

EQUALITIES



E-Newsletters

Equality Impact Assessment

This document should be completed only after the Equalities Checklist has been completed and it has been determined that a full Equality Impact Assessment is required.

Service Area

Transformation & Communications

Section/service delivery/policy covered by the assessment

[Click here to enter text.](#)

Stage 1 - what is being assessed?

Name of strategy / policy /service / review being assessed:

E Newsletter proposal

Stage 2 - who is carrying out the assessment?

Members of the assessment team:

Deborah Johnson, Assistant Director Transformation and Communications

Caroline Glass, Business Manager HR

Sarah Forgione, Communications Manager

Helen Ellison, Equalities Group

Others involved in the assessment (external challenge):

[Click here to enter text.](#)

Stage 3 - aims of the strategy or service

Briefly describe the aims of the strategy or service:

To propose a move from twice yearly printed versions of the Voice, the council's newsletter, to an E Newsletter format.
To incorporate within this move an alternative provision for tenants (previously a quarterly printed publication provided by the council's former housing management provider, Newark and Sherwood Homes).

Stage 4 - knowing our customers, communities and employees

List the main customers, employees, users or groups receiving, delivering or affected by, this strategy or service:

All residents, all tenants, all businesses, all members, all staff and all partners (within the district)

Stage 5 - background information

List any information from previous surveys, customer feedback or any relevant performance information that relates to this strategy or service:

Informal feedback from comments received when the council's publication has been distributed in the past.

Stage 6 - this stage looks at the barriers to accessing services and any possible discrimination that customers and communities may face

Age

Access to Service			Delivery of Service		
<input checked="" type="checkbox"/> Positive Impact	<input checked="" type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact	<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

Older Persons

Access – Negative. A proportion of the older population are not digitally enabled and some will not be able to access a digital version of our information

Delivery – Positive. A proportion of the older population have deteriorating sight, for those that do there is the ability to enlarge the font size of electronic communications and for those with the software the ability to use the voice reader to have the newsletter read aloud.

Younger Working Age

Access and Delivery – Positive. This proposal will increase the council’s contact with busy working age residents for whom the electronic format is likely to appeal.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

There will be an option for all those who wish to receive printed communications to do so, they will need to inform us of this request.

Race

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

[Click here to enter text.](#)

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Gender

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

[Click here to enter text.](#)

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Disability

Access to Service			Delivery of Service		
<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact	<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

Access and Delivery – Positive Impact

For those residents who are partially sighted it offers the opportunity for text enlargement or read aloud software to be utilised which are common functions for the visually impaired.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Sexual Orientation

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

[Click here to enter text.](#)

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Gender Reassignment

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

[Click here to enter text.](#)

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Marriage and Civil Partnership

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

[Click here to enter text.](#)

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Pregnancy and Maternity

Access to Service			Delivery of Service		
<input type="checkbox"/> Postive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

[Click here to enter text.](#)

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Religion or Belief

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

[Click here to enter text.](#)

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Other Groups or Issues (e.g. socio-economic)

Access to Service			Delivery of Service		
<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact	<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

Access and Delivery – Positive (those for whom English is not their first language)

An e-newsletter can include any key messages in alternative languages if appropriate, as an electronic format automatic 'google translate' can be used by anyone to translate the content to suit an individual's requirements. Often for those for whom English is not their first language, the ability to speak English is far easier than to read material in their second language.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

[Click here to enter text.](#)

Stage 7 – Action Plan and Policy Review

From the previous section list the specific actions required to address any problems you have identified:

Action:	Service Plan / Delivery Plan:	Officer Responsible:	Timescale:	Resources:	Milestones, Monitoring and Review Details:
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Date of next review

Click here to enter a date.

Stage 8 – Outcomes(s) of equality impact assessment

No major change needed Adjust the policy/proposal Adverse impact but continue Stop and remove the policy and proposal

Further description:

Click here to enter text.

Stage 9 – Confirmation and Publish the Results

I confirm that these actions are being adopted as everyday practise and if necessary incorporated into the Service Plan or Delivery Plan

Signed by Lead Officer: Click here to enter text.

Date Click here to enter text.