

Equality Impact Assessment / Equality Analysis

Title of service or policy	Allotments Strategy
Name of directorate and service	Service Delivery - Environmental Services – Neighbourhoods
Name and role of officers completing the EIA	Graham Evans, Parks & Estate Manager Cathryn Humphries, Neighbourhood Environment Manager
Date of assessment	July 2011

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1. Identify the aims of the policy or service and how it is implemented.		
	Key questions	Answers / Notes
1.1	<p>Briefly describe purpose of the service/policy including</p> <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The overarching aim of the policy is to improve the quality, quantity and distribution of publicly accessible allotment within Bath and ultimately throughout the authority</p> <p>Policy will be delivered through existing service provision and also through partnership working with local stakeholders and private sector organisations.</p>
1.2	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there? 	<p>This is a new strategy for an existing service which supports the initiative from central government to encourage local authorities to develop strategies with their local communities.</p> <p>The provision of allotments is a duty set in statute.</p> <p>There is scope to review the level of delivery and the methods used to provide the service</p>
1.3	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>This policy links with many service areas across the Council including the public realm and movement strategy, sustainable communities strategy, planning policy and regeneration aims, disability access policy, Strategic Needs assessment for health, Green Spaces Strategy, emerging Green Infrastructure Strategy and</p>

maintaining the Council's assets.

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	All Officers have experience of dealing with the public and delivering front line services.
2.2	What equalities training have staff received?	The Officers delivering have received ongoing equalities training.
2.3	What is the equalities profile of service users?	Potentially all sectors of society
2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	No specific data on demographics of service users. The strategy will use census data to inform future standards of quality, quantity and distribution. Satisfaction surveys and direct involvement with and through the Allotment Forum are integral to achieving the aims of the strategy.
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	None specific to the EIA but considered through the formulation of the draft strategy
2.6	If you are planning to undertake any consultation in	We would include consultation with specialist interest groups. e.g. Action

	the future regarding this service or policy, how will you include equalities considerations within this?	for Pensioners,	
3. Assessment of impact: 'Equality analysis'			
	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy: <ul style="list-style-type: none"> • Meets any particular needs of equalities groups or helps promote equality in some way. • Could have a negative or adverse impact for any of the equalities groups 		
		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	Where possible, the Council will seek to provide toilet facilities on allotment sites.	None
3.2	Transgender – – identify the impact/potential impact of the policy on transgender people	As above	None
3.3	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	<p>Accessible plots have been created which include raised beds and boarders.</p> <p>There is the National RADAR key scheme where a radar key will open any 'accessible' site. The Council provides RADAR keys free of charge.</p> <p>The Council's website provides information about which sites are fully accessible.</p> <p>Where refurbishments are undertaken relevant Building Regulations are followed to improve access.</p>	None

		Examples of what the service has done to promote equality	Examples of potential negative or adverse impact and what steps have been or could be taken to address this
3.4	Age – identify the impact/potential impact of the policy on different age groups	No impact likely	None
3.5	Race – identify the impact/potential impact on different black and minority ethnic groups	We do not consider that there are any cultural barriers to accessing allotments.	None
3.6	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people	There is no evidence to suggest that there are issues with regard to sexual orientation and so there are no specific examples to provide here.	None
3.7	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	There is no evidence to suggest that there are issues with regard to religion/belief.	None
3.8	Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	Concessions are made for tenants for the lowest income groups. Opportunities are sort for 'occasional' gardening where no charge is made.	Community gardening initiatives will be supported to minimise the cost.
3.9	Rural communities – identify the impact / potential impact on people living in rural communities	Rural communities are often at an advantage due to their location and the availability of open space.	None

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Accessible allotments are costly to provide and may not be achievable on all sites	Match supply to demand across all sites to be addressed within the strategy	Links to Strategy action -- to plan for improving on-site provision	Cath Humphries	On-going to 2017

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by: John Crowther, Service Manager Neighbourhood Services and Cathryn Humphries, Neighbourhood Environment Manager

Date: 16th July 2012