



## Equality Impact Assessment questionnaire

*(covering race, gender, disability, sexual orientation, religion or belief and age)*

This Equality Impact Assessment (EqIA) seeks to assess the impacts of your service, function, policy or strategy on people who are legally protected from discrimination (this is people belonging to one or more of these groups: race, religion, disability, sexual orientation, religion or belief and age).

Conducting this EqIA will ensure that any positive or negative impacts on people legally protected from discrimination are highlighted and the necessary action is taken to ensure equality in our services.

**This impact assessment must be reviewed at least every three years.**

**Build the next review of this service/policy into your departments' Management Plan.**

<b>Service or Policy Area:</b>	Accountancy Services (Including Internal Audit & Payroll)
<b>Service Unit:</b>	Accountancy Services
<b>Officer Completing Assessment:</b>	Andy Baldwin
<b>Telephone:</b>	██████████
<b>Date:</b>	13 <sup>th</sup> May 2009

## General

**Q.1** Please provide a brief description of this service/policy including its aims and objectives

The service provides the statutory accounting function for the Council and support to budget holders and members on managing the finances of the Council. Strategic Advice is also provided to SMT and executive committee as part of the S151 responsibilities and also the Joint Committee for Shared Services.

**Q. 2** Please list the main stakeholders/beneficiaries/ recipients of this service/policy

Senior Officers and members, all staff (Payroll), external suppliers (creditors), members of the public (Debtors & Freedom Of Information requests), government departments and other Local Authorities.

**Q. 3** If this service/policy is provided by another organisation behalf of the Council, please give the names of these organisations

The Internal Audit Service is provided by Worcester City Council.

## Consultation

**Q. 4** Please list any consultation activity with internal or external customers carried out over the last year: e.g. satisfaction surveys, focus groups or citizens panel exercises etc.

No formal consultation with internal customers, but there is informal feedback received. The work of the section as a whole is evaluated annually as one of the central planks of the Use of Resources Assessment. There is also annually consultation on the budget plans of the Council around the District prior to budget approval.

**Q. 5** Please list any arrangements you have made, or are planning for consulting with groups protected from legal discrimination on your service/policy

Budget Consultations are open events and widely advertised. The Council is currently exploring ways of making these consultations more relevant to and easier to access for all members of our community

Q. 6	Please list groups protected from legal discrimination you have consulted with
None.	
Q. 7	Please state how you consult with members of your staff about your service/policy
All Heads of Service and Budget holders have regular monthly meetings with service accountants to discuss their budgets / points of concern	
Q. 8	Please list any changes to your service/policy that you have made, or you plan to make as a result of consultation with groups protected from legal discrimination
<p>All public documents are made available on the web and members of the public are signposted for language or visual alternatives. The Statement of Accounts is also produced in summary form to raise understanding of the key financial issues in a more easily digestible format.</p> <p>Internal guidance notes for staff are posted on the Finance Sharepoint page</p>	

## Discrimination

Q. 9	Please list any evidence you have of this service/policy having an adverse impact on any groups (internal or external) protected from legal discrimination
<p>Finance is a largely statutory function which is primarily internally focused. The impact is more easily assessed if the work is broken down into its constituent parts:</p> <p>Management Accounting: Either statutory or providing internal advice / information – no impact on discrimination</p> <p>Systems: Ensures that the Councils financial systems run effectively and that they are accurate – no impact on discrimination.</p> <p>Exchequer: Oversees the ordering process and pays suppliers according to the terms agreed by the service department / contract. Also manages the debt of the authority in liaison with the service department – no impact on discrimination.</p> <p>Internal Audit: carries out the review of internal control for the Council – no impact on discrimination</p> <p>Payroll: pays people in accordance with statutory and locally agreed terms and conditions – no impact on discrimination</p>	

Q. 10	If the function or policy is discriminatory, is positive action justifiable to overcome the discrimination?
The function does not actively discriminate against any groups enjoying legal protection from discrimination.	
Q. 11	Could the function or policy have an adverse impact on relations <b>between</b> groups protected from legal discrimination? If so, please describe
The function does not actively discriminate against any groups enjoying legal protection from discrimination.	

### Service Delivery

Q. 12	Please list any alternative ways to improve <b>access to your service/policy</b> by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
Not applicable because the function does not actively discriminate against any groups legal protection from discrimination.	
Q. 13	Please list any alternative ways to improve <b>understanding of your service/policy</b> by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
Community events focusing on services provided by the Council and the outcomes that they provide.	

### Monitoring

Q. 14	Please describe how monitor of take up of your service/policy
Not applicable – finance provides a support service to Council’s front line operations with no optional take up	
Q. 15	How are the results of any monitoring analysed, reported and publicised?
Not applicable as take up cannot be monitored	
Q. 16	Does an analysis of your customer base against baseline population figures for the District show that you are reaching all groups in your area? If not, which groups are adversely affected?
Not a front line service	

Q. 17	Please list any performance targets relating to equality in your function
No targets have been set.	
Q. 18	Please list any plans you have to introduce new targets on equality in your service/policy <i>Include this in the Action Plan attached.</i>
No plans to introduce targets.	

Miscellaneous	
Q. 19	If your function is provided by a private sector or voluntary sector organisation on a contract basis, please list any arrangements <b>you have made or plan to make</b> to make sure that these organisations ensure equality.
Function is not provided by a private sector or voluntary sector organisation.	
Q. 20	Have you received any complaints about your service/policy in respect of equality issues? If so, please give a brief description
No	
Q. 21	Please list any staff training issues on equality arising from this assessment
None	
Q. 22	Does your service/policy result in any financial support being given to people protected from legal discrimination within the voluntary and community sector. If yes, please list organisations and amounts.
Not directly.	
Q. 23	How do you plan to publicise the results of this assessment?
Publish this assessment on the website.	

## ACTION PLAN

Please detail any action that you plan to take as a result of this impact assessment

Objective	Action/s	Lead Officer	Completed by
Consulting with customers on service design & delivery	Replace annual budget consultations with a rolling programme of community based events that focus on the services of the Council and the Outcomes that they provide. Rather than the current narrow focus just on finance.	Head of Finance & Resources & Head of Policy and performance	Oct 2009
Access to printed / electronic information	Continue to ensure that all public documents are made available on the web and members of the public are signposted for language or visual alternatives	Finance Manager	Oct 2009
Training for New Starters	As part of the induction process ensure that all new members of staff are made aware of the responsibilities for equality and diversity	Finance Manager	Ongoing
Ensure Partners have E&D policies and practices in place	Review as part of contract negotiations	Head of Finance & Resources	Ongoing
Publish EqIA on website	Publish this assessment on website	Finance Manager	Aug 2009