

Equality Impact Assessment Form



Directorate: Housing & Regeneration		Service: Housing	
Completed by: Pamela Holstein		Date: 31 October 2016	
Subject Title: Digital Inclusion Project – Exemption to Contract Procedure Rules			
1. DESCRIPTION			
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:	Yes		
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 (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes		
Details of the matter under consideration:	The Digital Inclusion Action Plan sets out how West Lancashire Borough Council will increase digital inclusion by helping people become capable of using the internet and benefiting from it.		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes	<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	The aims of this project will be: <ul style="list-style-type: none"> • to deliver training, job opportunities, improve health social wellbeing and providing opportunities for young and older people to thrive. 		
If you answered No 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>	N/A		
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	<ul style="list-style-type: none"> • WLBC tenants • People aged 60 and their carers • Disabled people and their carers • Asylum seekers 		

	<ul style="list-style-type: none"> Unemployed residents
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)?	<ul style="list-style-type: none"> Aged 60+ Living in social housing or homeless Disabled
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<p style="text-align: right;"><i>*delete as appropriate</i></p> Yes No* Yes No* No* No* No* No* No* No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	All members of the public in West Lancashire who are users of council services will be covered by the strategy.
What will the impact of the work being carried out be on usage/the stakeholders?	To increase the proportion of residents in the borough who have basic online skills and access to the internet.
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 customers currently have skills and equipment that enable them to transact with the Council online, accessing services 24/7. They could be considered to have the ability to enjoy a better level of service since they are not limited to 9-5 opening hours and having to physically visit council buildings to undertake transactions.
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?	Data from the Tinder Foundation, now Good Thinks Foundation, and national digital inclusion charities have indicated the key user groups that will be impacted.
If any further data/consultation is needed and is to be gathered, please specify:	Further data on internet access and the use of online services at micro level is needed.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The strategy aims to make a positive impact, particularly on the age and disability protected characteristics.
6. CONSIDERING THE IMPACT	
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	The strategy will not have a negative impact on any community in the borough.

etc.).	
What actions do you plan to take to address any other issues above?	N/A <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The assessment will be reviewed by the Communication & Digital Inclusion Officer as part of the annual review of the action plan