief   <input type="checkbox"/> Transgender or Transsexual         </td> </tr> </table> <p>If you consider that the impact is Equality Neutral then go to question 1h Otherwise go to question 1e</p>		<input checked="" type="checkbox"/> Equality neutral  Age  Disability  <input type="checkbox"/> Gender  <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity  <input type="checkbox"/> Race  <input type="checkbox"/> Religion & belief  <input type="checkbox"/> Transgender or Transsexual
<input checked="" type="checkbox"/> Equality neutral  Age  Disability  <input type="checkbox"/> Gender  <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity  <input type="checkbox"/> Race  <input type="checkbox"/> Religion & belief  <input type="checkbox"/> Transgender or Transsexual			

1e	What are the negative impacts associated with this function? Please list and give details then go to question 1f
1f	Are there positive impacts associated with this function? If yes, please list and give details.
1g	At this stage, what plans could be built in to address any negative impacts, and/or to add measures which promote a positive impact, or could you consider an alternative approach which may better achieve the promotion of equality?
1h	<p>The Council has a responsibility to promote positive attitudes to equal opportunities in public life. Has this responsibility been discharged in the application of this function? If yes give examples.</p> <p><b>Yes, all transport users will have their contributions assessed as part of a financial assessment. These assessments are subject to rules that ensure contributions are made on the person's ability to pay. Please see stage 3 for actions we will take to mitigate any concerns.</b></p>
1i	<p>Are there any Human Rights Issues? If so what are they?</p> <p><b>No</b></p>
1j	<p>Is a full impact assessment required?</p> <p>YES – If you have established that there may not be equality of opportunity in 1c or assessed that there would be negative impact on an equality group in 1 d go to Stage 2</p> <p><input checked="" type="checkbox"/> NO - please sign off the process (stage 3) and fill in any actions identified, if any in the action plan.</p> <p><input type="checkbox"/> Don't know. i.e. not enough evidence. Please go to stage 2.</p>

**Stage 3 - GENERIC EQUALITY IMPACT ASSESSMENT ACTION PLAN** please list actions that you plan to take as a result of this assessment, continuing on a separate sheet if necessary. If appropriate these actions should be added to any business/service plan for the function.

<b>Issue</b>	<b>Action to be undertaken</b>	<b>Desired outcome</b>	<b>Action owner</b>	<b>Target date</b>
Ensure that all service users are made aware of the revised policy and the routes to appeal	Ensure that the letter sent to all service users informing them of their contribution includes information on the appeals process.  Make the revised policy available on the Bromley Council Website and the Bromley MyLife website	Service users will be aware of their right to have their charge reviewed and have an individual DRE assessment as part of the appeals process	Claudine Douglas-Brown, Exchequer Manager	April 2016
Ensure the outcomes of the engagement activity are made available	Publish the outcomes from the engagement activity via:  a) the report to the Care Services Portfolio Holder b) The Bromley MyLife website	All people who responded to the survey are aware of (a) the feedback gathered through the engagement activity and (b) the final decision on the proposals	Stephen John Assistant Director Adult Social Care	April 2016
Ensure that people who do not have access to the internet are made aware of the revised policy	Ensure that the borough's care choices brochure accurately reflects the revised policy	All current and potential service users and their carers are aware of the revised charging policy	Michael Watts, Senior Planning & Development Officer	June 2016
Review the impact of the new policy areas	Conduct a review of the implementation of the revised policy	The review will identify any negative implications arising from the implementation of the revised policy	Stephen John/Claudine Douglas-Brown, Exchequer Manager	October 2016

**Signed:**



**Date:** 8<sup>th</sup> March 2016