

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 1. Topic of assessment

<b>EIA title:</b>	<b>The Community Partnership Public Value Review (PVR)</b>
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<b>EIA author:</b>	Angeliki Humphries
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## 2. Approval

	<b>Name</b>	<b>Date approved</b>
<b>Approved by</b>	Mark Irons	15 November 2012

## 3. Quality control

<b>Version number</b>	V3	<b>EIA completed</b>	
<b>Date saved</b>		<b>EIA published</b>	

## 4. EIA team

<b>Name</b>	<b>Job title (if applicable)</b>	<b>Organisation</b>	<b>Role</b>
Mark Irons	Head of Customer Services & Customers and Communities Directorate Support	SCC	PVR Lead
Angeliki Humphries	CC Policy Officer	SCC	CP PVR Project officer

## 5. Explaining the matter being assessed

<b>What policy, function or service is being introduced or reviewed?</b>	<p>The Community Partnership PVR reviewed the role of SCC's Local Committees and the Community Partnership Team.</p> <p>The current Local Committee system was established in April 2002 with the introduction of 11 Local Committees each aligned to one of Surrey's Districts and Boroughs. The original aim of the Local Committees was to devolve decisions closer to the customer, improve local performance monitoring and to improving local representation<sup>1</sup>.</p> <p>The Community Partnership Team, originally known as the 'Community Support Team, was also established in 2002. The team has significantly changed since its introduction. The team originally comprised of 31.5 'Full Time Equivalent' staff (FTE) but was reviewed in 2005, and again in 2011, and now comprises 19.5 FTE. The main change has been the removal of 11 x Area Directors and 4 x Media Officers positions.</p>
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<sup>1</sup> SCC Executive Paper Area Committees 23 July 2001.

# EQUALITY IMPACT ASSESSMENT TEMPLATE

	<p>The current team is made up of 1 x Team Manager (Grade SP13), 2 x Team Leaders (Grade SP11), 11 x Community Partnership and Committee Officers (Grade SP9), 4.5 x Local Support Assistants (Grade SP6), and 1 x Area Support Assistants (Grade SP6) (figures represent FTE).</p>
<p><b>What proposals are you assessing?</b></p>	<p>The aim of the Community Partnership PVR was to review the role of SCC’s Local Committees and the Community Partnership Team “to improve outcomes for residents by strengthening local democracy and placing much greater emphasis on partnership working.” (David Hodge, Leader of SCC).</p> <p>The PVR recommendations are designed to:</p> <ul style="list-style-type: none"> <li>• support Members in their role as community leaders and champions</li> <li>• improve decision making and speed-up processes</li> <li>• promote greater accountability and local scrutiny</li> <li>• increase the involvement of residents, local communities, businesses and partners.</li> </ul> <p>Recommendation 1: Review SCC’s Scheme of Delegation to assess where decisions should be taken, or influenced, more locally (i.e. at the Cabinet, the Local Committee or the Divisional level).</p> <p><u>Positive impact:</u></p> <ul style="list-style-type: none"> <li>• Decisions will be made at a more local level closer to the communities and will encourage better participation, involvement and understanding of the local needs of the communities.</li> </ul> <p>Recommendation 2: Strengthen local priority setting and the advisory role of SCC’s Local Committees by introducing annual priority setting meetings with key stakeholders.</p> <p><u>Positive impacts:</u></p> <ul style="list-style-type: none"> <li>• More time could be available for considering and setting local priorities according to the needs of the local area.</li> <li>• Increased opportunities for partners, businesses and local residents to get involved could encourage effective partnership working and local information provision.</li> </ul> <p>Recommendation 3: Simplify and speed-up local decision making processes and introduce a more proportionate level of scrutiny.</p> <p><u>Positive impact:</u></p> <ul style="list-style-type: none"> <li>• Greater number of local issues effecting local</li> </ul>

# EQUALITY IMPACT ASSESSMENT TEMPLATE

communities could be discussed by improving and effectively manage the Local Committee meetings process.

- Improving the way that local information is provided to local residents and communities by using additional to Local Committee meetings communication mechanisms

Recommendation 4: Implement an e-communications strategy which supports councillors to communicate with local residents, businesses and partners.

Positive impacts:

- New communication mechanisms will be introduced in addition to existing ones (such as face to face and two-way conversations, email, phone, internet, meetings etc.)
- Whilst we are improving the functionality of our online mechanisms we are still maintaining the existing communication venues and improving accessibility to local information for residents, partners and communities without access to the online systems.

Recommendation 5: Maintain Local Committees as meetings in public but take steps to make the meetings more welcoming and useful for those residents, businesses and partners who attend.

Positive impact:

- By making these meetings more accessible and by providing more opportunities for discussion more residents, local community groups, businesses and partners will be encouraged to attend and get involved.

Recommendation 6: Simplify local funds and financial processes to increase efficiency.

Positive impact:

- By improving and changing the way we work we could achieve more improved outcomes for residents and local communities in the most efficient way.
- By reallocating officer time more local resource could be provided to focus on other local activities (such as community engagement, local support to councillors etc.)

Recommendation 7: Make the local committee processes clearer for residents and more efficient to administer by adopting consistent approach.

# EQUALITY IMPACT ASSESSMENT TEMPLATE

Positive impact:

- By improving the way we work we can encourage greater and more effective resident involvement and participation.

Recommendation 8: Review the governance model of the Local Committees and the practice of substitutes to make voting on Local Committees equal.

Positive impact:

- Increased local participation/engagement in decision-making process
- Greater consideration of the local view / local influence
- Better partnership working with improved shared outcomes for local residents and communities could be encouraged

Recommendation 9: Strengthen the role of the Community Partnerships Team to facilitate partnership, engagement and democratic support.

- More local support for to facilitate partnership, engagement and democratic support will improve service delivery.

Recommendation 10: Implement a “Think Councillor, Think Resident” culture change programme to deliver the Leader’s vision of a member led, customer focused Council.

Positive impact:

- More local support will enable them to improve their local knowledge and understanding of local residents’ and communities’ needs and will support them to be effective community champions.

The proposed recommendations recognise that each local area is different, consists of local communities with different needs and priorities and attempt to create flexibility within a framework. This will allow each local committee to operate locally whilst maintaining an efficient system.

# EQUALITY IMPACT ASSESSMENT TEMPLATE

<b>Who is affected by the proposals outlined above?</b>	<p>Councillors, residents, staff, partners and businesses will be positively affected by the above proposals:</p> <ul style="list-style-type: none"> <li>• By improving outcomes for residents by strengthening local democracy and placing much greater emphasis on partnership working.</li> <li>• By encouraging wider participation and more local decision making that takes into consideration the needs of local communities.</li> </ul>
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## 6. Sources of information

<b>Engagement carried out</b>
<p>Engagement activities took place from February to September 2012 and included face to face interviews, site visits, workshops, meetings, presentations, informal discussions, surveys, 'Communicate' Members newsletter.</p> <p>We have consulted with :</p> <ul style="list-style-type: none"> <li>• Local Committee Chairmen (monthly meetings)</li> <li>• The 11 x Local Committees</li> <li>• The Communities Select Committee</li> <li>• The Community Partnership Member Reference Group (monthly meetings)</li> <li>• A SCC and District and Borough councillor survey</li> <li>• Corporate Leadership Team</li> <li>• SCC officers and the Community Partnership Team</li> <li>• District and Boroughs officers</li> <li>• Residents (Local Committee Feedback Survey and Joint Neighbourhood Survey)</li> <li>• Other partners (Representatives from Parish Councils, Police &amp; NHS)</li> <li>• Businesses (Surrey Connections)</li> </ul> <p>We have visited other authorities to compare and discuss other models of delivering similar services:</p> <ul style="list-style-type: none"> <li>• Bristol</li> <li>• Hertfordshire</li> <li>• Gloucestershire</li> <li>• Kingston</li> </ul>
<b>Data used</b>
<p>We have taking into consideration:</p> <ul style="list-style-type: none"> <li>• the findings/recommendations of the Localism Task Group report</li> </ul>

# EQUALITY IMPACT ASSESSMENT TEMPLATE

- the Localism Act
- the Joint Neighbourhood survey results
- The residents and councillors surveys results
- Feedback from residents attended Local Committee meetings, feedback from staff, councillors, senior officers from Surrey District and Borough Councils and other local authorities
- Evaluation of various local pilots (e.g. youth, parking libraries etc.)
- Community Partnerships service and team plans and other documents

All the above engagement activities showed no particular equalities implications that will affect negatively councillors, partners, residents and staff.

The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all the above groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.

## 7. Impact of the new/amended policy, service or function

The PVR recommendations advance equal opportunities; eliminate discrimination; and foster good relations between people that share protected characteristics and those that do not.

The findings of the engagement activities described above highlighted the benefits the implementation of the PVR recommendations could bring to all the above groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.

In particular:

**Community engagement at local level:** there are a number of benefits from community engagement activities. These include: better decision making; better services; improved local skills; and stronger communities. There are additional benefits from including equality groups, such as that policy and practice reflect the views of all relevant community members; there are good relationships between and within communities; groups that may experience exclusion can develop confidence, skills and opportunities. By implementing this recommendation we will ensure that everyone has the opportunity to express their views, take part in decision making processes and influence service delivery.

**More local resource to support councillors be effective community leaders:** it will support councillors increase their knowledge and skills that will enable them to provide leadership on cohesion issues which are critical to helping create local sustainable communities.

**Make local information more accessible and provide more opportunities for discussion:**

Making local information more accessible will be a significant step in helping people better understand and use this information and feel confident that they have the opportunity to influence local decisions.

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic <sup>2</sup>	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	The PVR recommendations have a positive impact on all age groups and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.	No potential negative impact has been identified at this stage.	The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.
Page 239 <b>Disability</b>	The PVR recommendations have a positive impact on disabled people and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.  Specific projects around community engagement, meetings and events venues and accessible local information will be developed by the Community Partnership Team during the implementation stage of the	No potential negative impact has been identified at this stage.	The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.

<sup>2</sup> More information on the definitions of these groups can be found [here](#).

## EQUALITY IMPACT ASSESSMENT TEMPLATE

	PVR recommendations and separate equality analysis will be undertaken for each of those projects.		
<b>Gender reassignment</b>	The PVR recommendations have a positive impact on local people and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.	No potential negative impact has been identified at this stage	The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.
<b>Pregnancy and maternity</b>	The PVR recommendations have a positive impact on local people and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.	No potential negative impact has been identified at this stage	The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.
<b>Race</b>	The PVR recommendations have a positive impact on local residents from different ethnic backgrounds and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.	No potential negative impact has been identified at this stage.	The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.

## EQUALITY IMPACT ASSESSMENT TEMPLATE

<p><b>Religion and belief</b></p>	<p>The PVR recommendations have a positive impact on members of public from different religious backgrounds and particularly bring positive outcomes for local residents and encourage more effective and accessible ways/channels of community engagement and involvement in local issues addressing their specific needs.</p>	<p>No potential negative impact has been identified at this stage.</p>	<p>The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.</p>
<p><b>Sex</b></p>	<p>The PVR recommendations have a positive impact on local people and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.</p>	<p>No potential negative impact has been identified at this stage.</p>	<p>The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.</p>
<p><b>Sexual orientation</b></p>	<p>The PVR recommendations have a positive impact on local people and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.</p>	<p>No potential negative impact has been identified at this stage.</p>	<p>The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.</p>

## EQUALITY IMPACT ASSESSMENT TEMPLATE

<p><b>Marriage and civil partnerships</b></p>	<p>The PVR recommendations have a positive impact on local people and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs.</p>	<p>No potential negative impact has been identified at this stage.</p>	<p>The findings of the engagement activities highlighted the benefits the implementation of the PVR recommendations could bring to all age groups and particularly the positive outcomes for local residents that will encourage a more effective community engagement and involvement in local issues addressing their local needs.</p>
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### 7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<p>Page 242</p> <p><b>Age</b></p>	<p>Impacts not known/identified at this stage. However if there are changes on the Community Partnership Team structure or on the way the Community Partnerships Team delivering services then a more in depth EIA will be carried out and this section (7b) will be updated accordingly</p>	<p>Impacts not known/identified at this stage. However if there are changes on the Community Partnership Team structure or on the way the Community Partnerships Team delivering services then a more in depth EIA will be carried out and this section (7b) will be updated accordingly.</p>	
<p><b>Disability</b></p>	<p>As above</p>	<p>As above</p>	
<p><b>Gender reassignment</b></p>	<p>As above</p>		
<p><b>Pregnancy and maternity</b></p>	<p>As above</p>		

## EQUALITY IMPACT ASSESSMENT TEMPLATE

<b>Race</b>	As above		
<b>Religion and belief</b>	As above		
<b>Sex</b>	As above		
<b>Sexual orientation</b>	As above		
<b>Marriage and civil partnerships</b>	As above		

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 8. Amendments to the proposals

Change	Reason for change
N/A	

## 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
The PVR recommendations have a positive impact on local people and particularly bring positive outcomes for local residents and encourage more effective and accessible ways of community engagement and involvement in local issues addressing their local needs	Implementing the PVR recommendations and relevant delivery plan	April 2013	Jane Last/James Painter

## 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
N/A	

## 11. Summary of key impacts and actions

<b>Information and engagement underpinning equalities analysis</b>	<p>The PVR has conducted extensive consultation (as described in Section 6. Sources of information) and the proposed recommendations are intended to create positive outcomes for residents, local communities, businesses and partners by promoting greater accountability and increasing involvement.</p> <p>No negative equalities implications were identified.</p>
<b>Key impacts (positive and/or negative) on people with protected characteristics</b>	<p>The recommendations in this report will have a positive impact as they will:</p> <ul style="list-style-type: none"> <li>• improve decision making and speed-up processes</li> <li>• promote greater accountability and local scrutiny</li> </ul>

# EQUALITY IMPACT ASSESSMENT TEMPLATE

	<ul style="list-style-type: none"><li>• increase the involvement of residents, local communities, businesses and partners.</li></ul>
<b>Changes you have made to the proposal as a result of the EIA</b>	N/A
<b>Key mitigating actions planned to address any outstanding negative impacts</b>	N/A
<b>Potential negative impacts that cannot be mitigated</b>	N/A

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