

## **Colchester Borough Council**

### **Equality Impact Assessment Form - An Analysis of the Effects on Equality**

#### **Section 1: screening stage**

Name of policy, service or strategy to be assessed:

- 'Cash in transit' contract cabinet decision

1. What is the main purpose of the policy, service or strategy?

- To award a contract to a security company based on the criteria of the tender.

2. What main areas or activities does it cover?

- The collection, counting and banking of cash in respect of different council services.

3. Are there changes to an existing policy being considered in this assessment?

- The new contract will involve a more effective and efficient approach to the collection, counting and banking of council income cash.

If so what are they?

- Closing the counting function at Angel Court
- Vacating the Cash Office at Angel Court

4. Who are the main audience, users or customers who will be affected by the policy?

- CBC Departments that deal with cash
- Parking Partnership
- Staff from Income Management
- Staff within Parking Partnership

5. What outcomes do you want to achieve from the policy, service or strategy?

- Effective and efficient cash income processes
- Safe and secure cash income processes

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- All service areas that deal with cash
- Parking Partnership

7. Are you aware of any relevant information, data, surveys or consultations<sup>1</sup>, which help us to assess the likely or actual impact of the policy, service or strategy upon customers or staff?

- Relevant information includes 'Specification for Cash Collection Services'
- Portfolio Holder Report: 'To outsource cash collection and counting' February 2013

8. How does the policy, service or strategy help to further or facilitate our 'general duty'<sup>2</sup> to:

(a) eliminate unlawful discrimination, harassment and victimisation?

(b) advance equality of opportunity between people who share a 'protected characteristic'<sup>3</sup> and those who do not?<sup>4</sup>

<sup>1</sup>Click on [surveys or consultations](#) for more information. The Council's surveys and consultations include 'equality monitoring information' to help us identify any particular concerns or views expressed by any particular group or 'protected characteristic'. It can also help us to assess how representative of our customers the respondent group is.

<sup>2</sup> These 3 points summarise the 'general duty' as it applies to public sector organisations in the Equality Act 2010

<sup>3</sup> The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

<sup>4</sup> This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(c) foster good relations between people who share a protected characteristic and those who do not?<sup>5</sup>

Please complete the following table in order to identify how the policy, practice or strategy furthers the aim of the 'general duty':

'Protected characteristic' group		How does it help to 'eliminate unlawful discrimination, harassment and victimisation'?	How does it help to 'advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to 'foster good relations between those who share a protected characteristic and those who do not'?
Age	Older people (60+)	The changes are administrative and internal – and are not believed to contribute towards the aims of the general duty.	The changes are administrative and internal – and are not believed to contribute towards the aims of the general duty.	The changes are administrative and internal – and are not believed to contribute towards the aims of the general duty.
	Younger people (17-25) And children (0-16)	As above	As above	As above
Disability	Physical	As above	As above	As above
	Sensory	As above	As above	As above
	Learning	As above	As above	As above
	Mental health issues	As above	As above	As above
	<i>Other – please specify</i>			
Ethnicity <sup>6</sup>	White	As above	As above	As above
	Black	As above	As above	As above
	Chinese	As above	As above	As above
	Mixed Ethnic Origin	As above	As above	As above
	Gypsies/ Travellers	As above	As above	As above
	<i>Other – please state</i>			
Language	English not first language	As above	As above	As above
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	As above	As above	As above

<sup>5</sup> This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

<sup>6</sup> National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		How does it help to 'eliminate unlawful discrimination, harassment and victimisation'?	How does it help to 'advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to 'foster good relations between those who share a protected characteristic and those who do not'?
Religion or Belief	People with a religious belief (or none) <sup>7</sup>	As above	As above	As above
Sex	Men	As above	As above	As above
	Women	As above	As above	As above
	Gender reassignment	As above	As above	As above
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian	As above	As above	As above
Marriage and Civil Partnership <sup>8</sup>	People who are single, married or in a civil partnership	As above	not applicable	not applicable

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy, service or strategy is likely to particularly benefit or disadvantage any of the 'protected characteristics'.

*Remember to include reference to any relevant consultation, data or information.*

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)	X	The changes are administrative and internal – no positive impacts have been identified as applying to any 'protected characteristics' for either customers or staff.	X	The changes are administrative and internal – no negative impacts have been identified as applying to any 'protected characteristics' for either customers or staff.
	Younger people (17-25) And children (0-16)	X	As above	X	As above
	Disability	Physical	X	As above	X

<sup>7</sup> For example, Buddhist, Christian, Hindu, Jewish, Muslim, Sikh or no religious belief.

<sup>8</sup> Our legal duty in respect of 'marriage or civil partnership' extends only to the need to eliminate unlawful discrimination.

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
	Sensory	X	As above	X	As above
	Learning	X	As above	X	As above
	Mental health issues	X	As above	X	As above
	Other – <i>please specify</i>				
Ethnicity	White	X	As above	X	As above
	Black	X	As above	X	As above
	Chinese	X	As above	X	As above
	Mixed Ethnic Origin	X	As above	X	As above
	Gypsies/ Travellers	X	As above	X	As above
	Other – <i>please state</i>				
Language	English not first language	X	As above	X	As above
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	X	As above	X	As above
Religion or Belief	People with a religious belief (or none)	X	As above	X	As above
Sex	Men	X	As above	X	As above
	Women	X	As above	X	As above
	Transsexual / gender reassignment	X	As above	X	As above
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian	X	As above	X	As above
Marriage and Civil Partnership	People who are single, married or in a civil partnership	X	As above	X	As above

10. If you have identified any negative impacts above, have you been able to minimise or remove them, and if so, how?

Not applicable – no negative impacts identified

11. Could the policy, service or strategy discriminate<sup>9</sup> against any 'protected characteristic', either directly or indirectly<sup>10</sup>?

No

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<sup>9</sup> The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic'.

<sup>10</sup> If you answer 'yes' to question 11 (above) you will need to complete this section in addition to Section 2 in order to conduct a full Equality Impact Assessment.

## Summary and findings of Initial Equality Impact Assessment – screening stage

12. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
<b>No likely negative impacts have been identified and this has been justified with reference to information, data, surveys or consultations. X</b>	<b>Sign off screening and finish.</b>
Likely negative impacts have been identified but have been minimised or removed. <input type="checkbox"/>	Sign off screening and finish.
Likely negative impacts were identified but have not been minimised or removed. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

13. Name and job title of person completing this form:

- Debbie Greenwood

14. Date of completion:

- August 2013

15. Date for update or review of this screening:

- August 2016