

Equality Impact Assessment Form

A copy of this form is available on the Intranet.

Screening

Name of strategy, project or policy:

Newsletter Distribution Options

Officer completing assessment:

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1. What is the main purpose of the strategy, project or policy?

To establish guidelines for the appropriate distribution channels for Council newsletters and other customer information.

2. List the main activities of the project, policy (for strategies list the main policy areas)

1. Reviewing current distribution arrangements.
2. Establishing guidelines for a distribution 'hierarchy'.
3. Making recommendations for the newsletters distribution.

3. Who will be the main beneficiaries of the strategy, project or policy?

Residents in Rossendale

4. Use the table below to tick:

- (a) Where you think that the strategy, project or policy could have a negative impact on any of the equality groups i.e. it could disadvantage them.
- (b) Where you think that the strategy, project, policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups.

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason
Gender	Women	✓		The newsletter provides information to all citizens
	Men	✓		The newsletter provides information to all citizens
Race	Asian or Asian British people	✓	✓	The newsletter provides information to all citizens, however some may require a summary the information in community languages
	Black or black British people	✓	✓	As above
	People of mixed race	✓	✓	As above
	Irish people	✓		The newsletter provides information to all citizens
	White people	✓		The newsletter provides information to all citizens
	Chinese people and other minority ethnic communities not listed above	✓	✓	The newsletter provides information to all citizens, however some may require a summary the information in community languages information to all citizens
Disability	Physical/learning/mental health	✓	✓	The newsletter provides

				information to all citizens. People with Sight problems will require copies in Braille, large print or on tapes. Adequate arrangements are in place.
Sexuality	Lesbians, gay men and bisexuals	✓		The newsletter provides information to all citizens
Gender Identity	Transgender people	✓		The newsletter provides information to all citizens
Age	Older people (60+)	✓		The newsletter provides information to all citizens
	Younger people (17-25), and children	✓		The newsletter provides information to all citizens
Belief	Faith groups *	✓		The newsletter provides information to all citizens
Equal opportunities and/or improved relations e.g. Rural		✓	✓	The newsletter provides information to all citizens. Distribution in rural areas is recognised as a difficulty and alternative additional distribution is being arranged

Notes:

* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

5 If you have indicated there is a negative impact on any group, is that impact:

Legal? YES ✓ NO

(i.e. it is not discriminatory under anti-discriminatory legislation)

Intended? YES ✓ NO

Level of impact HIGH LOW ✓

If the negative impact is possibly discriminatory and not intended and/or of high impact you must complete section two of this form. If not, complete the rest of section one below and consider if completing section two would be helpful in making a thorough assessment.

6 a) Could you minimise or remove any negative impact that is of low significance?

Explain how:

A summary of the information is available in community languages and in Braille, large print and on tape.
Isolated rural areas will receive a copy of the newsletter by post.

a) Could you improve the strategy, project or policy's positive impact?

Explain how:

n/a

You may wish to use the action sheet at the end of Section two.

7 If there is no evidence that the strategy, policy or project promotes equality, equal opportunities or improved relations – could it be adapted so that it does?

How?

Effective distribution arrangements will benefit all groups in the community.

Please sign and date this form, keep one copy and send one copy to the Head of Human Resources.

Signed:

Date: