

**Appendix 4 Initial screening Equalities Impact Assessment for the draft Policy Statement of Community Engagement 2014 – 17.**

1. Within the aims and objectives of the policy or Plan which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The Policy Statement of Community Engagement is underpinned by our principles of engagement, which requires the participation of all stakeholders who have an interest in, or are impacted by, a decision, regardless of age, gender, disability, race, or language  
We strive to engage with a representative sample of stakeholders and have used information from the Census 2011 to define that goal. We have developed plans to increase engagement with younger people, people from minority ethnic groups and people who are not native English-speakers. We are sensitive to the need not to alienate existing audiences – for example through the exclusive use of digital technology.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, Plan, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

In order to minimise the adverse equality impact we are now tracking and reporting the demographic profile of survey respondents. These are reported as caveats to reports where appropriate.  
We have added the Communities and Neighbourhood Manager to the Public Involvement Board. This allows us to identify ways of tapping into hard to reach groups.  
We will continue to enforce the use the Public Involvement Project Brief which requires that external consultation projects define their target groups, as well as the means of reaching the target groups. We will continue to segment our communication channels to ensure that the most appropriate means are used to reach the community.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

The draft version of the Policy Statement of Community Engagement was available for consultation feedback from 20<sup>th</sup> December 2013 until 31<sup>st</sup> March

2014. Over 1300 invitations to participate in the consultation were sent out on 9th January (avoiding the holiday season) to residents who have registered an interest in community consultations, as well as leaders of Residents' Groups and minority ethnic groups. Within that time period consultation was extended to allow for additional representation from minority and hard to reach groups. The full results of consultation will be available in Appendix x £%^\*£^%

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, Plan, procedure, project or service?

Please set out the basis on which you justify making no adjustments

One of the principles that underpins the Policy Statement is “inclusiveness and accessibility” and we have now started to measure how successful we are at being inclusiveness by comparing response rates to a profile of Oxford residents that is based upon Census 2011 data. As a further example of our commitment to be more inclusive we will be refreshing the Talkback Panel in Autumn 2014, with the goal of making it more representative of the people of Oxford.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

We are tracking the demographics of people in the community who are involved or engaged with City Council. The profile of the members of the Talkback Panel is tracked whenever it changes (approximately every two years), and the profile of the responders to Talkback Panel surveys is monitored whenever surveys have been completed (approximately twice per year).

Lead officer responsible for signing off the EqIA:

Role:

Date:

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies

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- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments where relevant)

Sadie Paige 12 May 2014

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