

# HDC Full Equality Impact Assessment Form

## Part 1 – AIMS AND IMPLEMENTATION OF THE POLICY/SERVICE PROCEDURE/PRACTICE

### 1.1 What is being assessed? Name of the service, policy, procedure or practice:

*(What is being assessed – service/function, policy, procedure or practice? Is it new or existing?)*

Grounds Maintenance contract renewal. The existing contract is undertaken by Veolia on behalf of the District Council. The new contract will appoint a contractor to undertake the Grounds Maintenance at recreation grounds and open spaces on behalf of HDC, and the Housing sites on behalf of the Registered Social Landlord.

### 1.2 Officer(s) & Section/Service responsible for completing the assessment:

*(Explain why the members of the impact assessment team were selected e.g. the knowledge and experience they bring to the process).*

Matthew Bills, Russel Smith, John Kemp, Jake Atkinson, Remko Hezeem, Paul Clarke

### 1.3 What is the main purpose or aims of the service, policy, procedure or practice?

To tender the Grounds Maintenance contract for a minimum of seven years, and to improve service delivery for the all of the community in all Harborough District Council open spaces. This will be achieved by setting service standards, and improving partnership working between other agencies and authorities. These will include parish councils, other district authorities, County Council, Housing Associations and other voluntary groups.

### 1.4 Who is affected by the service/policy/procedure/practice? Who is it intended to benefit and how?

*Who are the main stakeholders in relation to this policy?*

*What outcomes would other stakeholders want from this policy?*

*Are there any groups, which might be expected to benefit from the intended outcomes, but which do not?*

The main stake holders are:

Ground maintenance staff (Contractor)

Client and Admin staff

Other external contractors working in the open spaces

Public

Voluntary and other groups (Harborough in Bloom, Care Shangton, Thurnby and Bushby sports association, Symingtons Sports Association, Thurnby Resource Centre, Probabtion Service, sports clubs)

The changes in specification within the new contract are designed to raise the standard of grounds maintenance throughout all District Council owned parks and open spaces, and will benefit users directly and indirectly through the improved local environment.

**1.5 Has the service/policy/procedure/practice been promoted or explained to those it might affect directly or indirectly?**

To contractors through Monthly team meetings.  
To other authorities and agencies through meetings  
To elected members through Integrated Contracts Task Panel and whole council seminars.  
To public through Have Your Say meetings  
Colleagues through Parks Network

**1.6 How does the service/policy/procedure/practice contribute to better Community Cohesion?**

*(How do you promote good relations between different communities you serve based on mutual understanding and respect? What opportunities are there for positive cross cultural contact between these communities to take place e.g. between younger and older people, or between people of different religious faiths?).*

Through improving the local environment to enhance the use of parks and open space by all sections of the community.

**1.7 How does the service/policy/procedure/practice fit in with the council's wider aims? Include corporate and partnership priorities.**

*(How does the policy relate to other policies and practices within the council? What factors/forces could contribute /detract from the outcomes? How do these outcomes meet or hinder other policies, values or objectives of the council?)*

Community Participation – New contract will allow for community groups to be involved in maintenance and use of quality parks and open spaces.  
Strong local economy and improved transport – Parks enable sustainable transport to be used and encourage walking in a safe environment.  
Cleaner and healthier environment/lifestyles – the grounds maintenance contract will improve the standard of parks throughout the district, encouraging use by all sectors of the community, thus promoting health and well being.  
Responsive and efficient services – the new grounds maintenance contract will encourage contractors to undertake the service in a timely and efficient manner and to a high standard.  
Minimising local bureaucracy – the new contract encourages partnership working between other authorities and agencies, so giving better value for money

**1.8 What is the relevance of the aims of the service/policy/procedure/practice to the equality target groups and the Council's duty to eliminate unlawful racial, disability and gender discrimination, and promote equality of opportunity?**

The council ensure that all of its properties on parks and recreation grounds are available to all, and the grounds maintenance operations do not unreasonably hinder the use of parks and open spaces by all sectors of the community.

**1.9 How is, or will the service/policy/procedure/practice be put into practice and who is, or will be, responsible for it?**

*(Who defines or defined the policy? Who implements the Policy? How does the council interface with other bodies in relation to the implementation of this policy? Is the service provided solely by the Department/Unit or in conjunction with another department, agency or contractor? If external parties are involved then what are the measures in place to ensure that they comply with the Councils Equal Opportunity Policy?)*

Members will approve the contract before it is tendered. The conditions of contract will meet all the Councils legal obligations and duty of care considerations.

The Grounds maintenance contract will be provided an external contractor or a partnership bid and be managed by Harborough District Council Officers acting as a client.

Within the new contract the prospective contractors will be asked to ensure that they provide their equal opportunities policy, and that this is robust and complied with.

HDC will have recourse to enforce standards on contractors if their staff bring the Council into disrepute.

Monitoring of the contract for equality purposes will be done against the 6 "equality strands".

## Part 2 – CONSIDERATION OF DATA AND RESEARCH

To conduct the assessment you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure or practice.

**2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken (include information where appropriate from other directorates/units, Census 2001 etc. Please note that in some cases data may not exist or be available and you may therefore have to undertake additional research.)**

District demographic information to identify disadvantaged or special needs groups.  
Councils database organisations consulted for equality purposes(JA?)  
Complaints and thanks log  
Site visits database  
PPG17 audit  
Demographics information  
LEQSE

**2.2 Equalities profile of users or beneficiaries.** (Use the Council’s approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups.)

Standardised monitoring categories being introduced during 2008. No information at present.

**2.3 Evidence of complaints against the service/policy/procedure/practice on grounds of discrimination.** (Is there any evidence of complaints either from customers or staff (grievance) as to the delivery of the service, or its operations, on the equality target groups?)

None

**2.4 What does the consultation/research/data indicate about the negative impact of the service, policy, procedure or practice?**

No negative impacts of the service itself were identified during the focus group consultation. However, there were issues identified which have a negative impact on individuals that the service can help minimise/remove

**2.5 What does the consultation/research/data indicate about the positive impact of the service, policy, procedure or practice?**

After consultation Groups were generally happy with the service.

### Part 3 – ASSESSMENT OF IMPACT

Now that you have looked at the purpose, etc. of the **service/policy/procedure/practice (part 10 and looked at the data and research you have (part 2)**, this section asks you to assess the impact, positive and negative of the **service/policy/procedure/practice** on each of the six strands of diversity covered in the Council’s Equality and Diversity Policy. A copy of the policy can be found on the council’s website

#### RACE – testing of disproportional, adverse, neutral or positive impact

<p><b>a. Identify the effect of this policy on different RACE groups from information available.</b> none</p>	
<p><b>b. How is the target race group reflected in the take up of the service.</b> n/a</p>	
<p><b>c. From the evidence available does the policy affect, or have the potential to affect, racial groups differently?</b></p> <p>Yes            <input type="checkbox"/></p> <p>No              <input type="checkbox"/>no</p>	
<p><b>d. If yes, do any of the differences amount to:</b></p>	
	<b>Reason/evidence/comment</b>
<b>Barriers, negative impact or unlawful discrimination?</b>	
<b>Neutral impact?</b>	
<b>Positive impact?</b>	
<p><b>e. If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one racial group or for another legitimate reason?</b></p>	

**GENDER – testing of disproportionate, adverse, neutral or positive impact**

<p><b>a. Identify the effect of this policy on different GENDER groups from information available.</b>          none</p>	
<p><b>b. How are men and women reflected in the take up of the service.</b>          No difference</p>	
<p><b>c. From the evidence available does the policy affect, or have the potential to affect, men and women differently?</b></p> <p>Yes            <input type="checkbox"/></p> <p>No             <input type="checkbox"/>no</p>	
<p><b>d. If yes, do any of the differences amount to:</b></p>	
	<b>Reason/evidence/comment</b>
<b>Barriers, negative impact or unlawful discrimination?</b>	
<b>Neutral impact?</b>	
<b>Positive impact?</b>	
<p><b>e. If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one gender or for another legitimate reason?</b></p>	

**DISABILITY – testing of disproportionate, adverse, neutral or positive impact**

**a. Identify the effect of this policy on Disabled people from information available.**

While maintenance operations are being undertaken certain areas could be less accessible to partially sighted people. Fencing used to guard areas may itself cause a hazard. Dog faeces may cause a problem to wheel chair users and/ or partially sighted people by getting onto wheelchairs, shoes etc

**b. How are disabled people reflected in the take up of the service?**

n/a

**c. From the evidence available does the policy affect, or have the potential to affect, disabled people differently?**

Yes  yes

No

**d. If yes, do any of the differences amount to:**

	Reason/evidence/comment
Barriers, negative impact or unlawful discrimination?	Operations could lead to accessibility problems for some users, from the nature of the machinery and operations being undertaken  Car park maintenance could affect the ability of some people to access cars etc
Neutral impact?	
Positive impact?	

**e. If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for disabled people or for another legitimate reason?**

Yes. The maintenance operation will only be for a limited period. The contractor will



**use guards and/or barriers to make users with disabilities aware of the equipment being used and operations being undertaken. Ensure that the contract adequately caters for collection and clearance of dog faeces. Ensure that the barriers used have a low rail to alert partially sighted or blind people of the hazard.**

**AGE – testing of disproportionate, adverse, neutral or positive impact**

**a. Identify the effect of this policy on different AGE groups from information available.**

Some operations round older persons accommodation may have an impact these users

**b. How are different age groups reflected in the take up of the service.**

n/a

**c. From the evidence available does the policy affect, or have the potential to affect, age groups differently?**

Yes yes

No

**d. If yes, do any of the differences amount to:**

	Reason/evidence/comment
Barriers, negative impact or unlawful discrimination?	Slippery paths outside older persons accommodation could cause greater risk of falls for elderly people.
Neutral impact?	
Positive impact?	

**e. If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one age group or for another legitimate reason?**

no

**LESBIAN, GAY, BISEXUAL and TRANSGENDER – testing of disproportional, adverse, neutral or positive impact**

**a. Identify the effect of this policy on LESBIAN, GAY, BISEXUAL and TRANSGENDER people from information available.**  
 none

**b. How is this target group reflected in the take up of the service.**  
 n/a

**c. From the evidence available does the policy affect, or have the potential to affect, LESBIAN, GAY, BISEXUAL and TRANSGENDER people differently?**

Yes           

No             no

**d. If yes, do any of the differences amount to:**

	<b>Reason/evidence/comment</b>
<b>Barriers, negative impact or unlawful discrimination?</b>	
<b>Neutral impact?</b>	
<b>Positive impact?</b>	

**e. If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for LESBIAN, GAY, BISEXUAL and TRANSGENDER people or for another legitimate reason?**

**RELIGION/BELIEF – testing of disproportionate, adverse, neutral or positive impact**

**a. Identify the effect of this policy on different RELIGIOUS/BELIEF groups from information available.**  
**Some religious groups may require specific arrangements at funerals.**

**b. How are the target RELIGIOUS/BELIEF groups reflected in the take up of the service.**  
**Contractor will be asked within the contract to have flexibility to undertake the arrangements needed by specific religious groups**

**c. From the evidence available does the policy affect, or have the potential to affect, RELIGIOUS/BELIEF groups differently?**

Yes            yes

No            

**d. If yes, do any of the differences amount to:**

	Reason/evidence/comment
<b>Barriers, negative impact or unlawful discrimination?</b>	<b>If specific Faith groups require burial within a short time period the new contract should give flexibility to allow this.</b> <b>Other groups require that the remains should be buried by members of the family, and without flexibility this would not be catered for.</b>
<b>Neutral impact?</b>	
<b>Positive impact?</b>	

**e. If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one RELIGIOUS/BELIEF group or for another legitimate reason?**  
**no**

**OTHER – Additional groups that may experience impacts - testing of disproportional, adverse, neutral or positive impact**

**a. Identify the effect of this policy on OTHER GROUPS in the DISTRICT from information available.** *(These other groups could include factors such as literacy, health, poverty, marital status etc.)*

The may be some issues concerning literacy and the ability to read some information concerning the service.

**b. How are the target OTHER groups reflected in the take up of the service.**

**c. From the evidence available does the policy affect, or have the potential to affect, OTHER groups differently?**

Yes

No no

**d. If yes, do any of the differences amount to:**

	Reason/evidence/comment
Barriers, negative impact or unlawful discrimination?	
Neutral impact?	
Positive impact?	

**e. If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one OTHER group or for another legitimate reason?**

Monitor the demographics of the local area and the service provider. If there is a need to target particular groups then additional other language material will have to be

**provided. Contractor will need to ensure that any migrant workers employed either have sufficient English to read relevant material, or are given English language education.**

## Part 4

### MEASURES TO MITIGATE DISPROPORTIONATE OR ADVERSE IMPACT OR IMPROVE ON NEUTRAL OR POSITIVE IMPACTS

**4.1 If there is any negative impact on any target equality group identified in Section 3, is the impact intended or legal?**

The negative impacts are unintended.

**4.2 Specify measures that can be taken to remove or minimise the disproportionate or adverse effect identified in Section 3. If none were identified in Section 3, identify how disproportionate impact or adverse effect could be avoided in future. (Consider measures to mitigate any adverse impact and better achieve the promotion of equal opportunity).**

The contract should be given flexibility to allow different faith groups to access services as required.

The contract should be monitored rigorously by officers to ensure that there are no adverse impacts on the community. This should include disability and age considerations, with the issue of literacy monitored to assess whether it becomes an issue in the future.

**4.3 If there is no evidence that the service/policy/procedure/practice promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?**

**4.4 If A NEUTRAL OR POSITIVE IMPACT has been identified, can that impact be improved upon (continuous improvement)? What are the improvements that can be made? Can they be applied elsewhere in the Council?**

**4.5 How will any amended service, policy, procedure or practice be implemented, including any necessary training. (Include actions, date for completion, officer(s) responsible and any budget requirements.)**





## Part 5 - CONCLUSIONS AND RECOMENDATIONS

**5.1 Does the policy comply with equalities legislation, including the duty to promote race, disability and gender equality?** (*Take into account your findings from the impact assessment and consultations and explain how the policy was decided upon its intended effects and its benefits.*)

YES

NO

**5.2 What are the main areas requiring further attention?**

Action required in cemetery management to accommodate different faith groups  
Age and Disability monitoring will need to be undertaken to ensure that there are no negative impacts on these groups, or negative impacts are minimised

**5.3 Summary of recommendations for improvement.**

Give flexibility within the contract to ensure faith group needs can be met

**5.4 What equality monitoring/evaluation/review systems have been set up to carry out regular checks on the effects of the service/policy/procedure/practice?** (*Give details.*)

Regular monitoring by officers to determine whether the impact on equality has changed.

Officers should attend user group meetings to assess the needs of the group and whether the contract can be amended to take these into account.

**5.5 When will the amended service/policy/procedure/practice be reviewed?** (*Include dates for completion and officer(s) responsible.*)

Date completed: 15/11/07

Signed by (Manager):

Matthew Bills

Public Spaces Manager



## Part 6 - Equality Impact Assessment Improvement Plan

The table below should be completed using the information from the Equality Impact Assessment to produce an action plan for the implementation of proposals to:

1. Lower the negative impact? **And/Or**
2. Ensure that the negative impact is legal under anti-discriminatory law? **And/Or**
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups? i.e. increase the positive impact

***Please ensure that you update your service/business plan with the equality objectives/targets and actions identified below:***

Area of negative impact	Changes proposed	Lead Officer	Timescale	Resource implication	Comments
Street Cleaning	Rigorous monitoring of contract and change of sweeping frequencies round older persons accommodation	M Bills	By March 2009	Revenue to finance new contract	
Cemetery Plots	Flexibility in new contract to accommodate different faith/race group needs	S Iddison/ M Bills	By March 2009	Revenue to finance contract alterations	
Grounds Maintenance	Specifying the use of suitable temporary fencing that meets the requirements of people with vision impairment.	M.Bills	By March 2009	Revenue to finance contract alterations	

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## Part 7 - Equality Impact Assessment: Summary Report

**The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the authority's web site and return it to your authority's nominated "equality" officer.**

<b>Date of Assessment: NOV 2007</b>	
<b>Completing Officer's Title/Position: Public Spaces manager</b>	
<b>Officer's Name: Matthew Bills</b>	
<b>Service, Policy, Procedure, or Practice that was Impact Assessed:</b>	
<b>New Grounds Maintenance Contract</b>	
<b>Summary of findings:</b>	
<p>The ground maintenance contract could have a negative impact in specific areas. These are while the contract is being undertaken by the contractor, and if the contract is not fulfilled adequately by the contractor.</p> <p>The contract may also have a negative impact on faith groups if they are not able to access burial services within an appropriate timescale. This can be addressed by writing flexibility into the contact.</p>	
<b>Summary of Recommendations and Key Points of Action Plan:</b>	
<b>Ensure sufficient flexibility is included in new grounds maintenance contract, and that sufficient monitoring of the new contract is undertaken by officer to maintain standards of delivery</b>	
Groups that this policy will impact upon: ALL or:	
Race	no

Gender	no
Sexual Orientation	no
Age	yes
Disability	yes
Religion or Belief	yes
Other	