

# EQUALITY IMPACT ASSESSMENT

## THE STAGE ONE ASSESSMENT FORM - the initial screening process

<b>SERVICE, POLICY OR FUNCTION BEING ASSESSED:</b> <b>DIVISIONAL ADMINISTRATIVE FUNCTION</b>
<b>DESCRIPTION OF SERVICE, POLICY OR FUNCTION:</b> (e.g. main purpose, users or beneficiaries etc)  1.     The receipt and issue of information through the verbal, written and electronic media 2.     The requisition of, and payment for, materials and services 3.     General administrative support to other teams within the division
<b>Please indicate if it is an existing area of service or a new area/project:</b> <b>Existing service area</b>

<b>Target Equality Group</b>  <i>(see guidance note 2 for details)</i>	<b>Does it have a Positive Impact</b>  <i>If yes, please explain how (see guidance note 6 for details)</i>	<b>Does it have a Neutral Impact</b>  <i>If yes, please explain how (see guidance note 9 for details)</i>	<b>Does it have a Negative Impact</b>  <i>If yes please explain how, indicate if it is legal and whether or not it is intended. (see guidance note 7 for details)</i>	<b>If it has a negative impact, is the level of this impact high or low?</b>  <i>(see guidance note 10 for details)</i>
<b>Age</b>	No identified impact	Customers/contacts are treated equally regardless of age. No specific issues/problems have been identified. It is therefore difficult to assess whether the service has a negative or positive impact.	No identified impact	N/A

<b>Target Equality Group</b>  <i>(see guidance note 2 for details)</i>	<b>Does it have a Positive Impact</b>  If yes, please explain how <i>(see guidance note 6 for details)</i>	<b>Does it have a Neutral Impact</b>  If yes, please explain how <i>(see guidance note 9 for details)</i>	<b>Does it have a Negative Impact</b>  If yes please explain how, indicate if it is legal and whether or not it is intended. <i>(see guidance note 7 for details)</i>	<b>If it has a negative impact, is the level of this impact high or low?</b>  <i>(see guidance note 10 for details)</i>
<b>Belief or faith</b>	No identified impact	There is no evidence to assess whether these services have any impact on the belief/faith of our customers	No identified impact	N/A
<b>Disability</b>	Yes:  The service provides access to 'Text version', 'Browsealoud', 'Minicom' and the option of changing the font size when accessing Babergh's web site. These benefit people with sensory impairment and learning disabilities.	No identified impact	No identified impact	N/A
<b>Sexual Orientation</b>	No identified impact	There is no evidence to assess whether these services have any impact on the sexual orientation of our customers	No identified impact	N/A
<b>Gender</b>	No identified impact	There is no evidence to assess whether these services have any impact on the gender of our customers	No identified impact	N/A
<b>Race</b>	Yes:  Translation and interpretation services are available, therefore providing a wide range of communications	There is no evidence to assess whether these services have any racial impact on our tenants	No identified impact	N/A

**PLEASE ANSWER THE FOLLOWING QUESTIONS IF ANY AREAS HAVE BEEN IDENTIFIED WITH LOW LEVEL NEGATIVE IMPACT**

**IS THE IMPACT LIKELY TO CHANGE OVER TIME?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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**IF YES, HOW WILL THE IMPACT CHANGE?**

**WHAT CAN YOU DO TO MINIMISE OR REMOVE ANY *UNINTENDED* NEGATIVE IMPACT?**

**HOW COULD YOU MONITOR THIS WORK?**

**IF YOU HAVE IDENTIFIED ANY AREAS WHERE THE LEVEL OF NEGATIVE IMPACT IS HIGH PLEASE REFER TO YOUR HEAD OF SERVICE PRIOR TO COMPLETING A STAGE TWO ASSESSMENT FORM**

**Signed:** Joanne Leeks (other team members – Gwen Mallindine, Tracey Farthing, Rebecca Hynard)

**Date:** 1<sup>st</sup> September 2008