

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:

- Street Naming and Numbering Policy

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

- To provide a concise policy regarding the Street Naming and Numbering of all streets and properties within the Borough of Colchester, to ensure transparent, fair and equal treatment of all applicants.

2. What main areas or activities does it cover?

The main activities of the policy are:

- Provide Street Naming guidelines including the explanation of what types of names can and cannot be used and the reasons why;
- Provide Property Addressing guidelines explaining the numbering schemes employed in the Borough;
- Provide details of statutory laws affecting the above guidelines as dictated by Acts of Parliament.

3. Who are the main audience, users or customers who will be affected?

- Mainly property developers, but can be any member of the public.

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

- The provision of clear, concise guidelines and notification of applicable legislation, providing the public with the relevant information required for the Naming and Numbering of streets and property in the borough of Colchester.

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

- None internally. Changes to street/property names are provided to Royal Mail to update their address file.

6. How does the policy, service or strategy help to further or facilitate to our 'general duty'¹ to:

(a) eliminate unlawful discrimination, harassment and victimisation?

(b) advance equality of opportunity between people who share a 'protected characteristic'² and those who do not?³

(c) foster good relations between people who share a protected characteristic and those who do not?⁴

Please complete the following 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+)	N/A	N/A	N/A
	Younger people (17-25) and children (0-16)	N/A	N/A	N/A
Disability	Physical	N/A	N/A	N/A
	Sensory	N/A	N/A	N/A
	Learning	N/A	N/A	N/A
	Mental health issues	N/A	N/A	N/A
	Other – <i>please specify</i>	N/A	N/A	N/A
Ethnicity ⁵	White	N/A	N/A	N/A

¹ These 3 points summarise the 'general duty' as it applies to public sector organisations in the Equality Act 2010

² 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.

³ 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.

⁴ This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

'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'?
	Black	N/A	N/A	N/A
	Chinese	N/A	N/A	N/A
	Mixed Ethnic Origin	N/A	N/A	N/A
	Gypsies/ Travellers	N/A	N/A	N/A
	Other – <i>please state</i>	N/A	N/A	N/A
Language	English not first language	The information and online form can be easily translated into another language using a number of the free online translation services i.e. http://uk.babelfish.yahoo.com/ or http://translate.google.com/	The information and online form can be easily translated into another language using a number of the free online translation services i.e. http://uk.babelfish.yahoo.com/ or http://translate.google.com/	N/A
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	N/A	N/A	N/A
Religion or Belief	People with a religious belief (or none) ⁶	N/A	N/A	N/A
Sex	Men	N/A	N/A	N/A
	Women	N/A	N/A	N/A
	Transsexual / gender reassignment	N/A	N/A	N/A
Sexual Orientation	Lesbian, gay and bisexual	N/A	N/A	N/A
Marriage and	People who are single,	N/A	not applicable	not applicable

⁵ 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).

⁶ For example, Buddhist, Christian, Hindu, Jewish, Muslim, Sikh or no religious belief.

'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'?
Civil Partnership ⁷	married or in a civil partnership			

7. Are there any concerns that the policy, service or strategy could have a differential impact in terms of equality?

- None

Please use the table below to indicate how the policy, service or strategy could have a positive or negative effect on any of the following equality groups (known under the Equality Act as 'protected characteristics'). Include reference to any consultation, data or information that you have used in making this assessment about positive or negative effects.

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Age	Older people (60+)	N/A		N/A	
	Younger people (17-25) and children (0-16)	N/A		N/A	
Disability	Physical	N/A		N/A	
	Sensory	N/A		N/A	
	Learning	N/A		N/A	
	Mental health issues	N/A		N/A	
	Other – <i>please specify</i>	N/A		N/A	
Ethnicity	White	N/A		N/A	
	Black	N/A		N/A	
	Chinese	N/A		N/A	
	Mixed Ethnic Origin	N/A		N/A	
	Gypsies/ Travellers	N/A		N/A	
	Other – <i>please state</i>	N/A		N/A	

⁷ 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 benefit the group	Negative Impact	Explain how it could disadvantage the group
Language	English not first language	N/A		X	This group could have difficulty accessing relevant information and the online form. See question 9 below.
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	N/A		N/A	
Religion or Belief	People with a religious belief (or none)	N/A		N/A	
Sex	Men	N/A		N/A	
	Women	N/A		N/A	
	Transsexual / gender reassignment	N/A		N/A	
Sexual Orientation	Lesbian, gay and bisexual	N/A		N/A	
Marriage and Civil Partnership	People who are single, married or in a civil partnership	N/A		N/A	

8. Could the policy, service or strategy unlawfully discriminate⁸ against any 'protected characteristic', either directly or indirectly?

- No

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

People who do not have English as a first language: This group could have difficulty accessing relevant information and the online form.

⁸ 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' unless the practice can be objectively justified by a legitimate aim.

Both can be easily translated into another language using a number of the free online translation services i.e. <http://uk.babelfish.yahoo.com/> or <http://translate.google.com/>

Summary and findings of Initial Equality Impact Assessment – screening stage

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

Findings	Action required
No likely negative impacts have been identified and this has been justified with reference to consultation, data or information. <input type="checkbox"/>	Sign off screening and finish.
Likely negative impacts have been identified but have been minimised or removed. X	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.

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

- Hazel Humphreys, Customer Index Officer
- **Kelly Canham, Data Management Specialist**

12. Date of completion:

- 11-12-12
- **14-11-19**

13. Date for update or review of this screening:

- 14-11-22