

## Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

### 1. RESPONSIBILITY

<b>Department</b>	Chief Executives	
<b>Service</b>	Communities	
<b>Proposed policy</b>	Township Forum Initiative – Bury West Township Area Plan	
<b>Date</b>	24 May 2012	
<b>Officer responsible for the 'policy' and for completing the equality analysis</b>	<b>Name</b>	Christine Maksymowski
	<b>Post Title</b>	Township Co-ordinator
	<b>Contact Number</b>	0161 253 7941
	<b>Signature</b>	
	<b>Date</b>	24 May 2012
<b>Equality officer consulted</b>	<b>Name</b>	Karen Brockway
	<b>Post Title</b>	Resources Division Practice Manager
	<b>Contact Number</b>	0161 253 5124
	<b>Signature</b>	<i>Karen Brockway</i>
	<b>Date</b>	26/06/2012

### 2. AIMS

<b>What is the purpose of the policy/service and what is it intended to achieve?</b>	<p>The overall purpose of the Township Forum initiative is to promote better outcomes for the social, health, economic and environmental wellbeing of the area by:</p> <ul style="list-style-type: none"> <li>• Engaging with communities and advising the Council on the implications for the area of its objectives, plans and policies</li> <li>• Partnership working across the public, private, voluntary and community sectors at a local level</li> <li>• Championing the area by raising issues of concern to residents and businesses with the Council and other organisations, to influence how services are delivered in the area</li> <li>• Fostering good community relations between people of different ages, and ethnic and social backgrounds, both within the area and across the Borough</li> <li>• Taking decisions about funding or other resources delegated to them by the Council as appropriate</li> <li>• Consulting on matters affecting the local community and expressing a view on matters affecting more than one area</li> </ul>
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	<ul style="list-style-type: none"> <li>• Agree and monitor progress through a set of priorities for each Township Forum (Community Planning)</li> </ul> <p>The Local Area Plans reflect the priorities in each area and in particular areas of inequalities. The plans aims to help narrow inequality gaps in respect of education, housing, living conditions, health and crime</p>
<p><b>Who are the main stakeholders?</b></p>	<ul style="list-style-type: none"> <li>• Public</li> <li>• Councillors</li> <li>• Advisory Group members</li> <li>• Partners including voluntary, community and faith sector</li> <li>• Local businesses</li> <li>• Community Groups</li> <li>• Council</li> <li>• Team Bury</li> </ul>

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### 3. ESTABLISHING RELEVANCE TO EQUALITY

**3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.**

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	Yes	No	<p>The Township Forum initiative aims to assist the Council to engage with all communities to enable their views to feed into the Council and to enable the council to communicate with them. The aim is for the Forums to become the host of citizen engagement.</p> <p>The Township Forums aim to bring different communities together, helping to foster good relations between people of different ages, ethnic and social backgrounds, both within the area and across the borough.</p> <p>The forum will actively seek representation from all sectors of the community and this will be reflected in the membership.</p>
Disability	Yes	No	As above
Gender	Yes	No	As above
Gender reassignment	Yes	No	As above
Age	Yes	No	As above
Sexual orientation	Yes	No	As above
Religion or belief	Yes	No	As above

Caring responsibilities	Yes	No	As above
Pregnancy or maternity	Yes	No	As above
Marriage or civil partnership	Yes	No	As above

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**3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.**

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	Yes	<p>The Township Forum Operating Framework includes an objective "to help foster good community relations between people of different ages, and ethnic and social backgrounds, both within the area and across the borough"</p> <p>The plans aims to help narrow inequality gaps in respect of education, housing, living conditions, health and crime</p>
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	Yes	As above.

**If you answered 'YES' to any of the questions in 3a and 3b**

**Go straight to Question 4**

**If you answered 'NO' to all of the questions in 3a and 3b**

**Go to Question 3c and do not answer questions 4-6**

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**3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.**

**4. EQUALITY INFORMATION AND ENGAGEMENT**

**4a.** For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

<b>Details of the equality information or engagement</b>	<b>Internet link if published</b>	<b>Date last updated</b>
<p>Round table discussions were due to take place at the Bury West Township Forum Meeting on 19<sup>th</sup> January 2012 to formulate the Bury West Township Area Plan (TAP)</p> <p>Advisory group members and Councillors were asked to facilitate discussions around 6 key themes, Employment/Worklessness, Crime, Health and Wellbeing, Educational Attainment/ Learning Opportunities, Housing/ Environment/ Living Conditions/ Public Transport and Community Cohesion Community Pride and Belonging.</p> <p>The opportunity to participate in the round table discussions was widely publicised via the Council's website, a press release, email from the Township Forum database and contact with key stakeholders including Councillors, Advisory Group members and attendees of</p>	<p>The Bury West Township Area Plan will be uploaded to the web page</p>	

<p>the Forums.</p> <p>To inform the Bury West Township Plan, Advisory group members and Councillors were invited to share their views and thoughts on the emerging plan. They were given the opportunity to participate in round table discussion meetings or respond directly to the Township Co-ordinator with their ideas and thoughts; they chose the latter option.</p> <p>The Township Co-ordinator contacted Councillors, Advisory Group and members of the public to gather the information to formulate the draft Bury West TAP Plan</p> <p>The plan was adopted by the Forum as a working document at the Township Forum Meeting on 15<sup>th</sup> March 2012.</p> <p>Members of the public were invited to this meeting and given the opportunity to share their views; at this meeting we had 8 members present.</p> <p>People attending future meetings will also be able to offer their thoughts and views on the emerging plan as it is developed.</p>		

**4b.** Are there any information gaps, and if so how do you plan to tackle them?

The Area Plans are fluid rolling documents that will change over time as new priorities and issues emerge.

As new information is highlighted, it can be fed into the plans with the agreement of the Township Forum.





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## 5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p><b>What will the likely overall effect of your policy/service plan be on equality?</b></p>	<p>Positive- the whole purpose of the plan is to help contribute to narrowing inequalities/ gaps in provision of all services affecting communities at a local level.</p>
<p><b>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</b></p>	<p>None</p>
<p><b>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</b></p>	<p>Establishment of working groups to examine various issues in the plan.</p> <p>Find ways of communicating and consulting with communities and groups to find new and innovative ways of working to reach all communities</p>
<p><b>What steps do you intend to take now in respect of the implementation of your policy/service plan?</b></p>	<p>Monitor plans on regular basis</p> <p>Report regularly to local Township forum</p> <p>Report good news stories</p> <p>Report annually to full council.</p> <p>Explore ways of communicating and consulting with communities and groups to find new and innovative ways of working and reaching all communities</p>

## 6. MONITORING AND REVIEW

**If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.**

- Annual report prepared by each Forum (on local issues/progress) to be shared with Council.
- Feedback on progress will be shared with the Cabinet member for Communities
- The priorities contained within the Township Plan will be shared at a meeting of the Council's Executive
- The actions and outcomes within the Township Plans will be monitored and

managed in line with Bury Council's Performance Management Framework. Regular reports will be provided for Township Forums to enable them to effectively manage progress towards outcomes.

**COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX ([equality@bury.gov.uk](mailto:equality@bury.gov.uk)) FOR PUBLICATION.**

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