

Appendix 3

# Equality Impact Assessment Form



<b>Directorate: People and Places</b>	<b>Service: Community Services</b>
<b>Completed by: S. Kent</b>	<b>Date: 10<sup>th</sup> December 2014</b>
<b>Subject Title: War Memorial, Coronation Park</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No* <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No*
Is a commissioning plan or contract specification being developed:	No*
Is a budget being set or funding allocated:	No*
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty <b>(Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations)</b> :	Yes
Details of the matter under consideration:	Agreeing the names to be engraved upon the Ormskirk War Memorial
<i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i> <i>If you answered <b>No</b> to all the above please complete Section 2</i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Families and friends of the service personnel that fell during wartime
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	As above

Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	Yes*
Gender	No*
Disability	No
Race and Culture	No*
Sexual Orientation	No*
Religion or Belief	No*
Gender Reassignment	No*
Marriage and Civil Partnership	No*
Pregnancy and Maternity	No*
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Families and friends of those that fell during wartime
What will the impact of the work being carried out be on usage/the stakeholders?	Correct inclusion of names on the memorial will create recognition for family and friends, and prevent upset.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Some believe that this memorial should contain names of the fallen from elsewhere in the Borough and not just Ormskirk. It is important for them to realise the purpose of this memorial, and where others will be recognised.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Liaison with local historians and war graves society.
If any further data/consultation is needed and is to be gathered, please specify:	None
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	More elderly members of the community may feel more sensitive towards this issue
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Have a considered view of who should be recognised on this memorial, and being aware of where others not included would be recognised.
What actions do you plan to take to address any other issues above?	Make all aware of the names to be placed upon this memorial, well in advance of works being carried out.

	<i>If no actions are planned state no actions</i>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	Summer 2015 S. Kent