



Equality Impact Assessment

AUTHORITY AND COMMITTEE MEETINGS

What is this form for:

The purpose of carrying out an equality impact assessment is to ensure the Authority is providing the best services we can, fairly to people who are entitled to them.

The Authority has to publish and consult on the findings of the impact assessment in relation to our Disability Equality Scheme.

Please provide quality information, as this form when completed will become a public document specifically as part of our Corporate Equality Strategy encompassing our Disability Equality Scheme. As good practice it will also form part of our commitment to meeting the Gender Equality Duty and the Race Equality Duty in relation to examining the impact of different policies, procedures, and strategies on the different ethnic groups in our community.

The Authority will agree a three year action plan as part of its Disability Equality Scheme and the impact assessments will form the basis of the plan. As part of the Disability Equality Scheme the three year action plan will be annually reviewed to check the progress of the Authority.

Guidance on completing this form:

- The form is intended to measure the whole process undertaken by your policy or procedure or strategy. This means that we will examine the whole process, starting with the way you conducted your consultation, set targets, monitor and review progress, and how this informs service planning.
- This form should be completed by any one who is responsible for implementing policies or procedures or strategy. This includes partners, contractors, private or voluntary sector agencies acting on behalf of the Authority.
- Use a copy of the form for each key policy, procedure or strategy.
- If you identify any gaps in your policy or procedure or strategy please make a note of the actions required in the improvement plan.
- Please pass a copy of the form to your Director, retain a copy for your team use and send a copy to Human Resources preferably by e-mail to cathie.turner-jones@newforestnpa.gov.uk for information. The assessment results and improvement are owned by you, your Director and your directorate, unit or team.

In the assessment you must have considered the following: Disability, Race, Gender, Age, Sexual Orientation, Religion / Belief, All internal staff / members	Tick Box	Notes
Why is the policy, procedure or strategy required?	✓	To review the layout of meetings and agenda papers to ensure full access to those with disabilities.

In the assessment you must have considered the following: Disability, Race, Gender, Age, Sexual Orientation, Religion / Belief, All internal staff / members	Tick Box	Notes
How will it be implemented? Do you have documented procedures in place?	✓	Measures are currently in place at South Efford House and venues of all Authority meetings to enable attendance by people with wheelchair and hearing disabilities. The layout of the public seating area is being reviewed with a view to further improving wheelchair access. Agendas will be reviewed in consultation with a disability organisation to include an invitation to those with sight disabilities to contact Member Services to assist them in being provided with required agenda papers in a more suitable format as well as obtaining advice on gaining access to meetings – the Authority will need to consider the cost implications for this.
For which groups of people will there be an impact? Do men and women use the service in different ways / have different needs from the service?	✓	All Authority Members, staff and members of the public requiring access to papers for Authority and committee meetings and those attending such meetings.
How significant is it in terms of its nature and the number of people likely to be affected?	✓	Very significant – there is a legal obligation to make meetings fully accessible to the public including those with disabilities. Accessibility to staff and members also need to be considered.
Is the impact positive or negative (or is there potential for both?)	✓	Positive in that adequate meeting preparations and layout will facilitate access by all. Negative impact will result if suitable disabled access arrangements are not in place.

In the assessment you must have considered the following: Disability, Race, Gender, Age, Sexual Orientation, Religion / Belief, All internal staff / members	Tick Box	Notes
What training will be available to ensure staff can implement your policy, procedure or strategy?	✓	N/A
How will you disseminate your policy, procedure or strategy?	✓	All Authority and committee papers are published on the Authority's website five days in advance of the meeting. Details of meeting venues are published at least one month in advance of the meeting. Website pages on meetings will be reviewed to ensure that information on disability issues is included. The website address is as follows: http://www.newforestnpa.gov.uk
Is your policy, procedure or strategy in Plain English and available in different formats?	✓	Arrangements for meetings are published on the website and in the papers for the meeting concerned. All papers are in plain English and wherever possible these will be reproduced in the format requested, although this may take time to produce. Layout arrangements are decided by Members Services in conjunction with the Chairman and Chief Executive but with accessibility always in mind.
Does your policy/procedure/strategy compliment or link to other policies or procedures? If so are these links made clear?	✓	No - other than speaking procedures at public meetings
What methods have you used to consult?	✓	Agenda papers and meetings layout currently followed best practice used by other local and national park authorities as well as experiences learned since the establishment of the Authority.

Outcomes / Monitoring of your impact assessment:	Tick Box	Notes
How will you measure the effect of your policy /procedure for end users?	✓	It is intended that a review of the processes currently in place will be conducted in consultation with a relevant disability organisation.
How would you know from your monitoring if anyone was disadvantaged?	✓	Accessibility in relation to agenda papers and meetings layout will be monitored by Member Services taking into account feedback from Authority members, staff and members the public who have attended meetings to identify whether the arrangements are adequate and any further action which needs to be taken.
What action / if any do we need to take to reduce negative impact?	✓	The Equality Impact Assessment will be evaluated every year. However consultations with disability organisation will commence following registration of this assessment and further advice will be sought as appropriate.
What action / if any do we need to take to increase positive impact?	✓	Consult with disability organisation to identify any action that needs to be taken to ensure that the Authority is compliant with disability requirements in respect of agenda papers and meeting arrangements.
What is the timescale for achieving targets in relation to positive or negative impacts identified?	✓	The Equality Impact Assessment will be evaluated every year. However consultations with disability organisation will commence following registration of this assessment and further advice will be sought as appropriate.
How are / will targets published?	✓	N/A

Outcomes / Monitoring of your impact assessment:	Tick Box	Notes
Are targets for outcomes set as a result of consultation with those groups affected?	✓	N/A
How is monitoring information fed back to end users?	✓	As mentioned, this is not a formal procedure or strategy of the Authority however accessibility to meetings and agenda papers are important issues and monitoring and any remedial action will be on-going.
When is your next review? When was your last review?	✓	This is the first Equality Impact Assessment for this procedure. It will be reviewed every year. The next review is due in April 2008.
How do / will you share lessons learnt with other National Parks?	✓	Through the National Park legalnet group – this group shares information and good practice.

Impact Assessment Form

When completing this impact assessment you should focus attention on the areas listed below in relation to the function, policy, procedure, or strategy you are assessing:

1. Disability
2. Race
3. Gender
4. Age
5. Sexual Orientation
6. Religion / Belief
7. All internal staff / members

Description of Function, Policy Procedure, Strategy	Is there evidence or reason to believe that some groups may be affected differently? If so to what extent? (Please see above 1-7)	Issues identified	Actions to address issues	By when? Targets for 3 Year Action Plan: Low – Yr 3 Medium – Yr 2 High – Yr 1 (include frequency of monitoring)	Resource issues e.g. Staff Budget Training Partners
Authority and Committee meetings PLEASE NOTE, THE PROCEDURE FOR PUBLIC SPEAKING FOR MEETINGS WILL BE DEALT WITH UNDER A SEPARATE IMPACT ASSESSMENT	Disability – (Wheelchair-users/ other mobility difficulties)	Layout of meetings (e.g. space for wheelchairs). Venues: e.g. Accessibility to meeting rooms in venues, provision of disabled parking and provision of accessible toilets.	Liaise with relevant disability organisation with a view to their attending an Authority and/or committee meeting to access where accessibility improvements can be made to ensure the venue is DDA compliant.	6 Months Frequency of monitoring - Annually	Budget Training Partners

Description of Function, Policy Procedure, Strategy	Is there evidence or reason to believe that some groups may be affected differently? If so to what extent? (Please see above 1-7)	Issues identified	Actions to address issues	By when? Targets for 3 Year Action Plan: Low – Yr 3 Medium – Yr 2 High – Yr 1 (include frequency of monitoring)	Resource issues e.g. Staff Budget Training Partners
	<p>Disability – Blind or partially sighted/people with dyslexia</p>	<p>Agenda and reports are accessible on the internet and as paper copies. Size 12 type and on different coloured paper depending on the nature of the meeting.</p>	<p>Include an informative on the agenda and on the relevant website page advising people to contact Member Services should they require the agenda or any of its reports in large print, or any other format.</p>	<p>3 Months Frequency of monitoring - Annually</p>	<p>Budget</p>
		<p>Signs in meeting venues (e.g. giving directions to rooms)</p>	<p>Ensure that signage at venues is clear and easy to read and includes the National Park Authority logo.</p>	<p>3 Months Frequency of monitoring - Annually</p>	
		<p>PowerPoint presentations on screens (e.g. Planning Committee) may be difficult for partially sighted people and written slides may be difficult to read.</p>	<p>Make printed copies of presentation slides available with large printed text.</p>	<p>3 Months Frequency of monitoring - Annually</p>	

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	Disability – Deaf or hearing impairment	People may require a hearing loop. Member Services ensure that a hearing loop is provided at every public meeting	n/a	n/a	n/a
	Race – Language	Agenda and reports are currently available in English.	Add an informative to procedure to say Member Services will provide the procedure in an alternative language if a request is made.	3 Months Frequency of monitoring - Annually	Budget Time

Director / Head of Service (Sign/ Print Name)	DAVID STONE
Directorate	MEMBER SERVICES
Officer completing assessment	CAROLYN HOOLE
Champion supporting assessment	CAROLYN HOOLE
Date assessment completed	6 JULY 2007