



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.

Service or Policy Area:	Business Continuity Plan
Service Unit:	Performance & Policy
Officer Completing Assessment:	David Rolls and Fozia Yamin
Telephone:	██████
Date:	7 th April 2009

General	
Q.1	Please provide a brief description of this service/policy including its aims and objectives
	The Business Continuity Plan exists to ensure that, in the event of losses of key utilities, ICT systems, staff or operational buildings, the Council has effective plans in place to maintain key services and restore other services as soon as practicable.
Q. 2	Please list the main stakeholders/beneficiaries/ recipients of this service/policy
	Staff, customers and key partners.
Q. 3	If this service/policy is provided by another organisation behalf of the Council, please give the names of these organisations
	This service is not provided by contractors or partners

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.
	Each Service Manager was consulted directly regarding essential Business Continuity impact.
Q. 5	Please list any arrangements you have made, or are planning for consulting with groups protected from legal discrimination on your service/policy
	No arrangements are in place to consult with groups protected from legal discrimination.
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

	Staff will be consulted with in the application and training stage of the Business Continuity project.
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
	No consultation with groups protected from legal discrimination has been made, so no changes have been made.

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
	There is no evidence to prove an adverse impact of the Business Continuity Plan. However, potential gaps include; the impact of using alternative accommodation on employees with a disability or other religious beliefs/practices. Another gap is the potential impact to those groups protected from legal discrimination if there is a change to the level of service in the event of an emergency the council provides.
Q. 10	If the function or policy is discriminatory, is positive action justifiable to overcome the discrimination?
	There is no evidence to prove the policy is discriminatory.
Q. 11	Could the function or policy have an adverse impact on relations between groups protected from legal discrimination? If so, please describe
	Due to service prioritisation, the aged and infirm may be seen to get preferential treatment.

Service Delivery	
Q. 12	Please list any alternative ways to improve access to your service/policy by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>

	None
Q. 13	Please list any alternative ways to improve understanding of your service/policy by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
	None

Monitoring	
Q. 14	Please describe how monitor of take up of your service/policy
	Routinely, take-up of this policy is not monitored but a review of its effectiveness will be undertaken after an emergency event and the results of that exercise will be internally and shared with key partners.
Q. 15	How are the results of any monitoring analysed, reported and publicised?
	Results of testing and actual events are analysed and used to improve plans for the future. Any changes to plans will be recorded under version control procedures in the Business Continuity Plan.
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?
	N/a
Q. 17	Please list any performance targets relating to equality in your function
	No performance targets in place because they are inappropriate to this function. However, the effectiveness of the BCP is measured by the extent to which each service is maintained during an emergency and compared with the designated recovery period for each service.
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>
	None

Miscellaneous

Q. 19	If your function is provided by a private sector or voluntary sector organisation on a contract basis, please list any arrangements you have made or plan to make to make sure that these organisations ensure equality.
	Where a private sector organisation is contracted to support the Business Continuity Plan, we would seek assurance of their equality policy and practices.
Q. 20	Have you received any complaints about your service/policy in respect of equality issues? If so, please give a brief description
	No complaints received.
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.
	No
Q. 23	How do you plan to publicise the results of this assessment?
	Publish on the internet and SharePoint.

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 groups legally protected from discrimination.	Testing prioritisation of services with the 'Meeting Your Needs' forum in the event of an emergency, to ensure continuity of service	David Rolls	September 2009
Procurement dealings with suitable organisations.	Establish arrangements for the provision of equality practices/procedures with potential contractors.	David Rolls	December 2009
Contractor arrangements ensure equality	Where a private sector organisation is contracted to support the Business Continuity Plan, we would seek assurance of their equality policy and practices.	David Rolls	September 2009
Publication of Equality Impact Assessment	Publish on the internet and SharePoint.	David Rolls	July 2009