

Thanet District Council (TDC) Equality Impact Assessment

Step one: test for relevance

1 Person responsible for this assessment

Name:	Eden Geddes		
Job title:			
Phone:	N/A		
Service area:		Date of assessment:	

2 Others involved in carrying out the analysis

Name:	
Name:	
Name:	

3. Description of strategy, policy, service, project, activity or decision

Title:	Combined Surveillance/CCTV/Image recording technologies Policy
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Is it new?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
A review of existing?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

3.1 Aims and objectives

Consider: **what** you are doing? **why** you are doing it? **who** will benefit?

The policy covers technology systems that are associated with, or otherwise connected with, the use of different types of CCTV. Modern and ever-advancing surveillance camera technology provides increasing potential for the gathering and use of images and associated information. These advances vastly increase the ability and capacity to capture, store, share and analyse images, information and data

3.2 What outcomes are expected? Who is expected to benefit?

Ensure the council is fulfilling its statutory responsibilities.

Safeguarding the most vulnerable people in society.

Introduce minimum standard for all departments within the authority when introducing/ using/ updating and recorded image technology.

4 Who is affected?

- 4.1 Which groups or individuals does the strategy, policy, service, project, activity or decision affect? For example, the Council, employees (including temporary workers), other public authorities, contractors, partner organisations, wider community, others.

The effect of the policy is to give clear guidelines around the use of CCTV, the purpose of having CCTV, the type of data recorded and the length of time data is held. Equalities and the rights of individuals are at the fore.

- 4.2 Does the strategy, policy, service, project, activity or decision relate to a service area with known inequalities? (Give a brief description).

CCTV systems offer several qualities that contribute to enhanced security, crime prevention, and safety in various settings. This policy is further supported by a number of internal procedures to mitigate a negative impact upon equalities.

5 Equality Act 2010

How does the strategy, policy, service, project, activity or decision actively meet the public sector equality duties to:

Eliminate unlawful discrimination (including harassment, victimisation and other prohibited conduct)

- help ensure established working practices in the delivery of equalities
- provide evidence to resolve complaints, grievances or mitigate risks
- To establish a process for the reporting of concerns appropriate to the risk presented.

Advance equality of opportunity (between people who share a protected characteristic and people who do not share it)

The policy is developed/delivered specifically around protected characteristics.

The Council believes that all individuals, regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, should have the greatest possible control over their lives.

They should be able to make informed decisions, or be supported to make these decisions if unable to do so themselves, without fear of harm or abuse from others.

The Council will ensure that it complies with all relevant safeguarding legislation, data protection legislation and government guidance. The policy reinforces this commitment and is a statutory requirement.

Foster good relations (between people who share a protected characteristic and people who do not share it). Could it have an adverse impact on relations between different diverse groups?

The policy is to be public facing and will provide reassurance that all related decisions and activities are designed not to have any adverse impact upon individuals or groups.

6 Priority

The following questions will help you to identify whether this 'service' is a high priority. Please answer all questions with particular reference to the protected characteristics; race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage and civil marriage/partnership and pregnancy and maternity.

Please provide a comment for each answer, providing evidence for your answer, regardless whether you have answered yes or no.

Questions	Yes	No
1. Are there any particular groups who may have trouble accessing the 'service'?		X
Comments: Legislation is in place promoting the access to all local authority held data in relation to individuals and individual rights of access.		
2. Does your information suggest that some groups of people are less satisfied than others with this 'service'?		X
Comments: The policy will enhance satisfaction by giving clear guidance around the themes of Purpose, data retention/ data release.		
3. Will this service have a significant impact on any of our residents?		X
Comments: No, the full range of equality considerations have been undertaken in the development of the policy.		
4. Do you have any evidence that discrimination, harassment and/or victimisation could occur as part of this service?		X
Comments: No, the usage of local authority CCTV is governed by legislation and national codes of practice. System purposes for different types of recording technologies are to be published.		
5. Do you think the service will hinder communication and negatively impact relations between the organisation and its employees, residents, contractors or anyone else?		X
Comments: No, the usage of local authority CCTV is governed by legislation and national codes of practice. System purposes for different types of recording technologies. The purpose is to provide guidance to officers utilising technologies and to provide wider public reassurance around the robustness of systems and supporting policy/ procedure and governance.		
6. Does this service need to improve the way in which it is communicated to people who have literacy, numeracy or any other access needs?		X
Comments: The release of associated data governed by the policy is enshrined in existing legislation.		

7. Does consultation need to be carried out?		X
Comments: The policy is internal and based around activities within paid services. All relevant departments within the authority participated in the development of the policy.		

In order to assess the priority of your **'service'** please complete the table below by adding up how many questions you answered yes to and following the appropriate action.

Priority	Number of questions answered 'yes'	Rating	Action
High	3 or more		Continue to section 2
Medium	1 to 2		Please provide evidence to any questions you answered 'yes' to in section 1. Test for relevance complete (sometimes a full assessment may be required).
Low	0		Test for relevance complete.

If, following the completion of the test for relevance, a full assessment is not required, go straight to the declaration. If a full assessment is required, go to Step two: full equality impact assessment.

Step two: full equality impact assessment

1 Could the strategy, policy, service, project, activity or decision have a **negative, positive or neutral** effect on groups or individuals?

Consider:

What you are doing?

Why you are doing it?

How you are doing it?

Who can access the service easily and who may not be able to access the service and **why**?

The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.

Protected characteristics	N e g a t i v e	P o s i t i v e	N e u t r a l	Evidence/Reasoning (Consider any barriers which will have negative impact and/or good practices giving positive impact)
<p>Age</p> <p>Consider:</p> <ul style="list-style-type: none"> • The way younger and older people access services may be different • Use of technology • Child care/care of other dependant • Timings/flexibility, such as work patterns • Transport arrangements • Venue location 				<p>Recommendations:</p>
<p>Disability (Includes: physical, learning, sensory (deaf/blind), mental health)</p> <p>Consider:</p> <ul style="list-style-type: none"> • Communication methods • Accessibility – venue, location, transport • Range of support needed to participate • Hearing Loops/Interpreters • Disability awareness training for employees 				<p>Recommendations:</p>
<p>Race (Includes; gypsy, travelling, refugee and migrant communities)</p> <p>Consider:</p>				<p>Recommendations:</p>

<ul style="list-style-type: none"> • The size of the BME communities that your service/project affects. • Language(s) spoken/understood. • Culture, such as hygiene, clothing, physical activities, mixed gender activities. • What access support can you offer? 			
<p>Religion, faith or belief</p> <p>Consider:</p> <ul style="list-style-type: none"> • The diversity within the communities that your service/project affect • Prayer times, meal times, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan • Awareness training for employees 			<p>Recommendations:</p>
<p>Pregnancy and maternity</p> <p>Consider:</p> <ul style="list-style-type: none"> • Flexible hours of the service/project • Is there access to private area for breastfeeding mothers? 			<p>Recommendations:</p>
<p>Gender</p> <p>Consider:</p> <ul style="list-style-type: none"> • The impact on men and women • Child care/care of other dependant • Mixed/single gender groups/activities • Timing of services/projects 			<p>Recommendations:</p>
<p>Sexual orientation (Includes: lesbian, gay, bisexual)</p> <p>Consider:</p> <ul style="list-style-type: none"> • LGB people should feel safe to disclose their sexual orientation without fear of prejudice • Make it clear you recognised civil 			<p>Recommendations:</p>

marriage and partnerships <ul style="list-style-type: none"> • Awareness training for employees 				
Transgender Consider: <ul style="list-style-type: none"> • Trans people should be able to disclose their gender identity without fear of prejudice • Making it clear you have a Trans policy and process • Awareness training for employees 				Recommendations:
Marriage and civil marriage/partnership Consider: <ul style="list-style-type: none"> • All couples or partners, regardless of gender, should be able to access services 				Recommendations:

Outsourced services	
If your policy/process is partly or wholly provided by external organisations/agencies (such as Civica or Capita), please list any arrangements you plan to ensure that they promote equality and diversity. Include this in your improvement plan	
Relations between different equality groups	
Does your assessment show that a strategy, policy or process may amount to potential adverse impact between different equality groups? If yes please explain how the improvement plan is going to tackle this issue	
Consultation responses	
Summary of replies from individuals and stakeholders consulted including any previous complaints on equality and diversity issues about the strategy, policy or process	

Summary of recommendations		
Actions	By Who	By When

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Declaration

I am satisfied that a Test for Relevance has been carried out on the matter named in this Analysis and conclude that a full Equality Impact Assessment **is not required**.

Yes No

If you do not think that a full Equality Impact Assessment is required – please give your reasons:

The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.

I confirm that a full Equality Impact Assessment has been completed.

Yes No

Signature of Head of Service:	Date:

Recommendations agreed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Signed: (Director):	EIA date: