

# **Equality Impact Assessment Template**

## **Level 1**

**(Please use with the Equalities Impact Assessment Toolkit – available on intranet)**

## **Published Equality Impact Assessment**

Equality is about recognising that people are diverse and therefore have different needs and should be treated accordingly and taken into account in service delivery and employment practices.

Equality Impact Assessments will enable services to identify these needs and adapt their services and functions primarily through drawing on existing research, information/data and consultation. The overall purpose of Equality Impact Assessments is:

- To assess and identify the impact of policies or procedures, strategies, functions and services on different members of the local community and key stakeholders
- To establish objectives and targets for action to mitigate impacts and improve services where appropriate
- To promote and work towards equality of opportunity and reduce discrimination and enhance relations between different groups in society.

An impact assessment must be completed before the formal implementation of a policy, strategy, procedure or function can take place. In general the sooner an impact assessment is completed the better.

# Equality Impact Assessment Template

**Name of function being assessed** (*Service, Policy, Procedure, Strategy etc*)

Allotments

**Who is completing the assessment?** (*Please state names and should include at least 3 people from across the department*)

Julia Knight

Jerry Hunter

Mark Paterson

## Stages 1 & 2: DATA COLLECTION

Please identify where evidence and information was obtained to support the statements and assumptions made in your answers.

What are you trying to achieve in this activity? What are the aims and intended outcomes?

To provide, manage, and let, suitable land to allow local people to grow their own vegetables, fruit and flower produce.

We provide 15 sites town wide, providing around 730 allotment plots which offer opportunities for:

- Providing a sustainable food source
- Promoting healthy living for all age groups
- Educational resource
- Fostering community development and cohesiveness through Stevenage Gardens & Allotments Association
- Providing informal access to nature and wildlife
- Open space for allotment communities
- Enhancing biodiversity

Who in the main will benefit?

Allotment plot holders, Stevenage Garden & Allotment Association (SGAA)

What is the profile of your service/function users? How does this compare to the local profile (those who should be using your service/function)?

	Service Profile	Local Profile
<b>Race</b>		
White		92.45%
Mixed		1.76%
Asian		3.02%
Black		1.64%
Chinese		1.13%
<b>Gender</b>		
Female		49.4%
Male		50.6%
<b>Age</b>		
0 -14 years		19.72%
15 – 24 years		13.16%
25 – 49 years		37.49%
50 – 69 years		19.25%
70+ years		10.38%
<b>Disability</b>		4.1%

**NB** the service profile information is obtained from information requested and voluntary provided where plot holders are willing. The information is therefore only a sample response. From 2009 each new plot holder will be invited to complete a corporate equalities questionnaire.

Indicate all available information, including data, consultation that will support the development of the impact assessment?

Ongoing dialogue with SGAA; corporate equalities questionnaire from 2009.

Does the activity have the potential to cause adverse impact or discriminate against different service users (internal and external)?

*Consider Race, Gender, Age, Disability, Faith/Belief, Sexual Orientation*

**Race:** residents for whom English is not their first language may have difficulty understanding advice and instructions  
**Gender:** it is reported that a lack of toilet provision is problematic for women plot holders, and for some men.  
**Age:** plots are only let to persons over 16 years of age. Those under 16 years will require a parent / guardian name to be recorded as the plot holder.  
**Disability:** condition and nature of site access may be restrictive.  
there are no raised plots currently provided, although consultation with CVS has not identified a demand at present.  
temporary notices may be unsuitable for plot holders with visual impairments (some site signage controlled by SGAA)  
**Faith / Belief:** none  
**Sexual Orientation:** none

Does the activity make a positive contribution to equalities?

Yes. The service is open to all members of the community, understanding that most difficulties can be overcome. For example, through choice of site to ensure easy access for those with a disability.

Are there any actions arising where an impact has been identified?

**Race:** check Council policy for promoting translation facilities, and implement where appropriate.  
**Gender:** continue liaison with SGAA for roll out of additional toilet provision through the capital improvement programme.  
**Disability:** continue roll out of capital improvements to improve accessibility and signage at all sites.



# Stage 3: ASSESSING THE IMPACT

The assessment should cover the all six strands of diversity  
 For more information on diversity in Stevenage, please see  
**intranet/ staff info:**

- **E - Equality and diversity internal information/ Knowing our communities and customers**
- **S - Stevenage Profile Information**

## 1. What is the **aim** and what do you want to **achieve**?

To provide, manage, and let, suitable land to allow local people to grow their own vegetables, fruit and flower produce.

We provide 15 sites town wide, providing around 730 allotment plots which offer opportunities for:

- Providing a sustainable food source
- Promoting healthy living for all age groups
- Educational resource
- Fostering community development and cohesiveness through Stevenage Gardens & Allotments Association
- Providing informal access to nature and wildlife
- Open space for allotment communities
- Enhancing biodiversity

## 2. What is actually happening in **real life** that prevents aims and outcomes being achieved and people from accessing the function/policy? (data, consultation and staff knowledge and observations)

- Insufficient plots to meet current demand resulting in long waiting list
- Some sites have poor access
- Inadequate funding is in place to complete all the required activities, although there is some capital funding which will deliver against most barriers.

## 3. Think about the impact on the **different people**

Age	Disability	Gender	Ethnicity	Sexual Orientation	Religion / Belief	Other	Other
Under 16's	Access Signage	Toilets	Language	None	None		

## Stage 4: ACTION PLANNING

Objective/outcome	Responsible Person	Date for Completion	Action	Milestones	Resource implications
Check Council policy for promoting translation facilities, and implement where appropriate	Jerry Hunter	13 March 2009	Implement promotion of translation facilities as appropriate.		To be determined
Continue liaison with SGAA for roll out of additional toilet provision through the capital improvement programme.	Jerry Hunter		Identify sites for 2009/10 and implement as funding allows.		Existing capital funds
Continue roll out of capital improvements to improve accessibility at all sites	Jerry Hunter		Identify priorities for 2009/10 and implement as funding allows.		Existing capital funds
Continue roll out of capital improvements to improve signage at all sites	Jerry Hunter		Identify priorities for 2009/10 and implement as funding allows		Existing capital funds

**How and where will these actions be monitored?** Actions will be monitored by officers and SGAA at monthly meetings.

**When will this service or function be reviewed?** February 2010

Date completed 16 February 2009

Signed by Head of Service

