

# 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 - Review	
<b>Date</b>	16 May 2012	
<b>Officer responsible for the 'policy' and for completing the equality analysis</b>	<b>Name</b>	Cindy Lowthian
	<b>Post Title</b>	Communities Manager
	<b>Contact Number</b>	0161 2535121
	<b>Signature</b>	Cindy Lowthian
	<b>Date</b>	20 April 2012
<b>Equality officer consulted</b>	<b>Name</b>	Karen Brockway
	<b>Post Title</b>	Practice Manager, Resources Divison
	<b>Contact Number</b>	0161 2535124
	<b>Signature</b>	
	<b>Date</b>	24 April 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, 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> <li>• Agree and monitor progress through a set of priorities for each Township Forum (Community Planning)</li> </ul>
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**Who are the main stakeholders?**

- Public
- Councillors
- Advisory Group members
- Partners including voluntary, community and faith sector
- Local businesses
- Council
- Team Bury

### 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>Each Township Forum is developing a local Township Plan. These plans will identify an agreed set of local priorities for each Township Forum area and are crucial in galvanising the partnership approach at the heart of the Township Forum initiative.</p> <p>These plans will each be subject to 'equality analysis' to ensure they are inclusive and that in producing them, we pay due regard to the Public Sector Equality Duty.</p>
Disability	Yes	No	As above
Gender	Yes	No	As above
Gender reassignment	Yes	No	As above
Age	Yes	No	As above

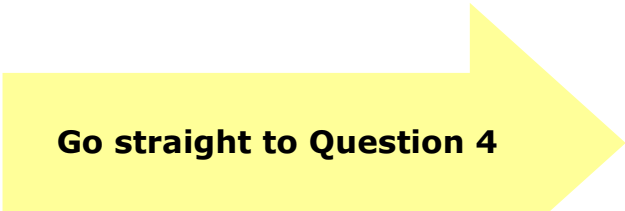
Sexual orientation	Yes	No	As above
Religion or belief	Yes	No	As above
Caring responsibilities	Yes	No	As above
Pregnancy or maternity	Yes	No	As above
Marriage or civil partnership	Yes	No	As above

**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	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"
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.

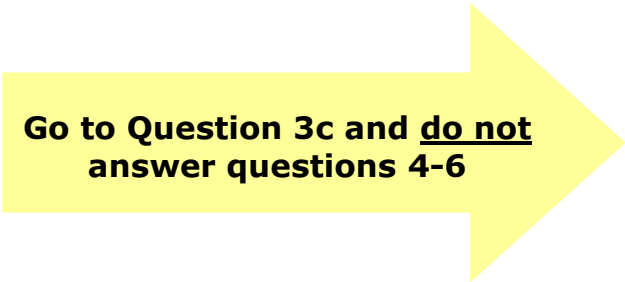
**If you answered 'YES' to any of the questions in 3a and 3b**

**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**



**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>As part of the review of the Township Forum initiative, a comprehensive consultation exercise was carried out between 16 February 2012 and 23 March 2012. It included an online survey and a number of drop in sessions held at public venues across each of the six Township areas. The opportunity to respond to the consultation was widely publicised including use of the Council's website, press release, through Township Forum Co-ordinators, Bury Third Sector Newsletter and contact with key stakeholders including Councillors, Advisory Group members and attendees of the Forums.</p> <p>Questions in the consultation questionnaire covered a number of equality related issues including views on venues for meetings, timings, format, frequency of</p>	<p>Refer to Council report 16 May 2012 'Township Forum Review' for consultation analysis/recommendation (click on link below)</p> <p><a href="#">Review - Township Forums (Council Report)</a></p>	

meetings and views on whether Advisory Group membership is inclusive. We also sought views on overall objectives of the Operating Framework and on Township Forum funding streams.		

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

## 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>The review of the Township Forum initiative has helped to highlight a number of recommendations which should help further enhance the operation of the Township Forums. These recommendations are included in the Council report.</p> <p>It is concluded that the review is largely positive by aiming to enhance the operation of the Township Forums for all residents in the borough.</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>Acoustic issues for some venues (where Township Forum meetings are held) and access issues (transport links, venues used etc) have been highlighted as part of this review. A recommendation has been included in the report for the Township Forum Operating Framework to be amended to emphasise the local discretion they have to run meetings in ways that best suit local areas.</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>This equality analysis has highlighted the need for each Township Forum to complete their own Equality Analysis in relation to their emerging Township Plans. This will help identify any positive or negative impacts on groups with protected characteristics in relation to their emerging priorities, ensuring measures are put in place to mitigate against any potential negative effects.</p>
<p><b>What steps do you intend to take now in respect of the implementation of your policy/service plan?</b></p>	<p>Recommendations will be presented to the meeting of Council on 16 May 2012.</p> <p>If agreed by Council, the recommendations will be implemented with immediate effect.</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) to be shared with Council.
- Feedback on progress will be shared with the Cabinet member for Communities
- Each Township Forum Plan will be subject to equality analysis
- 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.**