



# **Equality Impact Assessment Screening Form**

**and**

# **Sustainable Development Checklist**

## Document Control

<b>Version No.</b>	6 (7 <sup>th</sup> December 2012)
<b>Amendments</b>	Update to contact details and guidance.
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## Previous consideration

<b>Version</b>	<b>Description</b>
1	First draft - Document Development
2	Version 2 and pilot initiative use
3	Clarification on full impact assessment requirements for medium risk initiatives; Integrated assessment implication(s) reporting requirements
4/5	Update to Sustainable Development Checklist, reflecting new Council priorities.

## Forthcoming document consideration

We always welcome any feedback or contributions anyone has to this document and our work towards equality. A database of completed equality impact assessments and the schedule of assessments by directorate and department will be available to review on our website.

If you would prefer to receive this document in another language or format (Braille, large print, tape or a range of electronic formats), please contact:

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# Equality Impact Assessment Screening Form

## What is an Equality Impact Assessment Screening Form?

It is a tool to help ensure that the policies, services and decisions Monmouthshire County Council take do not discriminate against any group or groups of people and that they promote equality of opportunity for everyone.

## When should it be used?

A policy, service or decision should be screened for relevance to equality at the development stage of a project, so that equality and diversity considerations can be considered from the very beginning. However, it can also be used once a project is underway or for an existing policy or service.

These are some examples of when the screening form should be used:

- When developing or reviewing policies strategies and services
- When assessing the impact of a new project or proposal
- When procuring products or services
- When preparing service delivery plans
- When scoring or assessing grant applications

## Why should it be used?

We are legally required to ensure we do not discriminate against people from the protected characteristics. These are:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- The Welsh language

## Who should use it?

Ideally the screening form would be completed by a group to help give different perspectives on the proposal. However, in reality it is likely to be the manager of the service or policy writer who completes the form, which will still generate ideas as to how to ensure equality is integrated into the service.

Members will be able to easily see and consider the equality and diversity implications of proposals on Cabinet or Council reports. To this end, comment on the implications from the screening should be included in Paragraph 6 of your Cabinet Report, called “**Sustainable Development and Equality Implications**”, and the integrated assessment attached as an appendix to the report.

## How to use the Screening form

Before screening the policy or service you should familiarise yourself with the full Equality Impact Assessment (EqIA) Toolkit, available on the Equalities Documents section of The Point, which contains comprehensive guidance on what you should consider when undertaking the screening process.

You should also be able to provide evidence for any positive, negative or neutral effects on staff or service users. Suggested sources for this evidence can be found in the EqIA Toolkit.

When assessing the potential risk you should consider:

- Does the policy/service affect a large amount of people?
- Does the policy/service affect a small group of people in a significant way?
- Are there major scale/cost implications to the Council?

If a policy or service is scored as a high risk you will need to complete a full EqIA, please seek advice from Equality Officer on completing a full EqIA. Please also seek further advice from the Equality Officer on medium risk assessments.

If a policy or service is scored as low risk, a copy of the screening form should accompany the policy or report through the approval process. In addition, a copy should be sent to the Equality Officer.

Equality Officer contact email:  
Equality@monmouthshire.gov.uk

# Sustainable Development Checklist

## WHAT IS THE SUSTAINABLE DEVELOPMENT CHECKLIST?

It is a tool to help ensure that the decisions Monmouthshire County Council take consider sustainable development issues. In simple terms, sustainable development means giving equal consideration to social, economic and environmental issues when making decisions, and thinking globally and long term.

## WHEN SHOULD IT BE USED?

The best time to use the Sustainable Development Checklist is at the development stage of a project, so that sustainability can be built in and considered from the very beginning. However, it can also be used once a project is underway.

In this case the Checklist is to be used when **writing reports that require decisions to be made by Monmouthshire County Council**, but it can also be used in other ways:

- When developing or reviewing policies and programmes
- When assessing the impact of a new project or proposal
- When procuring products or services
- When preparing service delivery plans
- When scoring or assessing grant applications

## WHY SHOULD IT BE USED?

The Checklist helps to:

- Identify positive and negative impacts on sustainable development
- Identify possible areas of conflict
- Consider simple steps which could make a project more sustainable
- Demonstrate good practice

The Checklist also helps to:

- Stimulate discussion
- Generate new ideas
- Encourage 'joined-up' thinking
- Raise awareness of different issues

## WHO SHOULD USE IT?

Ideally, the Checklist would be completed by a group, to help give different perspectives on the proposal. However, in reality it is likely to be the report writer completing the checklist, which will still generate ideas as to how to make a project more sustainable.

Members will be able to easily see and consider the Sustainable Development implications of proposals on reports.

## HOW TO USE THE SUSTAINABLE DEVELOPMENT CHECKLIST?

The process shouldn't take long to complete. When completing the Checklist you should consider:

- The impact the project has on the various aspects of sustainable development listed.
- Can any negative impacts be improved?
- Completing the checklist is bound to be a bit subjective. Is there anyone else (your manager or DMT?) who could go through the checklist too?
- Some aspects of the checklist may not be relevant. Don't worry about this.

The main impacts and any measures to be taken to reduce the negative impacts should be briefly summarised in Paragraph 6 of your Report, called "**Sustainable Development and Equality Implications**". The integrated assessment should be attached to reports as an appendix.

Headings are based on outcomes from the Corporate Improvement Plan 2011/14 which are that people in Monmouthshire:

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

## EQUALITY IMPACT ASSESSMENT SCREENING FORM

<b>Assessor(s):</b>	<b>Directorate:</b>	<b>Department:</b>
Michael Collins	Highway & Flood Management	Traffic & Road Safety
<b>Policy author / service lead</b>	<b>Date of assessment:</b>	
Michael Collins / Paul Keeble	23.03.18	

**1 Purpose of Policy/Service:**

To introduce a new 30mph speed limit order along a section of Llandeenny Road to encompass the residential properties and newly constructed railway bridge within this area.

**2** Are there any people or groups of people with protected characteristics that this policy/service is likely to affect in a **negative** way? Please tick appropriate boxes below and move on to question/s **4** and/or **5** below

Or does the policy/service have a **neutral or positive (good)** effect? Please tick appropriate boxes below and move on to question **3** below.

	<b>Negative</b>	Neutral	Positive		<b>Negative</b>	Neutral	Positive
Age		✓		Race		✓	
Disability		✓		Religion or Belief		✓	
Gender reassignment		✓		Sex		✓	
Marriage or civil partnership		✓		Sexual Orientation		✓	
Pregnancy and maternity		✓		Welsh Language		✓	

- 3 If you have assessed that the impact is either **neutral or positive** could you please give some detail below to justify/evidence this. Once you have done this there is **no requirement to carry on completing this part of the form**. Please move on to complete the **Sustainable Development checklist** on page 9

The proposed Order is intended to improve road safety within Llandeenny and not discriminate or disadvantage anyone using the highway.

- 4 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact on any **external group(s)** or individuals with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

5 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact **on individuals or groups of staff (internal)** with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

6 Please list the data that has been used for this assessment? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

7 Please give details of any consultation(s) or engagement carried out in the development of this policy/service?

8 What actions have been taken to mitigate **negative** impact(s)?

9

	Negative Impact		
	High	Medium	Low
Are a large number of people affected?	3	2	1
Is the potential impact significant?	3	2	1
Is the scale/cost to the Authority significant?	3	2	1
<b>Score</b>			



### Scoring

<input type="checkbox"/> 3	Low	No significant impact	No further action required
<input type="checkbox"/> 4 - 6	Medium	Some impact	Additional consultation to further mitigate negative impact
<input type="checkbox"/> 7 - 9	High	Significant impact	A Full impact assessment is required

**10** Is a full equality impact assessment required?  
Using the matrix and scoring information above:

- A **low** rating means that there is no further action required
- A **medium** rating will require, as a first stage, further consultation in order to determine whether a full impact assessment is required
- A **high** rating in question 6 will mean that a Full impact assessment is required.

**Yes / No**

## SUSTAINABLE DEVELOPMENT CHECKLIST

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ENVIRONMENT THAT IS DIVERSE, VIBRANT AND SUSTAINABLE					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Reduce, reuse and recycle waste and water		0			
Reduce carbon dioxide emissions by increasing energy efficiency or use of renewable energy		0			
Prevent or reduce pollution of the air, land and water			+	A reduced speed limit will prevent and/or discourage vehicles from accelerating through the village and in turn reduce carbon emissions	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		0			
Protect or enhance visual appearance of environment		0			
Reduce car and road freight mileage, and encourage public transport, walking and cycling			+	A reduced speed limit and a safer road environment within the village will encourage the use of more sustainable modes of transport, such as walking and cycling	
Have a positive impact on people and places in other countries		0			
PEOPLE IN MONMOUTHSHIRE LIVE HEALTHY AND FULFILLED LIVES					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Ensure that more people have access to healthy food		0			
Improve housing quality and provision			+	Local residents will be encouraged by lower vehicle speeds within the village, which will help to improve their quality of life	
Reduce ill health			+	A reduced speed limit and a safer road environment will encourage the use of more sustainable modes of transport, such as walking and cycling leading to a healthier lifestyle	
Improve facilities and choice of health care provision		0			

Encourage physical activity			+	A reduced speed limit and a safer road environment will encourage the use of more sustainable modes of transport, such as walking and cycling leading to a healthier lifestyle	
Promote independence			+	A reduced speed limit and a safer road environment will support greater independence especially for those without access to the private car or transport	

**PEOPLE IN MONMOUTHSHIRE LIVE SAFELY AND ARE PROTECTED FROM HARM**

<b>Elements</b>	<b>Contribution</b>			<b>Evidence</b>	<b>Ideas for Improvement</b>
<b>What contribution does this make to:</b>	<b>-</b>	<b>0</b>	<b>+</b>		
Encourage community participation/action			+	A reduced speed limit and a safer road environment will encourage community participation through improved access and greater independence	
Targets socially excluded			+	A reduced speed limit and a safer road environment will improve access for those within the community who do not have access to a private car or other form of transport	
Help reduce crime and fear of crime			+	A reduced speed limit will improve road safety within the village and will help to prevent instances of dangerous/inappropriate driving	
Improve access to local facilities for all local people, regardless of age, gender, ability etc.			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	

**PEOPLE IN MONMOUTHSHIRE BENEFIT FROM EDUCATION, TRAINING AND SKILLS DEVELOPMENT**

<b>Elements</b>	<b>Contribution</b>			<b>Evidence</b>	<b>Ideas for Improvement</b>
<b>What contribution does this make to:</b>	<b>-</b>	<b>0</b>	<b>+</b>		
Improve access to education and training			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	
Value and support voluntary work		0			
Increase and improve access to leisure and recreation facilities			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	

Increase and improve access to cultural facilities			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	
<b>PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ECONOMY WHICH IS PROSPEROUS AND SUPPORTS ENTERPRISE AND SUSTAINABLE GROWTH</b>					
<b>Elements</b>	<b>Contribution</b>				<b>Ideas for Improvement</b>
<b>What contribution does this make to:</b>	<b>-</b>	<b>0</b>	<b>+</b>		
Protect local shops and services			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	
Link local production with local consumption			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	
Improve environmental awareness of local businesses			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	
Increase employment for local people			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	
Preserve and enhance local identity and culture			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc			+	A reduced speed limit will improve access within the village and enable local people to access local facilities with much more ease	