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**EQUALITY & DIVERSITY  
SCHEME**

**For**

**Community Led Local  
Development in Tilbury and  
Tilbury Local Action Group**

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The Policy Statement	Page 3
Introduction	Page 3
Our Commitments	Page 4
Impact assessment activity	Page 5
Training in the principles of Equality and Diversity	Page 5
Our Vision for Equality and Diversity	Page 6
Where we are now	Page 7
Vacancy & Promotion	Page 7
Disciplinary Procedures	Page 7
Grievances	Page 8
Where we want to be	Page 10
What are the demographics of the local population?	Page 10
Characteristics of the UK workforce	Page 14
Meeting Local Needs	Page 14
Our Ongoing commitment to achievement	Page 15
Equality Impact Assessments (CEIAs)	Page 15
Equality Impact Assessment Guidance for Officers	Page 19
Equality and Diversity Training Content	Page 24
Anti-discrimination legislation In Brief	Page 25
Public Duties	Page 28
Action Plan Template	Page 29

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## Equality and Diversity Scheme (EDS) Background

### The Policy Statement:

Tilbury Local Action Group values the diversity of its residents and staff and recognises that equality of opportunity is fundamental to maximising engagement from the community and the performance of its people to deliver high quality services. Tilbury Local Action Group strives to create a positive environment through education and awareness-raising of equality and diversity throughout the borough.

### Introduction

This Equality and Diversity Policy (EDS) for Tilbury CLLD sets out our vision to eliminate unlawful discrimination and to promote equality of opportunity for all residents and staff.

This scheme describes our commitment to ensuring that the services we provide and our employment practices are fair, accessible and appropriate for the diverse communities we serve and the workforce we employ.

This document sets out how Tilbury Local Action Group will meet public duties to promote Equality and Diversity set out in current equalities legislation. We recognise and embrace the need to lead by example and in adherence to our legislative obligations such as:-

- Monitoring and evaluation of the demographic composition of our residents
- The creation of a Fairness Commission to conduct research and have conversations with residents to tackle the borough's social and economic challenge
- Monitoring and evaluation of the demographic composition of our staff including their pay, conditions and benefits
- The creation of a detailed Action Plan to implement improvements/change

Equality and Diversity is a key driving force in Government policy. The Equality and Human Rights Commission (EHRC) has raised the profile of Equality and Diversity

Tilbury Local Action Group has a vital role to improve residents, staff and partner's understanding and tolerance of an increasingly diverse community by ensuring fair and equal practices enable access to high quality services and provision. For staff, Tilbury Local Action Group has a series of policies\* that provide a framework for equality and diversity in the workplace from recruitment to mechanisms for challenge. The Thurrock Fairness Commission is an independent body set up to examine inequalities in Thurrock; to make Thurrock a fairer place to live, by listening to the views and opinions of local people, promoting good work that takes place in Thurrock, making recommendations for public service strategies, encouraging closer

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working between partner organisations. The Commission looks at real local issues, including income, education, work, health, housing, families, community and safety. The Commission reports progress to the council's Corporate Overview and Scrutiny Committee. Commission members are representatives from the public, private, voluntary and community sectors.

\*Policies that set out staff obligations to ensure adherence to legislation such as the Race Relations Act, 1976, Sex Discrimination Act, 1975, Work and Families Act 2006, The Carers (Equal Opportunities) Act 2004, Employment Equality (Age) Regulation 2006/2008, the Race Relations (Amendment) Act, 2000, the Disability Discrimination Act, 1995, 2005, the Human Rights Act, 1998, and the EU Employment Equality Regulation, 2003 (Sexual Orientation, Religion or Belief 2006 Age) and the Equality Act 2010.

There are longstanding barriers and complex issues that can hinder progress.

These include fewer opportunities for people with low skills, a skills mismatch, deprivation, discrimination, low individual expectations, lack of life chances.

Tilbury Local Action Group aims to address these issues by supporting national agendas and working with our partners.

Our staff and our services aim to address the following:-

- Tackle barriers to employment
- Improve the skills of the workforce
- Address the barriers that affect various disadvantaged groups
- Address discrimination and promote diversity in the workplace

Our EDS sets out our policies and procedures that demonstrate how we promote equality of opportunity and address all inequality issues.

### Our Commitments

Tilbury Local Action Group recognize the important of the Equality Act 2010 and the related Public Sector Equality Duty and are committed to having due regard to the three aims of this duty, namely:

Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act;

Advance equality of opportunity between people who share a protected characteristic and those who do not;

Foster good relations between people who share a protected characteristic and those who do not.

Tilbury Local Action Group is committed to ensuring an inclusive borough, that is free from harassment and enables residents to achieve their potential through fair and non-discriminatory employment.

We will continue to provide a comprehensive framework of human resource policies and procedures in order to ensure equality and protect staff from discrimination on the grounds of race/ethnicity, gender,

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age, disability, sexual orientation, pregnancy and maternity, gender reassignment and religion in recruitment, promotion, employment relations and training and development.

We will continue to provide high quality services that are tailored to the needs of a diverse and constantly changing population.

We will consult with our partners, on further developing our E&D practices and services.

We will maintain monitoring data and record keeping activities so that we can be more responsive to our residents' needs.

We will ensure that the principles of equality and considerations of diversity are built in to the business planning process.

Tilbury Local Action Group will continue to ensure that its recruitment and selection policy, procedures and practices are inclusive, non-discriminatory and reflect best equality and diversity practice.

We will ensure all staff and participants of Community Led Local Development alike benefit from the application of this Equality and Diversity Policy

We will continue to support initiatives/programmes that support local people to access local jobs by working with partners such as Jobcentre Plus.

Tilbury Local Action Group will continue to ensure that staff can work in an environment free from bullying and harassment from work colleagues, managers, or members of the public.

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Tilbury Local Action Group will continue to promote good collective and individual employment relations to support high quality service delivery.

We will continue developing a culture of learning within Tilbury Local Action Group. Our support for staff includes the provision of a wide range of education, learning and development opportunities including, for example, Apprenticeships, in-house courses and external training.

Tilbury Local Action Group ensures equal access to learning and development and develop the knowledge and skills of all staff required to be successful in their roles.

Tilbury Local Action Group ensures that the diverse cultural and religious needs of residents and staff are supported, wherever possible.

Tilbury Local Action Group monitors decisions in recruitment, employment, including disciplinary action, promotion, access to education, learning and development and dismissals and take any necessary action to address any inequalities.

We will monitor our progress towards our key Equality and Diversity objectives, including monitoring the representation and performance of different groups (such as sex, race, disability and age).

We will communicate this policy to staff, participants and suppliers, including sub-contractors as necessary.

#### **Impact Assessment Activity**

To ensure that equality is considered as part of mainstream planning, employment and service delivery Tilbury Local Action Group undertakes community and equality impact assessments (CEIA's). Tilbury Local Action Group conducts assessment activity on all key policies to ensure that there are no differential or adverse impacts to individuals or sections of the community that we serve.

Where an adverse impact is identified, we investigate the causes and take remedial action.

We seek to identify and implement best practice.

#### **Training in the principles of Equality and Diversity**

Training is a vital part in meeting Tilbury Local Action Group commitment to the equality and diversity agenda. It is important that staff have the skills and knowledge to fulfil their obligations and meet equality requirements in their work within the borough.

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E&D is integral within Tilbury Local Action Group Induction and staff understanding of how to apply their learning in the workplace, is discussed on a monthly basis.

**Training modules include:**

- Understanding Equality and Diversity
- The benefits of a diverse workforce
- Management practices and principles
- Legal framework and Key Principles
- Who is protected by legislation?
- Case Law and implications – wider implications to Tilbury Local Action Group
- Public Duties – our responsibilities
- Challenging inappropriate behaviour and discriminatory remarks

1.1

1.2 The commitments set out in this Scheme will be progressed through regular review and action planning. This work is led by Organisation Development and Workforce Planning and is actively supported by the Senior Management Team.

1.3 This will be provided by Thurrock Council as the Accountable Body and will be available to all members of the Steering Group of the Tilbury Local Action Group

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### Our Vision for Equality and Diversity

Our society and Thurrock's community is a diverse one. To achieve our vision, we must continue with staff training, monitoring, discussion with residents and action planning to improve social inclusion and community cohesion.

To be successful Tilbury Local Action Group needs to understand the constantly changing society in which it operates; be clear about the impact of our policies and operations on that diverse society; and conduct our business with sensitivity and respect for people's different needs, vulnerabilities and perspectives on life. We will do this best if we ourselves reflect that diverse society.

Encouraging and valuing diversity among our own staff and key partners is critical to our success and the success of our residents. We are a fair and inclusive organisation, respecting what each person brings to our business and recognising the value they add, but will continually strive to be more effective.

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### Where we are now

Tilbury Local Action Group demonstrates a very positive approach to diversity and believe that this makes our services more responsive, dynamic and better able to reach and engage all residents.

It is in our interests to lead by positive example, observing best practice in equal opportunities policy, and to ensure that we are not only compliant with legislation and codes of practice, but to provide a positive, adaptive and welcoming environment for all.

Our delivery partners and sub-contractors are required to be compliant with relevant legislation including Equality and Diversity. A formal legal framework is in place to ensure that contracts/ service level agreements contain formal monitoring and performance reviews.

Tilbury Local Action Group policies cover all aspects of our business.

### Vacancy & Promotion

Decisions about recruitment or promotion will be taken in accordance only with each person's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Staff promotion takes place on the basis of objective assessment of the specific abilities, skills and knowledge required for the post.

Promotion opportunities are advertised so that they are accessible to all staff, whether full time, part time, or home workers.

Training and development needed to support career development and progression will be identified and agreed as part of the performance review process.

### Disciplinary Procedures

Our current disciplinary procedure is summarised below:- The Disciplinary procedure applies to all employees.

The procedure is designed to ensure we achieve satisfactory standards of behaviour.

Managers are responsible for clarifying standards of behaviour and dealing with minor shortcomings informally. This can include giving informal warnings.

Disciplinary action will not be taken until the issue has been investigated and a hearing has been held.

Staff will be given information about the complaint together with an opportunity to prepare and state their case. In addition, they will be entitled to bring a work colleague as a representative to the disciplinary hearing.

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If, following the investigation and/or the hearing, disciplinary action is warranted, penalties may be imposed.

Staff can appeal against a disciplinary penalty provided that they do so within 10 working days. An appeal hearing will then be held.

In some circumstances, staff may be suspended pending the outcome of a disciplinary process.

Staff will not normally be dismissed for a first breach of discipline unless they have committed an act of gross misconduct.

Gross misconduct covers a wide range of serious conduct issues. Some examples of these are set out below. This list is not exhaustive

- Serious breach of the Tilbury Local Action Group standards, financial regulations or the employee's Code of Conduct
- Serious misuse of the Tilbury Local Action Group's property or name
- Dishonesty, theft and falsification of records;
- Physical violence
- Serious insubordination

1.4 We ensure that members of staff involved in the disciplinary process are trained appropriately so that they undertake these duties by objective and justifiable means and in adherence with the relevant procedures.

### Grievances

Our current Grievance Resolution Procedure is summarised below:- The Grievance Resolution Procedure applies to all employees.

The aim of the procedure is to resolve grievances, which staff may have about their employment in a fair and prompt manner and as near as possible to their point of origin.

The grievance procedure has been designed to resolve matters informally in the first instance.

Where this is not appropriate, the grievance procedure is then used to deal with matters on a more formal basis.

The grievance procedure is, wherever possible, intended to focus upon resolution and organisational learning rather than blame or punishment.

Day to day issues should normally be resolved through dialogue between staff and their line managers.

The formal procedure will only operate when staff are not satisfied with the outcome of the dialogue with their manager.

The Grievance Resolution Procedure has three stages:

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### Stage 1

At the first stage staff must write to their manager and inform them of their grievance. If the grievance is against their manager it should be sent to their line manager.

A copy should also be sent to the Human Resources Manager.

The manager will record the issues of concern, investigate and hold a meeting to explore potential resolution of the issues.

The manager will write to the appropriate member of staff to confirm what action will be taken and by when.

If the action taken by the manager does not resolve the grievance or if no action is taken or reply received, staff should proceed to the second stage.

### Stage 2

Staff will be prompted to send a written statement to the manager of the person who handled the first stage within 2 weeks of receiving a written reply from the manager who dealt with the first stage.

A copy should also be sent to the Line Manager/Human Resources Manager.

The manager dealing with the second stage will hold a meeting and reply to you.

If the action taken by the manager does not resolve the grievance or if no action is taken or reply received, staff should proceed to the third stage.

### Stage 3

Staff will be prompted to send a written statement to the Tilbury Local Action Group chair, the written replies to the grievance should also accompany this.

The Director's resolution to the grievance will be final.

Any individual member of staff who believes that they are being unjustly discriminated against, or that our equality and diversity practices are not being adhered to, has the right to raise the matter as a grievance in the expectation that every effort will be made to resolve issues as effectively and quickly as possible.

The Senior Management Team is responsible for ensuring that all our policies are understood and adhered to by all staff.

All members of staff have personal responsibility for the practical application of this Scheme, which applies to the treatment of residents, suppliers and colleagues.

Anyone found to have breached this scheme will be subject to disciplinary action according to Tilbury Local Action Group disciplinary procedure.

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### Where we want to be

- An employer of choice
- A provider of choice for the delivery of independent, impartial service
- Encourage employee and key partner commitment to the benefits of a diverse workforce
- Comply with legislative obligation
- Develop staff so their working practices are fair and equal
- Continuous development of processes and partnerships that meet and sustain the requirements of the equality and diversity agenda
- Development of an Action Plan spanning a 3 year period, detailing improvement plans to ensure we meet our legislative duties

### What are the demographics of the local population?

With a population of 157,705 (2011 Census), Thurrock lies on the River Thames immediately to the east of London, and is home to some of the most exciting opportunities in the country. Thurrock hosts two international ports, London Gateway and Port of Tilbury, which are at the heart of global trade and logistics and is strategically positioned on the M25 and A13 corridors, with excellent transport links west into London, north and east into Essex and south into Kent

There are many opportunities for growth and the current regeneration programme will once again change the landscape, with the expansion of the retail and leisure offer at Lakeside, the creation of the biggest container port in Europe at London Gateway, High House Production Park which hosts the Royal Opera House production facilities to name a few. All of these will bring new jobs and fresh opportunities for Thurrock's communities

The facts and figures below are taken from the 2011 census. They give a flavour of Thurrock, its people and economy.

- our population is 157,705, an increase of 14,000 (10%) since 2001
- [NB. The Office of National Statistics (ONS) has since released mid-year estimates for 2012 which suggest a further increase to 159,500]
- the largest population increase among 40 to 49 and 60 to 64 age group
- there are 62,400 households, up by 3,915 (6.69%) in the last ten year
- we have a young population compared to other parts of England and Wales
- our average age is 36, the 8th youngest in the east of England
- nearly three-quarters (74%) of the population is economically active
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- more than 2,500 (2.2%) working-age people are long-term unemployed
  - one in five employees work in wholesale, retail and motor vehicle repair
  - one in five employees work in construction, transport and storage
  - our increase in people with 'no religion' (8.5%) is higher than the national trend
  - French, Portuguese and Spanish are commonly spoken European languages

The English indices of deprivation identify the most deprived areas across the country. They combine a number of indicators, chosen to cover a range of economic, social and housing issues, into a single deprivation score for each small area in England. The table below shows how Thurrock's wards compare in terms of deprivation. The higher the rank (i.e. the lower the number), the more deprived the ward is in comparison to other 20 wards in Thurrock. [If viewing in colour red indicates more deprived and green indicates least deprived.]

See IMD rankings by ward over page.

Ward	Total Population	% Pop in 2010	Total Households	Indices of Multiple Deprivation (IMD) - RANK								Other comparators						
				IMDRank	Income	Employment	Health	Education	Housing	Crime	Environment	Average Income	Unemployment	Liberalisation	% House Ownership	% of 0-59yr olds	% of 65+yr olds	Unemployment
Tilbury St Chads	6177	4.7	2469	1	2	3	2	1	8	1	8	£30k	74	79	50.1	29.9	41	29
Tilbury Riverside and Thurrock Park	6878	11.3	3031	2	1	2	3	2	12	2	13	£31k	74	79	45.5	29.9	41	31
Belhus	9780	11.9	4201	3	3	1	1	4	5	4	10	£32k	76	81	56.9	30.2	27.1	21.7
West Thurrock and South Stifford	10478	34.2	4934	4	5	8	8	6	4	3	2	£39k	77	83	53.0	28.6	33.2	25.3
Chadwell St Mary	9865	2.3	4261	5	4	4	4	3	14	8	15	£32k	78	83	57.5	27.6	30.7	24.6
Ockendon	9680	7.7	4493	6	6	5	5	7	11	6	14	£35k	78	83	61.6	28.6	26.7	25.5
Aveley and Uplands	8912	6.1	4076	7	8	6	6	5	6	7	3	£35k	77	85	66.4	28.2	23.5	20.9
Grays Riverside	11695	25.3	5381	8	7	7	9	11	7	5	1	£41k	76	79	47.9	26.4	29.4	21
Grays Thurrock	9150	0	3863	9	10	10	10	10	15	9	4	£36k	77	80	63.7	27.5	17	16.2
Stanford East and Corringham Town	8607	-3.1	3891	10	9	9	11	8	13	17	16	£33k	79	84	68.7	29.7	17.5	17.1
Stifford Clays	6460	3.7	2735	11	11	11	7	14	20	14	12	£35k	79	82	71.5	27.8	15.4	13.8
East Tilbury	6364	-0.9	2722	12	12	13	13	12	10	16	5	£40k	79	80	76.3	29.3	18	14.8
Little Thurrock Blackshots	5770	-3.1	2550	13	13	12	12	13	18	12	11	£37k	79	81	81.8	28.1	14.7	11.3
Stanford-le-Hope West	6379	-4.0	2886	14	14	14	15	9	19	10	7	£38k	82	84	71.1	29.7	15.7	16.8

Corringham and Fobbing	5478	-4.2	2413	15	16	15	16	16	1	19	17	£38k	82	86	88.8	29.6	8.5	7.3
Little Thurrock Rectory	5955	0.15	2817	16	15	16	14	17	17	11	6	£40k	79	82	82.3	26.4	9.4	6.9
Orsett	6115	8.65	2553	17	17	18	17	18	2	13	9	£47k	80	83	84.2	25.6	6.1	5.2
The Homesteads	8507	-6.7	3536	18	19	17	19	15	9	20	18	£41k	81	85	89.5	29.7	13.2	7.3
Chafford and North Stifford	8071	43.3	3045	19	18	19	18	19	3	18	19	£58k	82	81	81.3	24.5	8.2	6.4
South Chafford	7384	148	3003	20	20	20	20	20	16	15	20	£63k	82	81	72.7	24.5	8.2	4

**IMD Key:** RANK (of 20, where 1 is most deprived)

**Income:** captures the proportions of the population experiencing income deprivation in an area

**Employment:** people of working age who are involuntarily excluded from the world of work, either through unemployment, ill health or family circumstance

**Health:** relatively high rates of premature death or whose quality of life is impaired by poor health or who are disabled

**Education:** two sub-domains: one relating to lack of attainment among children and young people and one relating to lack of qualifications in terms of skills. **Housing:** two sub-domains: 'geographical barriers' and 'wider barriers' which includes issues relating to access to housing such as affordability

**Crime:** rate of recorded crime for four major crime themes – burglary, theft, criminal damage and violence - representing the occurrence of personal and material victimisation at a small area level

**Living Environment:** two sub-domains: the 'indoors' living environment which measures the quality of housing and the 'outdoors' living environment which contains two measures about air quality and road traffic accident.

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Our child population in Thurrock is more ethnically diverse than the all age population.

There is a lower proportion of White residents in the 0-17 population and a higher proportion of Asian, Black and Mixed ethnic groups. Wards in the west of the borough have the highest proportion of school children from minority ethnic groups, with the highest proportion residing in Grays Riverside (54.5% of their child population), and the lowest proportion of children from minority ethnic groups living in Corringham and Fobbing (5.1%).

There are some factors known to influence child poverty, which include family size and structure, the age and educational qualifications of parents, low earnings, ethnicity and lack of employment. Lone parent families are particularly vulnerable to poverty and teenage mothers are three times as likely to suffer poverty compared with older mothers. Disabled adults of working age are twice as likely as non-disabled adults to live in poor households and more than half of families with disabled children live on low incomes. In all parts of the country, people from ethnic minorities are, on average, more likely to live in low income households than white British people. TC has a Child Poverty Strategy to reduce inequality and improve residents' opportunities.

#### Characteristics of the UK workforce

In the 2011 Census approximately 11 million residents identified themselves as ethnic minority residents, an increase of 6% in the ethnic minority population since the 2001 Census.

Recruiting and retaining skilled staff is an important challenge for the UK currently; companies are still experiencing problems recruiting skilled staff. Organisations are also struggling to retain their employees.

Recruitment shortages have raised the profile and benefits of a diverse workforce.

We welcome applications from all sections of the community and have developed "positive action" campaigns to ensure that residents can access our services and our workforce continues to reflect the society in which we work.

#### Meeting Local Needs

The hardest to reach residents are, by definition, those least likely to engage in our services. Tilbury Local Action Group and partners have the expertise and ability to broker contacts that enables us to effectively target and engage residents, particularly through:

- Children's Centres

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- Public Health Services
  - JobCentre Plus and Work Programme Providers
  - Public Protection
  - Schools and Colleges
  - Charities

We work to support these residents to ensure they are retained by

- Providing specialist advisers to understand residents' needs
- Providing brokerage which identifies training opportunities appropriate to the resident
- Signposting residents to support groups and wider service
- Regularly conduct self-evaluations and seek ways to improve services
- Working with key partners to ensure that training style, method, delivery (including outreach) and content is appropriate to specific groups

We set targets for engaging residents on education programmes, as well as targets for ensuring that harder to reach learners are retained on the programme.

Tilbury Local Action Group is customer-focused. Our emphasis on understanding residents' needs and this shapes the services that we provide and how we provide them.

#### Our Ongoing commitment to achievement

We commit to continue the following:

- Train staff in relation to the duties of equality legislation and responsibilities contained within the Scheme
- Enhance our understanding of our community and key partner services to improve the quality of services delivered
- Continued review of our communications so that everyone has equal access to information about our services
- Monitor staff policies to identify any adverse impact
- Work hard to be an organization free from barriers to the recruitment, progression and success of a diverse workforce, utilizing the strengths of all our staff to ensure that we provide an equal and fair service that reflects our society.

#### Community and Equality Impact Assessments (CEIAs)

We have made a commitment to apply a systematic screening process to both new policy development or changes to services.

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This is to determine whether the proposals are likely to have a significant impact on different groups within our community

This process has been developed, together with [full guidance \(PDF\)](#), to support officers in meeting our duties under the:

- Equality Act 2010.
- The Best Value Guidance
- The Public Services (Social Value) 2012 Act

In addition the guidance supports officers to consider our commitments set out in the [Thurrock Joint Compact](#) with the voluntary sector.

As well as supporting you to look at whether there is, or will be, a significant impact, the guidance will also consider ways in which you might mitigate this in the future.

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Name of service or policy	
Lead Officer Contact Details	

Why is this service or policy development/review needed?

**1. Community impact (this can be used to assess impact on staff although a cumulative impact should be considered).**

<p>What impacts will this service or policy development have on communities? Look at what you know? What does your research tell you?</p> <p><i>Consider:</i></p> <ul style="list-style-type: none"> <li>National and local data sets – for example, <a href="#">key statistics and ward profiles</a></li> <li>Complaints</li> <li>Consultation and service monitoring information</li> <li>Voluntary and Community Organisations</li> <li>The Equality Act places a specific duty on people with ‘protected characteristics’. The table below details these groups and helps you to consider the impact on these groups.</li> </ul>					
	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
<b>Local communities in general</b>					
<b>Age</b>					
<b>Disability</b>					
<b>Gender reassignment</b>					
<b>Marriage and civil partnership</b>					

<b>Pregnancy and maternity</b>					
<b>Race (including Gypsies, Roma and Travellers)</b>					

<b>Religion or belief</b>					
<b>Gender</b>					
<b>Sexual orientation</b>					
<b>Any community issues identified for this location?</b>  <i>See above link to ward profiles.</i>  If the project is based in a specific location please state where, or whether Borough wide. Please note any detail of relevance e.g. is it an area with high unemployment, or public transport limited?					

**2. Consultation.**

Provide details of what steps you have taken or plan to take to consult the whole community or specific groups affected by the service or policy development e.g. on-line consultation, focus groups, consultation with representative groups? <b><i>This is a vital step</i></b> – see <a href="#">full guidance (PDF)</a> .

**3. Monitoring and Review**

How will you review community and equality impact once the service or policy has been implemented? <i>These actions should be developed using the information gathered in <b>Section 1 and 2</b> and should be picked up in your departmental/service business plans.</i>		
Action	By when?	By who?

**4. Next steps**

1.5

It is important the information gathered is used to inform any Council reports that are presented to Cabinet or Overview and Scrutiny committees. This will allow Members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the community as a whole.

Take some time to précis your findings below. This can then be added to your report template for sign off by the Community Development and Equalities team at the consultation stage of the report cycle.

Implications/ Customer Impact

**5. Sign off**

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The information contained in this template should be authorised by the relevant project sponsor or Head of Service who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role (e.g. project sponsor, head of service)	Date