

Equality Impact Assessment / Equality Analysis

Title of service or policy	Draft Community Asset Transfer
Name of directorate and service	Estates and Communities Team
Name and role of officers completing the EIA	Richard Long – Head of Property Services Andy Thomas – Head of Strategy, Engagement and Marketing Sara Dixon – Locality Manager
Date of assessment	7 th January 2019

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 main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. 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 e.g</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 Community Asset Transfer (CAT) policy sets out a detailed framework and criteria for organisations wishing to apply to run a community asset.</p> <p>Community assets are land or buildings that have current or future potential use for community value. They can be brought into community ownership through a number of routes, and can involve different organisational structures and terms of ownership.</p> <p>The policy follows the principles set out in the guidance document produced by "Locality" on Community Asset Transfer and examples taken from other local authorities including Bristol City Council, Isle of Wight and Wigan Borough Council. This policy creates a straight forward process for organisations to apply for a Community Asset Transfer.</p> <p>The policy has been produced in collaboration with both the Estates and Communities Teams and will be managed by the teams existing resources available, as well as bringing in expertise from other service areas.</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? 	<p>Since the Quirk Report 2007 and the introduction of the Localism Act 2011, there has been a growing interest by both local Councils and the third sector in transferring property assets into community ownership. Councils and central government have recognised that community assets can provide better outcomes, offer better value as well as create greater freedoms for partner organisations to tailor services and draw down external investment.</p>

	<ul style="list-style-type: none"> ● Is it a national requirement? ● How much room for review is there? 	<p>The Council has undertaken a number of Community Asset Transfers over the last eight years with various organisations where they have demonstrated that they are delivering services in our area. The policy builds on this work and will ensure that the wider community interests are safeguarded and that the overall objectives agreed for each asset transfer will continue to be delivered in the longer term.</p> <p>The policy will be reviewed within 12 months of its adoption and in line with the Corporate Strategy.</p>
1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	<p>The Community Asset Transfer policy will contribute to the Corporate Strategy of:</p> <ul style="list-style-type: none"> ● A strong economy and growth ● A focus on prevention ● A new relationship with customers and communities ● An efficient business <p>It will also prioritise its resources in the following areas :-</p> <ul style="list-style-type: none"> ● Protecting and caring for our most vulnerable; ● Nurturing our residents' health, safety, and wellbeing; ● Providing ways for everyone in the community to reach their full potential.

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?	<p>The Policy will be delivered by Bath & North East Somerset Council. The process will be managed by the Communities and Estates Team supported by a Panel of officers which will include representation from the Council's Equalities team.</p> <p>Bath and North East Somerset Council's workforce is diverse in terms of protected characteristics. The workforce profile is being updated and further information will be added when it is available. However, there were 2596 employees working on 31st March 2017 comprising 63% female and 37% male employees.</p>
2.2	What equalities training have staff received?	Most Council staff have received some form of equalities training, either as ongoing professional development or as part of their induction.
2.3	What is the equalities profile of service users?	<p>Community assets are run by a range of organisations including Parish Councils, local charities, community interest companies, social enterprises etc. There are currently 51 Parish Councils. https://democracy.bathnes.gov.uk/mgParishCouncilDetails.aspx?LS=17&SLS=3&bcr=1</p> <p>A report on the state of the sector in 2007, estimated that there is 2,000 voluntary and community organisations operating across Bath and North East Somerset.</p> <p>Community assets deliver a range of activities and services to the local community, meeting their local needs.</p> <p>Overall the population figures of Bath and North East Somerset is 188,648. The area is less ethnically diverse than the UK as a whole, 90% of local residents define their ethnicity as White British. This is followed by 3.8% defining as White Other and 1.1% defining as Chinese. The local population's age structure is similar to the UK's population as a whole. Despite being an area with generally good health and low crime, there is significant variation within Bath and North East Somerset. Compared to the most affluent communities in the area, the <u>most deprived communities</u> experience a range of inequalities and poorer life outcomes. The Office for National Statistics projected that the Bath and North East Somerset population will increase by 2037 by 12%. The most significant increases expected are in older people, in particular the 85+ population (a 124% increase from 5,000 to 11,200). http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/wiki/councillor-induction-key</p>
2.4	What other data do you have in terms of service users or staff?	The Council's property asset base comprises of some 1,200 assets with a value of c£500m. Sourced, Asset Management Plan 2012.

	(e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Business/Property/asset_management_plan.pdf Council assets are divided into four primary portfolios: <ul style="list-style-type: none"> • Operational Assets - held primarily in support of service delivery. • Commercial - Non-operational Investment Assets held in order to maximise direct financial return. • Community assets - Includes Parks and Gardens, Play Areas etc. • Infrastructure assets - Includes roads, bridges etc. 	
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	A consultation on the draft policy commenced on the 17 th December 2018 and will run until the 25 th January 2019 before being presented to Cabinet on the 6 th February 2019. The consultation is available on the Council's website inviting comments on the draft. It has also sent to all Ward Councillors, Parish Councils, 3SG group and organisations that have an interest in Community Asset Transfers. The results of the consultation will be published as part of the report to Cabinet.	
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	During the consultation period further work will be carried out on refining the appendices particularly developing a minimum standard of repair and building conditions as well as the assessment criteria in line with procurement standards. Additional material will be produced, such as a 'quick guide to CAT', to help organisations considering Community Asset Transfers to understand the process and their responsibilities. It is proposed that the Policy will be reviewed within 12 months of adoption.	
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	All groups	<p>Organisations that wish to apply to run a community asset will need to demonstrate their organisations commitments in accordance with the Equality Act 2010. For example:</p> <ul style="list-style-type: none"> • Offering activities and services that are available to everyone. • Ensuring the building and or services delivered from it is accessible to a wide range of people as possible. • Considering how decisions might impact upon a diverse range of people and groups • Recruiting staff, trustees and volunteers in a fair and equitable way. 	Organisations will be monitored annual against the agreed Service Level Agreement.
3.2	Gender – identify the impact/potential impact of the policy on women and men.	Organisations will need to demonstrate that they have considered the needs of service users and volunteers in relation to gender as appropriate, and identified any potential barriers. In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.	<p>There should be no negative impact on the basis of gender.</p> <p>Organisations will be monitored annual against the agreed Service Level Agreement.</p>
3.3	Pregnancy and maternity	Organisations will need to demonstrate that they have considered the needs of service users and volunteers in relation to pregnancy/maternity as appropriate, and identified any	<p>There should be no negative impact on the basis on pregnancy and maternity.</p> <p>Organisations will be monitored annual against the agreed Service Level Agreement.</p>

		<p>potential barriers..</p> <p>In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.</p>	
3.4	Gender Reassignment identify the impact/potential impact of the policy on transgender people	<p>Organisations will need to demonstrate that they have considered the needs of service users and volunteers in relation to gender reassignment as appropriate, and identified any potential barriers.</p> <p>In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.</p>	<p>There should be no negative impact on transgender people.</p> <p>Organisations will be monitored annual against the agreed Service Level Agreement.</p>
3.5	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	<p>Retaining local community assets can ensure that services are more available to local people.</p> <p>Organisations will need to demonstrate that they have considered the needs and access requirements of service users and volunteers in relation to disability as appropriate, and identified any potential barriers.</p> <p>In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.</p> <p>Materials and guides on CAT will be made available in a variety of different formats on request</p>	<p>There should be no negative impact on the basis of disability.</p> <p>Organisations will be monitored annual against the agreed Service Level Agreement.</p>

3.6	Age – identify the impact/potential impact of the policy on different age groups	<p>Volunteer roles tend to be attractive to older people who have retired as they are more likely to have more time to volunteer. However Bath has a high population of student volunteers who are activity involved in a range of local charities and organisations.</p> <p>Organisations will need to demonstrate that they have considered the needs of service users and volunteers across a wide range of ages as appropriate and identified any potential barriers.</p> <p>In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.</p>	<p>There should be no negative impact on the basis of age.</p> <p>Organisations will be monitored annual against the agreed Service Level Agreement.</p>
3.7	Race – identify the impact/potential impact on different black and minority ethnic groups	<p>Organisations will need to demonstrate that they have considered the needs of service users and volunteers across a wide range of ethnicities as appropriate, and identified any potential barriers.</p> <p>In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.</p>	<p>There should be no negative impact on the basis of race.</p> <p>Organisations will be monitored annual against the agreed Service Level Agreement.</p>
3.8	Sexual orientation - identify the impact/potential impact of the policy on	<p>Organisations will need to demonstrate that they have considered the needs of service users and volunteers in relation to sexual orientation as appropriate, and identified any potential barriers.</p>	<p>There should be no negative impact on the basis of sexual orientation.</p>

	lesbian, gay, bisexual, heterosexual people	In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.	
3.9	Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	Organisations will need to demonstrate that their proposal will not have a negative impact for their service users on grounds of marriage/civil partnership as appropriate. In 2016, the Council ran a series of Equalities Training sessions for Parish Councils and local groups.	There should be no negative impact on the basis of marriage and civil partnership.
3.10	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	Organisations will need to demonstrate that they have considered the needs of service users and volunteers across a wide range of faith and no faith backgrounds as appropriate, and identified any potential barriers. . In 2016, the Council ran a series of Equalities Training for Parish Councils and local groups.	There should be no negative impact on the basis of religion/belief.
3.11	Socio-economically disadvantaged* – identify the impact on people who are disadvantaged	There could be a positive impact for service users if a local asset is run by a parish council or local organisation. Examples include: Peasedown St John Beacon Hall and fields run by	For parish councils or local organisations to run a community asset may require an increase in the precept to residents or membership or donations. However running a facility with volunteers and access to grants will enable organisations to become more sustainable.

	<p>due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).</p>	<p>the Parish Council. Providing a local service and facility for local residents.</p>	
3.12	<p>Rural communities* – identify the impact / potential impact on people living in rural communities</p>	<p>A number of community assets will be in rural or semi-rural parts of the district. This could be a positive impact for service users if their parish and community provide enhanced local services reducing the need to travel elsewhere to access them.</p> <p>Examples include: Peasedown St John Beacon Hall and fields run by the Parish Council. Providing a local service and facility for local residents.</p>	<p>For parish councils or local organisations to run a community asset may require an increase in the precept to residents or membership or donations. However running a facility with volunteers and access to grants will enable organisations to become more sustainable.</p>

*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

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/analysis. 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
CAT Assessment Panel – how knowledgeable is the panel in respect of equality issues?	A representative from the Equalities team will be invited to attend each panel meeting.	Ongoing	SD	Ongoing
Support with the process for those who may need it	<p>Accessibility of guidance documents/application forms (e.g. quick and simple easy read guides, alternative formats, translated documents if appropriate etc)</p> <p>Additional support throughout the application process for those who need it (e.g. equalities training to support organisations wish to take on a CAT)</p>	Ongoing	SD	Ongoing

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:

(Divisional Director or nominated senior officer)

Date: