

Name of the activity being assessed	Strengthening Communities - Volunteering in Lancashire				
Directorate / Department	Localities and Prevention	Service	Neighbourhood Services	Assessment lead	Heather Taylor
Is this a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	Responsible manager / director for the assessment		Sayyed Osman	
Date EIA started	07/07/2016	Implementation date of the activity		01/04/2017	

SECTION 1 - ABOUT YOUR ACTIVITY

How was the need for this activity identified?	<p>This project has been identified by a need to streamline a number of pilot projects currently ongoing or completed across the county. According to the ONS annual population survey 2016, in the year 2015 Lancashire had a lower percentage of people economically active and a greater number of people claiming out of work benefits compared with Great Britain as a whole. It is our aim to reduce these levels where possible, whilst also engaging with individuals to participate in activities and provide them with life skills.</p> <p>The programme fills a gap and adds value to existing and other planned provision, providing a much needed route towards active participation for the most disadvantaged. There is independent evidence that this approach works. (Volunteering for Stronger Communities Evaluation, Sheffield Hallam University).</p>																	
What is the activity looking to achieve?	<p>Using an asset-based approach the programme will provide those furthest from the labour market with meaningful volunteering opportunities, helping them onto a pathway towards work. We will support individuals to build personal resilience and gain practical skills thereby reducing barriers to participation, increasing the opportunities available to them, and providing long-term solutions that will keep them out of costly statutory intervention. We will do this by introducing disadvantaged and marginalised individuals to volunteering, providing them with realistic pathways to employability through mentoring, tailored, accredited and non- accredited training, and access to volunteer placements in the voluntary, public and private sectors.</p> <table border="1" data-bbox="481 1117 1769 1484"> <thead> <tr> <th>Results Indicator</th> <th>Reference</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Participants in education or training on leaving</td> <td>ESF CR02</td> <td>112</td> </tr> <tr> <td>Participants in employment including self-employment 6 months after leaving</td> <td>ESFCR06</td> <td>114</td> </tr> <tr> <td>Unemployed participants into employment (including self-employment on leaving)</td> <td>R1 (R4)</td> <td>49</td> </tr> <tr> <td>Inactive participants into employment or job search on leaving</td> <td>R2</td> <td>73</td> </tr> </tbody> </table>			Results Indicator	Reference	Number	Participants in education or training on leaving	ESF CR02	112	Participants in employment including self-employment 6 months after leaving	ESFCR06	114	Unemployed participants into employment (including self-employment on leaving)	R1 (R4)	49	Inactive participants into employment or job search on leaving	R2	73
Results Indicator	Reference	Number																
Participants in education or training on leaving	ESF CR02	112																
Participants in employment including self-employment 6 months after leaving	ESFCR06	114																
Unemployed participants into employment (including self-employment on leaving)	R1 (R4)	49																
Inactive participants into employment or job search on leaving	R2	73																

<p>What are the aims and objectives?</p>	<p>Participants with childcare needs receiving childcare support</p>	<p>R5</p>	<p>24</p>
<p>Services currently provided (if applicable)</p>	<p>Target beneficiaries include:</p> <ul style="list-style-type: none"> • Long term unemployed • Economically inactive • Over 50 years of age • BME backgrounds • Disabilities • Physical or mental health problems • Women • Resident in disadvantaged areas • Overcoming drug or alcohol abuse • Care leavers • Caring responsibilities for children or other adults • Lacking basic skills. • Prisoners on release • Those serving community sentences <p>A number of pilot projects have been coordinated throughout the region. These all occurred in response to need and included: A pan-Lancashire network of Council for Voluntary Services (LACVS) provide volunteer infrastructure; including the four nationally accredited Volunteer Centres in Blackpool, Wyre & Fylde; Blackburn with Darwen; Burnley, Pendle and Rossendale; and, West Lancashire. Their existing provision complements and supports this programme, and provides valuable experience to draw into a cohesive model as proposed here:</p> <ul style="list-style-type: none"> • Brokerage - matching residents to 2000 plus volunteering opportunities. • Volunteer training • Good Practice Development • Developing Volunteering Opportunities <p><u>Strategic Linkages:-</u> Early Help/Police/Criminality: links with the Community Step Down model, Prisons and the Criminal Justice system volunteer projects supporting ex-offenders and people in recovery from alcohol or substance misuse. Health and Social Care: working closely with NHS and local authority health and social care partners on volunteering on prescription and social prescribing models. Further and Higher Education: working closely with further education colleges and universities Big Lottery Opt In: LACVS is a partner to the Building Better Opportunities Projects: P1 – Age of Opportunity P2 – Invest in Youth P3 – Disadvantaged Groups Lancashire CVS’s are offering volunteer support to those programmes. Also partners to a P4 WEA led bid for Digital Inclusion to play a central role in recruiting, training and supporting volunteer digital champions roles. Community Adult Learning Teams</p>		

	<p>Lancashire Adult Learning, Blackpool Adult Learning and Blackburn with Darwen Adult Learning all provide SFA funded accredited and non-accredited learning opportunities within their communities. Good quality provision and a strong understanding of the target group exist alongside some expertise in delivery of relevant learning. However capacity is limited and the providers need additional funding to expand their provision in this area. What they will bring is existing mechanisms for ensuring the provision meets the needs of the target group, is appropriate and of good quality</p> <p>Other proposals that complement this programme:</p> <p>More Positive Together is a project that brings together Social Housing Organisations from across Lancashire and Lancashire Sport, to support social housing residents who are furthest from the labour market into sports and environmental projects including training on property maintenance and landscaping.</p> <p>Our proposal adds value as we will be working with a wider target group – not just those in social housing, and offering a broader range of volunteering and training opportunities in the community, not limited to sports and environmental. In addition we will be harnessing community assets through training up peer mentors to support the most vulnerable.</p> <p>Public Service Lancashire Community Step-Down Programme is a tasking and deployment model for the recruitment and training of public sector volunteers including Lancashire Constabulary, Fire and Rescue, Lancashire County Council, Blackburn with Darwen Unitary Authority, Blackpool Unitary Authority, Lancashire Care Trust and local government.</p> <p>Limitations are that this is based purely on delivery of public services and while it will offer volunteering opportunities in the public sector to vulnerable people, it does not offer any peer mentoring support to the most vulnerable, comprehensive training, or offer opportunities in the voluntary or private sector.</p>
<p>Please outline recommendations that have been identified for implementation following a review of the activity.</p>	<p>Following the pilot projects it is felt that a more streamlined Lancashire wide project is needed to best ensure continuity.</p> <p>All recommendations provided by ESIF (European Structural and Investment Funds) have also helped shape this activity.</p>
<p>Type of activity</p>	<p><input type="checkbox"/> Budget changes <input type="checkbox"/> Decommissioning <input checked="" type="checkbox"/> New activity</p> <p><input type="checkbox"/> Change to existing activity <input checked="" type="checkbox"/> Commissioning <input type="checkbox"/> Other [please state here]</p>

SECTION 2 - UNDERSTANDING YOUR CUSTOMER**Who else will be involved in undertaking the equality analysis and impact assessment?**

Please identify additional sources of information you have used to complete the EIA, e.g. reports; journals; legislation etc.

- European Structural and Investment Funds: Full Application Form Guidance - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/482379/ESIF-GN-2-004_ESIF_Full_Application_Form_Guidance_v2.pdf
- Equality Human Rights Commission (EHRC) - <https://www.equalityhumanrights.com/en>
- Volunteering for Stronger Communities Evaluation, Sheffield Hallam University - <http://www4.shu.ac.uk/research/cresr/sites/shu.ac.uk/files/volunteering-stronger-communities.pdf>

Who are you consulting with? How are you consulting with them? (Please insert any information around surveys and consultations undertaken)

A project working group is made up of key delivery partners who have been meeting weekly in the run up to the application submission date. This is made up of;

- Lancashire Constabulary
- Lancashire County Council
- Blackpool Council
- Lancashire Association of Councils for Voluntary Services
- Blackburn with Darwen Borough Council

A workshop has also taken place with wider delivery partners 18.4.16

Regular updates to strategic partners through Early Action Board have also taken place and discussion and feedback encouraged.

In addition to the above, we have also used lessons learned from previous projects as a form of consultation and based on the outcome of the funding bid will look to consult with service users at the first stage.

Who does the activity impact upon?*	Service users	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly	Different service (streamlined) means new level of service and support that was not previously available. New jobs created. Sustainability of communities. Project is Lancashire wide and involves a number of partners, all of whom will benefit from this new streamlined service.		
	Members of staff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	General public	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Indirectly			
	Carers or families	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Indirectly			
	Partner organisations	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
Does the activity impact positively or negatively on any of the protected characteristics as stated within the Equality Act (2010)?*	Positive impact	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input checked="" type="checkbox"/> Pregnancy & maternity	<input checked="" type="checkbox"/> Vulnerable groups
		<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual orientation	<input checked="" type="checkbox"/> Deprived communities	<input checked="" type="checkbox"/> Carers
	Negative impact	<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> Vulnerable groups
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual	<input type="checkbox"/> Deprived	<input type="checkbox"/> Carers
The groups in blue are not							

protected characteristics (please refer to p. 3 of the guidance notes)			or belief		orientation	communities	
	Don't know	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> Vulnerable groups
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Deprived communities	<input type="checkbox"/> Carers

***If no impact is identified on any of the protected characteristics a full EIA may not be required. Please contact your departmental Corporate Equality & Diversity representative for further information.**

Does the activity contribute towards meeting the Equality Act's general Public Sector Equality Duty? Refer to p.3 of the guidance for more information
A public authority must have 'due regard' (i.e. consciously consider) to the following:

DUTY	DOES THE ACTIVITY MEET THIS DUTY? EXPLAIN
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity removes or minimises disadvantages suffered by people due to their protected characteristic)</i>	The aim of this project is to use an asset based approach Lancashire wide to remove and minimise disadvantage. Our target cohort all fall into the 9 protected characteristics and this will ensure that with increased support available any current disadvantages will be minimised or removed.
Advance equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity takes steps to meet the needs of people from protected groups where these are different from the needs of other people)</i>	We are looking to advance the opportunities of those furthest away from the labour market, in order to do this we will offer wrap around support throughout that journey. Every individual engaged with the programme will have a needs assessment to ensure the right training and volunteering activities are sourced, and that the right support is put in place to help every individual reach their potential.
Foster good relations between people who share a protected characteristic and those who do not <i>(i.e. the function encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	Good relations will be developed within the cohort; people from a number of different backgrounds will be assessing training opportunities together. Volunteering opportunities will offer the space to develop relations with people who may not have protected characteristics. This project is deliberately constructed to draw together otherwise isolated or alienated members of the community, or ,enable members of different communities to reach out to one another and acquire greater understanding of one another, or, support fragmented communities in acquiring stronger identity and purpose.

ASSESSMENT	Is a full EIA required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Please explain how you have reached your conclusion <i>(A lack of negative impacts must be justified with evidence and clear reasons, highlight how the activity negates or mitigates any possible negative impacts)</i>			
Despite this EIA to this point showing that there is a lack of negative impact, we are well aware that much of the target cohorts belong to protected groups. Therefore, we feel that a full EIA would be beneficial in understanding these specific needs and also understanding the current barriers these groups are facing which we are attempting to remove or minimise.			

SECTION 3 – ANALYSIS OF IMPACT

Does the activity have the **potential** to:

- **positively** impact (benefit) any of the groups?
- **negatively** impact/exclude/discriminate against any group?
- **disproportionately** impact any of the groups?

Explain how this was identified – through evidence/consultation.

Any negative impacts that are identified within the analysis need to be captured within the action plan in **Section 4**

N.B. Marriage & Civil Partnership is only a protected characteristic in terms of work-related activities and NOT service provision

Characteristic	Positive	Negative	Don't know	Reasons for positive and/or negative impact Please include all the evidence you have considered as part of your analysis	Action No.
Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data taken from the Annual Population Survey January 2016 – December 2016 shows that 62.5% of Lancashire residents aged 50+ are economically inactive. This is slightly higher than the regional figure significantly higher than the figure for Great Britain. In response, project will specifically target over 50's, with 16% of the total cohort being over 50. This will help improve the employment prospects of anyone over the age of 50. However, it must also be mentioned that a proportion of these people are retired and do not wish to re-enter employment.	1
				According to 2011 census data around 30% of Blackburn with Darwen residents aged 16-24 are economically inactive. Currently young people are not a target group of this project despite evidence showing that they have high unemployment levels within Lancashire.	2
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Figures from the 2011 census show that 7,052,177 identify as having a long term health problem or disability in the North West of England. At a more local level, 58,890 people in Lancashire claim ESA (Employment Support Allowance), incapacity benefits or disability benefits.</p> <p>Disabled people will constitute 25% of the cohort, offering greater provision to the project than any other protected characteristic.</p> <p>We will be working within existing premises that are DDA (Disability Discrimination Act) compliant. In addition to this we will be using a peripatetic approach in order to tailor provision to the individual requirements of the learner. This outreach support service will ensure that not only is provision available to disabled people but also access to this provision.</p> <p>Extensive confidence building activities will be available to make sure attendees are ready to access all opportunities; this will be particularly helpful to those with mental health illnesses.</p>	3

Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Whilst we will not be providing targeted support at this group, this service will be available to someone regardless of gender reassignment status.</p> <p>The role of a mentor is to access the specific needs of an individual and as a result of this make relevant recommendations and referrals.</p>	
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This project would be accessible to anyone regardless of whether they are pregnant, however, their participation would depend personally of what stage of the pregnancy they are at and whether they feel they are able to be involved.</p> <p>In order to support with this flexibility will be employed wherever possible.</p>	4
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lancashire has a diverse population in comparison to other areas of the UK. Often the ethnicity of residents produces very different results when looking at employment levels. For example the unemployment rate of white individuals in the North West is 4.7%, this rate increases drastically to 9.5% for Ethnic Minorities.</p> <p>Lancashire wide the cohort for BME (Black and Minority Ethnic) is 12%. However, different authorities within Lancashire have differing levels of BME communities; in reflection of this we will target higher BME areas with increased cohort percentages.</p> <p>Targets across the county will reflect the communities they serve.</p>	5
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We are aware that due to the ethnic and cultural diversity across the county there are also a large number of prevalent Religions and Beliefs which can have a number of impacts on the project and also individuals attending.</p> <p>By targeting BME communities we know we are targeting different religions and beliefs, accommodations will be made for these different faiths and beliefs and as is the case with Pregnancy and Maternity flexibility will be employed as much as possible.</p> <p>Faith room facilities will be also be made available at all sites.</p>	6
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>2015 ONS population estimates for Lancashire show a split of 587,700 Males (49.3%) and 603,900 (50.7%) females, this is much the same for Blackburn with Darwen which has 73,200 (49.9%) males and 73,700 (50.2%) females.</p> <p>The gender split will be reflected in the cohort split, which will be 51% Female 49% Male, this guideline has been suggested by ESIF. Though this percentage is slightly different it is not expected to make a significant difference when the areas demographics are taken into account.</p>	
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individuals will be able to access and participate in this programme regardless of their sexual orientation and this should not impact on their ability to achieve.	

				As earlier mentioned the role of a mentor is to access the specific needs of an individual and as a result of this make relevant recommendations and referrals.	
Vulnerable Groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>It is anticipated that a number of vulnerable groups will seek to access this service. With the provision of close one to one support, mentoring, confidence building, skill development and the opportunity to volunteer, it is expected the impacts will be overwhelmingly positive on this group.</p> <p>Where specific needs may need to be met we anticipate that the flexibility of this programme should take steps to meeting these.</p>	
Deprived Communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The design of this initiative provides a local presence in some of the most deprived areas of West, East and Central Lancashire which will ensure that workers can be rooted in local communities.</p> <p>Six of the Local Authorities Blackpool (12), Blackburn with Darwen (13), Burnley (16), Hyndburn (24), Pendle (31) and Preston (46) all had rankings within the 50 most deprived in the Index of Multiple Deprivation.</p> <p>There is a strong link between deprived communities and low employment rate, especially in terms of economic deprivation. Blackburn with Darwen has 20,597 households with no adult in work.</p> <p>By employing a peripatetic outreach approach we will be improving the accessibility of this group to the services that are available, which will in turn potentially increase participation levels.</p>	7
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carers are not one of the target groups but we know that many carers are economically inactive. We have links with our local carers organisations and will ensure that they understand the referral pathways into the project and how the programme can benefit their users.	
Other [please state]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	

<p>Does the activity raise any issues for community cohesion?</p> <p>Does the activity contribute positively towards community cohesion?</p>	<p>No, people from a number of different backgrounds will be a part of this project and will engage with one another in all aspects of the project and wider social situations.</p>
<p>Does the activity raise any issues in relation to human rights as set out in the Human Rights Act 1998?</p>	<p>No</p>
<p>Does the activity support / aggravate existing departmental and/or corporate risk?</p>	<p><i>Is the activity on the departmental risk register? If it is not, should it be?</i></p> <p>No</p>

CONCLUSIONS OF THE ANALYSIS

<p>Action following completion of the impact assessment</p>			
<p><i>It is important that the correct option is chosen depending on the findings of the analysis. The action plan must be completed as required.</i></p>			
<input type="checkbox"/> No major change in the activity	<input type="checkbox"/> Adjust activity	<input checked="" type="checkbox"/> Continue with activity	<input type="checkbox"/> Stop and reconsider activity
<p>Please explain how you have reached your conclusion</p>			
<p>It is anticipated that the impacts of this project will be overwhelmingly positive across the board. Much of this project aims to mitigate negative impact suffered by people with protected groups from accessing and entering employment. As a result, our action plan will reflect these negatives and explain exactly how the project will seek to eliminate them, offering people with protected characteristics an equitable and fair opportunity.</p>			

ACTION PLAN

Action No.	What is the negative / adverse impact identified?	Actions required to reduce / mitigate / eliminate the negative impact	Resources required	Responsible officer(s)	Target completion date
1	62.5% of Lancashire residents aged 50+ are economically inactive	16% of the cohort will be made up by over 50's, this targeted support will ensure that more people from this group can access the services they required.	Detailed resources required will be worked up at final stage application	Project Manager	Dec 2019
2	30% of Blackburn with Darwen residents aged 16-24 are economically inactive	Potentially target a large cohort of younger people also and offer the same support as to that of over 50's	Detailed resources required will be worked up at final stage application	Project Manager	Dec 2019
3	Figures from the 2011 census show that 7,052,177 identify as having a long term health problem or disability in the North West of England. 58,890 people in Lancashire claim ESA (Employment Support Allowance), incapacity benefits or disability benefits.	Ensure that all venues are DDA compliant Offer extra support where and if required Employ a peripatetic approach, ensuring flexibility for those who require it	Detailed resources required will be worked up at final stage application	Project Manager	Dec 2019
4	Participation would depend personally of what stage of the pregnancy they are at and whether they feel they are able to be involved	Potential for deferred entry for those who may wish to start the course later. Strict enrolment not required, attendees can start and finish as they see fit for their personal circumstances. Employ a peripatetic approach, ensuring flexibility for those who require it i.e. childcare arrangements	Detailed resources required will be worked up at final stage application	Project Manager	Dec 2019
5	The unemployment rate of white individuals in the North West is 4.7%, this rate increases drastically to 9.5% for Ethnic Minorities.	Target BME communities Alter target figures to reflect the communities they serve	Detailed resources required will be worked up at final stage application	Project Manager	Dec 2019
6	Large number of prevalent Religions and Beliefs which can have a number of impacts on the project and also individuals attending	Awareness of religions and ensure that the project is flexible to these e.g. Friday afternoon jum'ah for Muslims Ensure that faith rooms are available at venues to accommodate for people who may need to	Detailed resources required will be worked up at final stage application	Project Manager	Dec 2019

		pray			
7	Blackburn with Darwen has 20,597 households with no adult in work	Employ a peripatetic approach, ensuring flexibility for those who require it i.e. taking the project into the community for those who cannot afford travel	Detailed resources required will be worked up at final stage application	Project Manager	Dec 2019
Actions to ensure all those involved in the programme can fulfil their equality commitments					
8	All partners to sign up to the project's Gender Equality and Equal Opportunities Policy and Implementation plan		none	Project Manager	April 2017
9	All staff involved in the project will undertake Gender Equality and Equal Opportunities training specifically in relation to this project as part of their induction training and a rolling programme thereafter for any new staff		Detailed resources required will be worked up at final stage application	Project Manager	April 2017 and ongoing rolling programme
10	Welcome to the Programme Booklet to be produced for all participants, outlining the programme's Equality responsibilities	Include how participants will learn about the importance of good relations	Detailed resources required will be worked up at final stage application	Project Manager	April 2017
11	Annual monitoring report produced and any significant under-representation to be flagged to project manager and acted upon	Staff to be monitored by characteristics		MIS officer	annually
12	A report against performance and equality will be produced annually and shared with all staff			Project Manager	annually
13	Equality to be standing item in reports and agenda, minutes of quarterly update meetings	Governance Board Partner performance meetings Accountable Body – BwD Management Accountability Framework BwD Corporate Equality and Diversity Group		Project Manager	Quarterly
14	Staff appraisals and monthly 1:1 performance meetings to include progress against equality measures included in the EIA			Project Manager	Monthly

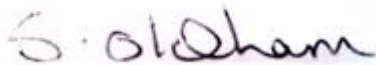
MONITORING AND REVIEW

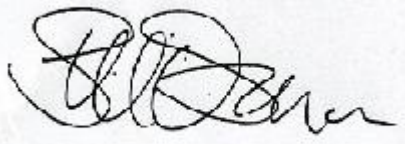
The responsibility for establishing and maintaining the monitoring arrangements of the EIA action plan lies with the service completing the EIA. These arrangements should be built into the performance management framework.

Monitoring arrangements for the completion of EIAs will be undertaken by the Corporate Equality & Diversity Group and the oversight of the action plans will be undertaken by the Management Accountability Framework.

If applicable, where will the EIA Action Plan be monitored?	<p><i>e.g. via Service Management Team; Service Leadership Team; Programme Area Meetings</i></p> <p>Responsibility of the project manager.</p>
How often will the EIA Action Plan be reviewed?	<p><i>e.g. quarterly as part of the MAF process</i></p> <p>Quarterly</p>
When will the EIA be reviewed?	<p><i>It should be reviewed at least every 3 years to meet legislative requirements</i></p> <p>Review annually</p>
Who is responsible for carrying out this review?	<p>Responsibility of the project manager</p>

SIGNATURE OF EIA LEAD OFFICER	
DATE COMPLETED	08/07/2016

SIGNATURE OF DEPARTMENTAL E&D LEAD	
DATE SIGNED	11/07/2016
<i>This signature signifies the acceptance of the responsibility to publish the completed EIA as per the requirements of the Equality Act 2010</i>	

SIGNATURE OF DIRECTOR	
DATE SIGNED	07/02/2017
<i>This signature signifies the acceptance of the responsibility and ownership of the EIA and the associated Action Plan (if applicable)</i>	