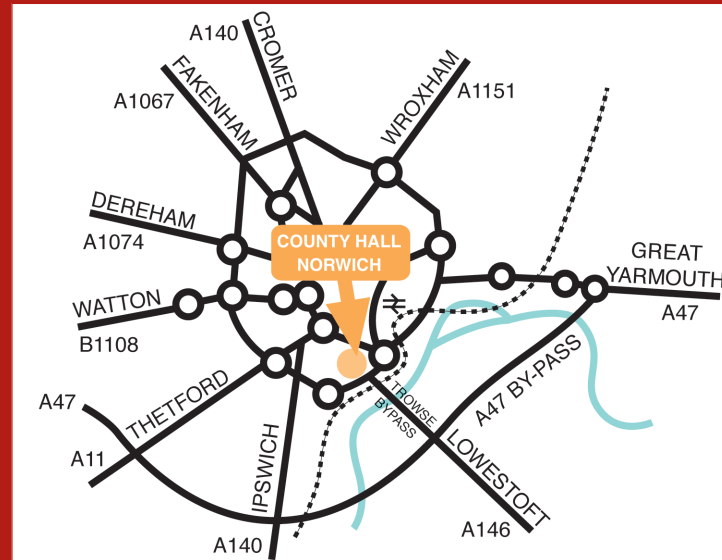


HOW TO FIND US

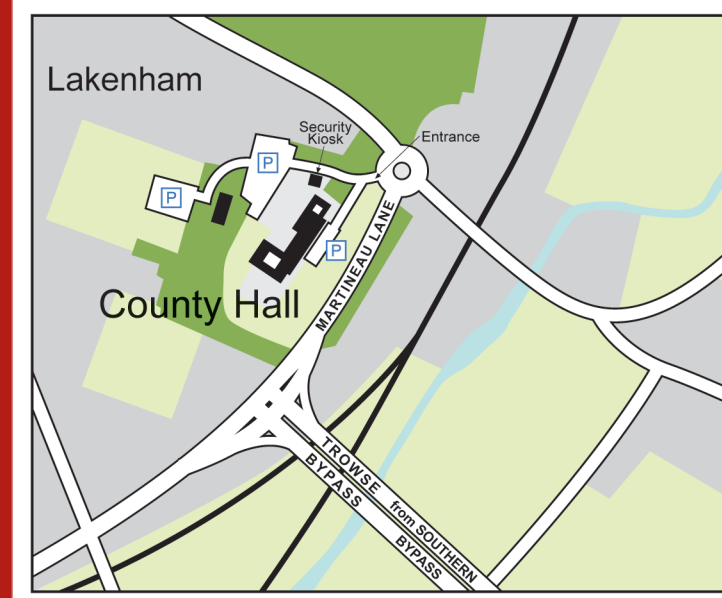


Directions to County Hall

From the South
Approach Norwich along the A11. About 3 miles from the city centre the A11 passes under the A47 Southern Bypass. Turn right onto the A47 towards Great Yarmouth. Continue for about 2 miles and exit at the A146 Lowestoft junction. County Hall is signposted and will now be visible as the large building in front of you.

From the West/North
Approach Norwich along the A47 Southern Bypass and exit at the A146 Lowestoft junction. County Hall is signposted and will now be visible as the large building in front of you.

Courtesy of NPS,
Norfolk Property Services,
County Hall.



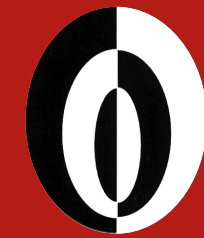
Entrance to County Hall Car Park

Take the left hand lane marked **Visitors** and report to the security kiosk for a car park pass. You will be directed to the designated parking area by the security staff

Entrance to County Hall Building

Please report to the main reception and tell the receptionist who you have come to visit

Norwich & Norfolk Racial Equality Council
North Wing, County Hall, Martineau Lane, Norwich NR1 2DH
Telephone 01603 611644 Fax 01603 611646
admin@nnrec.org.uk www.nnrec.org.uk



**Norwich & Norfolk
Racial Equality Council**

COMMUNITY COHESION AND EQUALITIES IMPACT ASSESSMENT TOOL AND GUIDANCE

Author: Abraham Eshetu



Black Minority Ethnic Community Contact List

Chanan Singh Suwali
Gurdwara Shri Guru Ramdas
Parkash Sangat Bhatarha
c/o 36 Mile End Road
Norwich NR4 7OY

Dr Eshetu Wondimagegne
Norfolk African Community
Association
47 Winchester Tower
Vauxhall Street
Norwich NR2 2SE

NEMSF
10 Cathedral St
Norwich NR1 1LU

Dr Reveed Y R Khwaja
Norwich Muslim Association
91 Three Corner Drive
Old Catton Norwich NR6 7HB

Norwich Hebrew Congregation
The Synagogue
3a Earlham Road
Norwich NR2 3RA

Mr Kwai - Li
West Norfolk & Chinese Assoc.
38 Reffley Lane
Kings Lynn PE30 3EQ

Open Trade Network
Rashid Luqman
17 Chapelfield East
Norwich NR2 1SF

Eric Ming
East Anglia Charitable
Education Trust
Yim Wah House
Ermine Street Caxton
Cambridge CB3 8PE

Rose Girdlestone
Philippino Womens Support Group
11 Bramfield Close
Norwich Norfolk

Gayatri Verna
Norfolk & Norwich Asian Society
12 Wyngates Blofield
Norfolk NR13 4JG

Sohale Rahman
West Norfolk & Fenland Muslims
48 School Road
Marshland St James
Wisbech Cambridge PE14 8EY

Nassar Ali
Bangladesh Islamic Forum
17 Cuckoofield Lane
Mulbarton NR14 8AY

Vimla Suchak
King's Lynn Asian
Community Society
25 St Augustines Way
South Wooton King's Lynn

Conrad La Pointe
Norwich International Youth Project
Carrow House
King Street Norwich Norfolk

Mr O N Chuli
Chinese Society
58 El Alamein Way
Bradwell
Great Yarmouth NR31 8SY

Norfolk Chinese
Community Association
1 Portland Street Norwich Norfolk

Hiromi Hasegawa
Reiyukai Centre
24 St Marys Works
Duke Street Norwich NR3 1QA

Julia Dyson
Great Yarmouth International
Association
36 Collingwood Road
Great Yarmouth NR30 4LR

Caribbean and African Network
The Belvedere Centre
Belvoir Street
Norwich NR2 4QS

International Family
Friendship Group
Jubilee Centre Long John Hill
Lakenham Norwich

Portuguese Association
Alex Ferreira de Almeida
Café Arroz dos
31 King Street Great Yarmouth

Sirajul Islam
Norfolk & Norwich
Bangladeshi Welfare Association
4 Larch Close Norwich NR7 8LE

Norwich Academy
Umar Jesson (registrar)
69 Bethel Street
Norwich NR2 1NR

Tariq Amin (Director)
Blackstone Foundation
(Islamic Resource Centre)
69 Bethel Street Norwich NR2 1NR

Ihsan Kindergarten and
Summer Project
Assiya Douglas
27 Trory Street Norwich NR2 2RH

Community Media
S. Whyte (Projects Manager)
Office 1
69 Bethel Street
Norwich NR2 1NR

Community Media "Make Yourself Heard"

Community Media is an organisation run by the community for the community. We are a voluntary organisation set-up by qualified media and teaching professionals with experience in all areas of marketing and promotion. We understand the difficulties that not-for-profit organisations face when trying to promote their services.

We are here to help you to make yourself HEARD!

Our work is divided into two specific areas;

- marketing & promotion for voluntary organisations and
- on-the-job training for young people

Marketing & Promotion

We have a dedicated team of professionals with years of experience working in the media industry. Our areas of expertise include website design, interactive cd-rom production, filming & video editing, desktop publishing and dvd authoring. Would you like a new website, but don't know where to start? Maybe a promotional video would be the best way to show the world what you do. Or do you need to produce a new poster, information leaflet or even a monthly newsletter?

We can help with all of these and much more!

We will endeavour to keep our prices low and within the means of charitable organisations. There is no reason why you can't have professional promotional material, whatever your budget is.

On-the-job training

Would you like to learn how to design a website or produce a promotional video?
Are you bored with the usual I.T training courses on offer?
Have you got the skills but can't find work?

If you are between the ages of 13 and 19 we can provide you with free professional training in the use of ICT and multimedia. Our method is to involve young people in the development of real projects. In this way you can develop a range of multimedia and project management skills while working alongside media professionals as a part of a real project team. Once you have completed a project your work will be showcased on our website and with your permission we will pass your contact details on to potential employers.

If you are interested in our work please contact us:

t: 08707 355212
e: info@cmedia.org.uk
w: www.cmedia.org.uk

**Commissioned and Published by
Norwich and Norfolk Racial Equality Council**

"I am very grateful to all agencies and individuals who supported this project; in particular, I would like to thank NNREC, the Go-East Office and ACPO National Police Diversity Team for allowing me to draw from their information and expertise to produce this Community Cohesion and Equalities Impact Assessment Toolkit".

Author: Abraham Eshetu

Editor: Ms Anne Matin,
NNREC Director & Board Member of the British Federation of RECs (BFoREC)

Published in 2006 by
Norwich and Norfolk Racial Equality Council
North Wing, Norfolk County Council
Martineau Lane, Norwich, Norfolk
www.nnrec.org.uk

NNREC Funding Bodies:

Commission for Racial Equality (CRE)
Norwich City Council
Norfolk County Council
Breckland Council
Broadland District Council
Great Yarmouth Borough Council
**King's Lynn & West Norfolk
Borough Council**

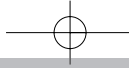
North Norfolk District Council
South Norfolk District Council
GO-East
Legal Services Commission
HMP Norwich
HMP Wayland
Norfolk Probation Service
ChangeUp East

NNREC is particularly grateful to GO-East and Legal Services Commission for funding our Community Cohesion & Discrimination Law Project, without this funding this toolkit would not have been produced. Additional support was provided by the Norfolk Constabulary.

This Community Cohesion and Equality Impact Assessment toolkit is based on:

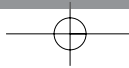
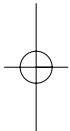
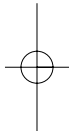
The CRE Race Impact Assessment Guide
The Home Office guide in to Community Cohesion
The ACPO Guide in to Race Equality
The Audit Commissions guide "Journey to Race Equity"
NNREC's Race Equality Audit 2005

*If you would like this document in larger print or
in a more accessible format please contact NNREC
at admin@nnrec.org.uk or on 01603 611644*



Key to abbreviations:

BME	-	-	Black & Minority Ethnic
CAB	-	-	Citizen Advice Bureau
CEP	-	-	Community Empowerment Project
C&DA 1998	-	-	Crime & Disorder Act 1998
CRPs	-	-	Crime Reduction Partnerships
EDP	-	-	Eastern Daily Press
EEDA	-	-	East of England Development Agency
ERINN	-	-	Eradicating Racism In Norfolk NHS
GO-East	-	-	Government Office for the East of England
HMP	-	-	Her Majesty's Prison
HO	-	-	Home Office
LARA	-	-	Local Authority Race Awards
LEA	-	-	Local Education Authority
LSPs	-	-	Local Strategic Partnerships
MAP	-	-	Multi-Agency Protocol
MENTER	-	-	Minority Ethnic Network for the Eastern Region
NACA	-	-	Norfolk African Community Association
NACAB	-	-	National Association of Citizens Advice Bureaux
NACRO	-	-	National Association for Care and Rehabilitation of Offenders
NHS	-	-	National Health Service
NCEG	-	-	Norfolk Chief Executives Group
NEON	-	-	Norfolk Equality Opportunities Network
NIYP	-	-	Norwich International Youth Project
NVS	-	-	Norfolk Voluntary Services
NNREC	-	-	Norwich & Norfolk Racial Equality Council
REC	-	-	Race Equality Council
RES	-	-	Race Equality Scheme
RRA 1976	-	-	Race Relations Act 1976
RRAA 2000	-	-	Race Relations Amendment Act 2000
VME	-	-	Visible Minority Ethnic
CJS	-	-	Criminal Justice Service
BFOREC	-	-	British Federation of Race Equality Councils
CCEIA	-	-	Community Cohesion and Equalities Impact Assessment



Black minority Ethnic Community Contact List	inside front cover
Acknowledgements	1
Abbreviations	2
Contents	3
Acknowledgements by Anne Matin	4
Foreword by Brian Hackland	5
Introduction	6
Key Principles of Community Cohesion and Equality Impact Assessment	7
Screening the Policy	9
Carrying Out the CC&EIA	9
Completing the CC&EIA Template (sub-sections)	10
6.1 Identify all aims of the policy	10
6.2 Consider the evidence	10
6.3 Community Cohesion assessment	12
6.4 Assess impact of Partnership, Procurement and Contractual arrangements	14
6.5 Assess impact of Media, Campaign and Lobbying activities	15
6.6 Assess Impact of Economic and Social barriers	16
6.7 Assess likely Impact	16
6.8 Consider alternatives	17
6.9 Consult formally	18
6.10 Assess Public Access to Information and Services	20
6.11 Assess Impact on Community Cohesion	21
6.12 Decide whether to adopt the policy	22
6.13 Make Monitoring Arrangements	23
6.14 Publish Assessment Results	25
Community Cohesion and Equality Impact Assessment Template	26
NNREC Service Evaluation Form	39
Request for Information Form	40
Community Media - Make Yourself Heard	inside back cover
Map to NNREC Offices	back cover

*The NNREC cannot accept responsibility for accuracy in statements in the Community Groups' articles.
© Norwich & Norfolk Racial Equality Council 2006*

ACKNOWLEDGEMENTS

by Anne Matin

The Community Cohesion and Equality Impact Assessment toolkit has been developed through the NNREC Community Cohesion and Discrimination Law Project, which is funded by the Government Office for the East of England (GO-East) and Legal Services Commission, (LSC). NNREC is supported by the Commission for Racial Equality and has acknowledged all our funders/stakeholders in this report.

The NNREC is a member of the Board of the British Federation of Race Equality Councils (BFoREC) representing the East of England REC Network.

On behalf of the NNREC I acknowledge with gratitude the support for the "Community Cohesion and Equalities Impact Assessment" toolkit from members of Norfolk County Community Cohesion Group, NNREC Executives, and members of the community for their comments and suggestions during the development of this document. This was extensive and took place over the period from July 2005 to December 2005. All comments and suggestions were received positively and taken into account in the production.

The toolkit was developed based upon previous work and publications by NNREC, the Commission for Racial Equality, the Disability Rights Commission, the Home Office, the Association of Chief Police Officers, the Audit Commission and associated British Federation of RECs joint publications ie., REWM Red Digest. We are very grateful to them for allowing us to draw from their information.

The NNREC are especially very grateful to Abraham Eshetu for the development of this impact assessment toolkit and members of the Community Cohesion and Discrimination Law project panel members for their support.

Initiative and focus on the needs of the communities of Norfolk lay at the heart of the production of this report and it was both a challenge and a pleasure to work on. As the NNREC Director, I wish to commend Abraham Eshetu for his tireless enthusiasm and attention to detail towards excellence. It is to be hoped this will help others to build stronger and safer communities in Norfolk and to reduce any possible risk of tensions and conflicts towards good race relations.

NNREC is grateful to the support of the Norfolk Constabulary throughout this work and particularly through releasing Abraham Eshetu.

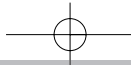
Foreword by Brian Hackland

Regional Director of Government Office for the East of England

Two key outcomes that are central to effective delivery by all public bodies are ensuring Equality and proactively ensuring Community Cohesion. That is why I was pleased to be asked to provide the forward for the Norwich & Norfolk Racial Equality Council's Community Cohesion and Equalities Impact Assessment Tool and Guidance.

Cohesion and Equality outcomes do not just happen. We have to work hard both in our individual organisations and in our partnerships to drive up the quality of provision and to ensure the active participation of others. Often the task of examining and responding to such far reaching agendas can seem daunting. That is why this publication is so welcome. It draws together the past experience of local, regional and national bodies and groups to give a real practice led impact assessment tool. Its strength lies in the fact it comes from many years of development work which has been applied locally by a range of providers. It is also pleasing for me to see that Government Offices were one of the early supporters of work which has contributed to the development of this document.

Used correctly this tool will give Norfolk organisations not only a way to examine their own impact but to share analysis across partnerships in a clear and consistent way. This assessment tool and guidance is a clear milestone in ensuring further real impacts are made in building stronger and safer communities, reducing tensions and ensuring good race relations. I support fully Norfolk in this work and encourage all to continue their commitment to this work and to developing the agenda further in the future.



1. Introduction

1.1 In December 2002, the Local Government Association (LGA), Home Office, Office of the Deputy Prime Minister, Commission for Racial Equality and the Inter-Faith Network published guidance for local authorities on community cohesion. The guidance highlights the fact that all local agencies need a detailed understanding of the nature of the communities they serve in order to assess how well equipped they are to build community cohesion.

1.2 All public bodies are required to carry out Race Equality Impact Assessments on all new proposed and existing policies. This duty was created by the Race Relations (Amendment) Act 2000 (RR(A) A).

- **Community cohesion is important to the success of strategies and initiatives which aim to improve the quality of people's lives.**
- **It is, to a large extent, built locally and to do this, local authorities and their partners should be prepared to invest in understanding their communities.**

1.3 The Act requires any policy produced to be assessed for any impact by all public bodies prior to implementation under the RR(A)A.

1.4 Many public bodies have gone beyond the statutory duty of a Race Equality Impact Assessment and have introduced Equality Impact Assessments; some public bodies have used the title Diversity Impact Assessment. The primary reasons for this are:

- **To be prepared for proposed new duties in the field of disability and gender equality.**
- **To ensure that good practice in this field is applied equally across all diversity areas.**
- **To be prepared for the proposed establishment of a single equalities body.**

1.5 However, most organisations have not incorporated community cohesion element in to their assessment framework. This Community Cohesion and Equality Impact Assessment sets out a list of indicators that can be used by statutory authorities and their partners to help build a picture of community cohesion and equality in their area. We hope that using these indicators will help to provide a baseline assessment and a means of monitoring progress towards a better understanding of the local context.

1.6 Many local stakeholders are working hard to develop local strategies and partnerships to help improve the quality of life and the opportunities available to their communities. Community cohesion needs to be reflected integral to all these strategies e.g. Local Area Plan, the Community Strategy, Neighbourhood Renewal Strategy and Policing and Housing Strategies, etc. Measuring





community cohesion, equity and equality locally will in the long-term make it easier to assess the effectiveness of these plans. This toolkit and guidance has been developed and produced to assist the process in which we respond to the challenges in ensuring community cohesion within the county.

- 1.7 The Race Relations (Amendment) Act 2000 places on all public bodies a statutory duty to promote good relations between people of different racial groups. One of the challenges faced is, that as every community is different, tensions can exist due to many reasons, including faith, age, etc, or between newcomers and longer-term residents, or urban and rural dwellers.

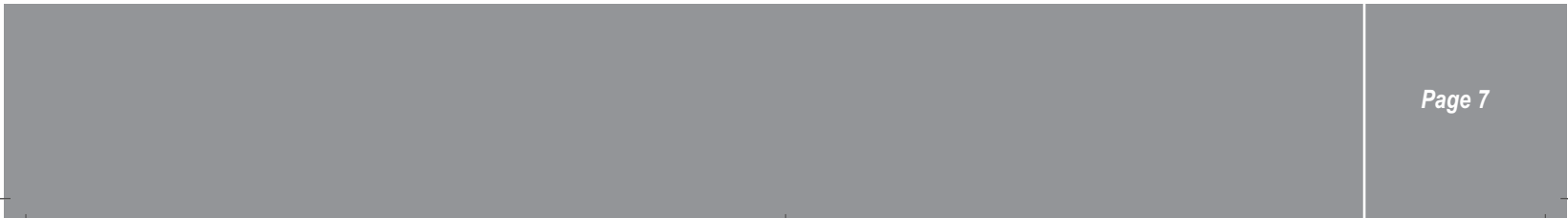
2. Key Principles of Community Cohesion and Equality Impact Assessment

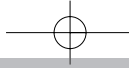
2.1 Key principles of a Community Cohesion and Equality Impact Assessment (CCEIA):-

- 1) A thorough and systematic analysis of a policy or proposed policy.
- 2) A means to determine the extent of any possible differential impact upon the relevant BME groups.
- 3) A measurement on the extent to which any impact may result is an adverse impact.
- 4) A tool for which remedial action may be developed and a guide towards effect implementation of such action plans.
- 5) A CCEIA can measure any negative impact on groups or individuals in relation to one or more of the equality categories. These are:-

- **Age**
- **Disability**
- **Gender**
- **Race**
- **Religion or Belief**
- **Sexual Orientation**

- 2.2 These six categories are broad headings and consideration needs to be given to the diversity within each of them. For example, gender covers transgender issues, religion or belief includes those with no belief, race includes nationality, ethnic origins, and age encompasses issues affecting older people as well as children and young people.





- **A Community Cohesion and Equality Impact Assessment is a way of systematically and thoroughly assessing, and consulting on, the effects that a proposed policy is likely to have on diverse people.**
- **The assessment extends to monitoring the actual effects of the policy, once it is put into practice, possibly as a test run, and being alert to any concerns about the way it is (or is not) working.**
- **The main purpose of a Community Cohesion and Equality Impact Assessment is to pre-empt the possibility that your proposed policy could affect some groups unfavourably.**

2.3 Whilst a CCEIA must address the pertinent issues related to all six categories, it is not expected that each category will be afforded equal emphasis throughout every CCEIA process. This is because of the need that the CCEIA be relevant to the policy being assessed. It should respond to emerging issues and prioritise accorded within the specifics of both the policy and the needs of the people and/or groups affected. In the light of such an assessment, a decision is taken on whether or not the policy fails to meet the needs of specific groups or may have a potential to directly or indirectly discriminate. The policy writer must consider alternatives to avoid any adverse impact or outcomes.

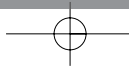
2.3a **In conducting a CCEIA there are certain implication that may suggest methods and procedures that must be considered, these are:**

- **Assessing how the policy is likely to affect people from the relevant and different groups**
- **What data/information needs to be collected and analysed relevant to the policies development and implementation processes.**
- **Consulting processes based upon involving people likely to be most affected by the policy.**
- **Mechanism for reviewing and revising the policy in light of ongoing assessment and consultation processes.**

3. The General and Specific Duties under the Race Relations (Amendment) Act 2000

3.1 The RR(A)A 2000 places on all public authorities, a positive duty to:

- **eliminate unlawful (racial) discrimination;**
- **promote Equality of Opportunity and**
- **good relations between persons of all racial groups.**



- 3.2 At present the general duty is a legislative requirement only with regard to race equality and from December 2006 for Disability Equality Scheme, although plans and proposals are being put forward for other equality areas. In terms of this CCEIA the NNREC recommends to all policy writers that they should consider, wherever possible, the content of the policy they develop works to eliminate discrimination of any form, promotes equality of opportunity for all people and promotes good relations between persons from all diverse backgrounds.
- 3.3 The CCEIA should therefore be considered as part of a wider programme of work to deliver the changes needed for an improved cultural environment for all staff within the public service arena and towards improved performance in service delivery to ensure an equitable and effective service is delivered to meet the needs of all the diverse communities of Norfolk.

4. Screening the Policy

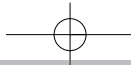
- 4.1 The NNREC supports the CRE recommendation that prior to conducting a Race Equality Impact Assessment a “screening assessment” be conducted to decide if the policy is relevant to race equality.
- 4.2 This does not result in a requirement for a separate Screening Assessment. It needs to be integral to the Community Cohesion and Equality Impact Assessment framework. The reason for this is that the first consideration when screening a policy to decide if a full impact assessment is needed should be to ask; “Will the proposed policy involve, or have consequences for, the people your authority serves and employs?”

5. Carrying Out the CCEIA

- 5.1 In carrying out a CCEIA the policy officer should include the assessment framework from the beginning of any work to develop a new policy. A completed CCEIA template is required to accompany all new policies. Policy writers should find that completing the template as they develop the policy assists the CCEIA. It should be especially useful during the consultation periods.

- **In the context of an Community Cohesion and Equality Impact Assessment consideration also needs to be given as to how a policy intended to tackle disadvantage in one area (e.g. gender) might disproportionately impact in another field of equality (e.g. disability).**
- **This provides a further reason why it is important to assess all policies, even those intended to address disadvantage or discrimination.**

- 5.2 Whilst completing the CCEIA, policy writers need to be mindful that before any authority implements a policy, it is required to carry out an impact assessment which is demonstrably organisationally unique to its own business area.



6. Completing the CCEIA Template

For further guidance on each of the headings see the Commission for Racial Equality's "How to do a Race Equality Impact Assessment" at: http://www.cre.gov.uk/duty/reia/how_stage2.html

6.1 Stage One: Identify all Aims of the Policy

6.1.1 As a starting point, it is important to clearly document the aims and objectives for the policy. This has a double usefulness in terms of effect as it assists the policy writer to focus on the aims and outcomes, whilst also being useful in providing background information as part of the consultation stage and it further assists a process of clear terms of reference for those involved in the policy development work throughout all stages.

6.1.2 There is a formal consultation process at stage five of the CCEIA, however consideration of who might have an interest in the policy at one stage will enable such people to be brought into the policy writing process from the start if this is assessed as appropriate and relevant. Consideration should be given to both internal (including other statutory and non-statutory staff associations and support networks) and external individuals and organisations. This early consultation may change the focus of the policy and help to reduce changes at a later stage and present additional costs.

- **Identify the aims and projected outcomes of the policy.**
- **Assess which individuals and organisations are likely to have an interest in or likely to be affected by the policy?**

6.2 Stage Two: Consider the Evidence

6.2.1 The decision as to whether the policy is likely to have an equality impact needs to be based on evidence, preferably demonstrated both quantitatively and qualitatively and from a diverse range of sources. By way of example the following may be relevant (this list is not exhaustive):

- **Equal Opportunities Monitoring Data**
- **Secondary Analyses of Existing Data**
- **Consultations**
- **Surveys**
- **Focus Groups and Interviews**
- **Reviews**
- **Recommendations**
- **Pilot Projects**
- **Review of Complaints and Racist Incident Monitoring Records**
- **User Feedback**
- **Academic Publications**
- **Ad Hoc Data Gathering**



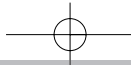
6.2.2 When completing the template, clearly indicate the sources from which the data and information was drawn, specify what is being considered and assessed and keep appropriate records (include all reference eg. web links, contact details for owning organisations, etc).

- **What relevant quantitative data has been considered?**
- **What relevant qualitative information has been considered?**
- **What gaps in data / information were identified?**
- **What consideration has been given to commissioning research?**
- **Assess local and regional initiatives, legal development and legal precedent which might affect the outcome of the Policy?**
- **Assess the impact of any timed action plan through monitoring its implementation which might affect the outcome of the Policy?**
- **What further consultations/community involvement is needed?**

6.2.3 Identifying the existence of gaps in data and information available does not necessarily lead to the commissioning of research. A judgement based on the relevance to the priority aims of the policy is required. For example, the amount of monitoring data in terms of race may be vastly more than all other diversity areas, however this does not mean that extensive new research is the only option. The collected information should be considered as a whole and whilst, for example, strong qualitative information may lead to the commissioning of statistical research, it is not acceptable merely to state that research was not undertaken because of cost or limited human resources to carry it out. It must be justified under a judgement rule, which is pertinent to the policy's possible impact/s. It is also likely that some relevant information may not come to light until the policy is actually implemented – see stage 13 (Monitoring). Ongoing assessments through effective monitoring processes are integral to capacity build effective and meaningful outcomes.

6.2.4 In summary this section provides an opportunity to demonstrate that real consideration has been given to data and information from a wide range of available sources, and that any gaps in information have been noted and taken into consideration and that a proportionate response to commissioning further work has been addressed and adopted.

6.2.5 In assessing the impact of regional and local initiatives, legal developments and precedents such as assessing the impact of Local Area Plans, Crime & Disorder Reduction Partnership Strategies, COMPACT Protocol or the impact of regional initiatives, which might affect the outcome of the policy or procedure.



6.2.6 It is of paramount importance, that an assessment on the expected outcomes of any action plan be conducted. This will ensure the potential for an adverse impact is minimised. For example, in implementing recruitment policies, which are designed to reduce any potential for dis-proportionality or inequality the outcome of the implementation of the action plan needs to be assessed. This will ensure that by using positive action you are not creating new or extending existing in-equalities, in breach of any employment and/or human rights legislation. It is also essential that risk assessments are conducted to reduce any possibility of the policy aims failing to fulfil the potential to reduce dis-proportionality.

www.cre.gov.uk/duty/reia/how_stage2.html#two

6.3. Stage Three: Community Cohesion Assessment

6.3.1 This assessment tool suggests indicators that we hope will help improve understanding of what Community Cohesion and Race Equality looks like on the ground. These are set out in the Community Cohesion and Equality Impact Assessment toolkit.

6.3.2 The definition states that a cohesive community is one where:

- there is a common vision and a sense of belonging for all communities;
- the diversity of people's different backgrounds and circumstances are appreciated and positively valued;
- those from different backgrounds have similar life opportunities; and
- strong and positive relationships are being developed between people from different backgrounds in the workplace, in schools and within neighbourhoods, etc.

- **Community Cohesion Headline outcome.**
- **Common vision and sense of belonging.**
- **The diversity of people's backgrounds and circumstances are appreciated and positively valued in local communities and within local decision making bodies and processes.**
- **There is evidence that people from different backgrounds accessing similar life opportunities.**
- **Strong and positive relationships are being developed between people from different backgrounds in the workplace, schools and neighbourhoods, etc.**

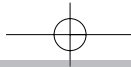


- **Assessment of engagement using qualitative and quantitative data to identify any possible reasons for disengagement linked to specific communities (eg. ethnic monitoring of attendees participation at consultation events and action plans to address these).**

6.3.3 Community cohesion is a theme that cuts across many issues. The indicators that compare life opportunities between people from different backgrounds are also relevant to other issues. For example, tackling racial discrimination and promoting equality of opportunity may be an area that local authorities and their partners are already using to collect and analysing data. Adding community cohesion will add value to the approach and to outcomes as it builds the capacity of action planing and joint partnership working.

6.3.4 Measuring community cohesion under the other three themes - a common vision and sense of belonging; appreciation of people from different backgrounds; and promoting a strong and positive interaction between people - is essentially critical to understanding community cohesion locally. Agencies and their partners need to be proactive in using these indicators if a positive impact is to be felt by people at the local community level. The following guide should assist:

- Assess quantitative and qualitative indicators to identify people who feel that their local area is a place where people from different backgrounds interact well together:
- Assess quantitative and qualitative indicators to identify people who have a sense of belonging within their neighbourhood/local area/county/region/nation, etc;
- Assess quantitative and qualitative indicators to identify key priorities for improving an area such as access to housing or education opportunities, etc
- Assess quantitative and qualitative indicators to identify the level of influence local people feel they can make on decisions affecting their local area through community engagement and leadership roles.
- Is there evidence to identify people, who feel that local ethnic differences are respected and valued?
- Identify the number of racial incidents recorded by organisations such as, the Norwich and Norfolk Racial Equality Council, the Crime and Disorder Reduction Partnerships, the Criminal Justice Agencies and the Police. Assess the impact against the Policy aims and outcomes.
- Identify monitoring mechanism for case work on complaints and action taken to address prolific offenders and ensure measurements include independent and impartial auditing processes.



- Identify the impact of local concentration of deprivation/ disadvantage on Community Cohesion and on the outcome of the policy.
- Identify the impact of educational achievements or the lack of this on people, on Community Cohesion and on the aim and outcome of the Policy?
- Identify the impact of unemployment/low economic opportunities on Community Cohesion and on the aim and outcome of the Policy?
- Identify the levels of interaction between people from different backgrounds and the opportunity to mix with other people from different backgrounds in everyday situations, civic and social events, etc?

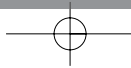
6.4. Stage Four: Assess Impact of Partnership, Procurement and Contractual Arrangements

6.4.1 List all partnership activities, which ensure provision of services. Using all information assess their impact to eliminate unlawful discrimination, promote equality of opportunity and to promote community cohesion.

- **Identify and assess partnership arrangements and their capacity to have an impact on Community Cohesion and equality of opportunity within service delivery and employment areas.**
- **Identify and assess procurement mechanisms to ensure the elimination of discrimination, promotion of equality of opportunity and good relations between all communities.**
- **Identify all contractual arrangements and assess their capacity to impact on promoting Community Cohesion, equality opportunity within service delivery and employment areas.**

6.4.2 Ensure your procurement mechanisms comply with the General Duty under equality legislation such as the Race Relations Amendment Act and the Disability Discrimination Act. Compliance includes the promotion of contracts, bids, tenders to all potential suppliers and providers including, minority groups, through an equitable and fair process.

6.4.3 Assess all existing contractual arrangements in order to assess their likely impact on different communities and service delivery. Assess the outcome of the contractual arrangements and its relevance to service provision, equal opportunity, and the promotion of community cohesion.



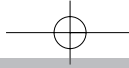
6.5 Stage Five: Assess Impact of Media, Campaign and Lobbying Activities

6.5.1 Identify the likely impact of media coverage in relation to service provision the organisation delivers to members of the community, and its likely impact on promoting community cohesion. Media coverage can stir hysteria in promoting a particular frame of understanding in relation to a particular community, policy or practice. For example, planning applications by a travelling community group have often been portrayed by the media as a potential threat to the cohesion of the local community. These portrayals might influence the level of opposition against proposed sites. This could constitute an adverse impact under the General Duty RR(A)A. The Traveller Law Reform Unit has identified a disparity of refusal of planning application between traveller communities and those of settled communities. (NB Research data on disparity). Media coverage can also have a positive impact in promoting the organisations aims and objectives in achieving an equitable service and promoting community cohesion as well as highlighting public concern and gaps in service provision.

- **Identify the likely impact of media coverage and assess the actions and strategies within the organisation to promote Community Cohesion, equality opportunity and good relations between all communities.**
- **Identify national, regional and local campaigns for the possible impact on Community Cohesion and assess the action within the organisation to promote Community Cohesion, equality opportunity and good relations between all communities.**
- **Identify any local, national and regional lobbying activity and assess their likely impact on Community Cohesion. State any activity the organisation actively has taken to ensure equality and Community Cohesion through lobbying.**
- **Identify and assess any public concern, complaints received or community tension using relevant qualitative and qualitative information with regards to the Policy or service delivery impacting on:-**

6.5.2 In this section identify and document any national, regional and local campaigns which are likely to impact on community cohesion and service delivery. Local and national campaigns by some extreme right wing groups have been correlated with a rise in racial incidents and community tension. This increase in Community Tension can result in adverse impact on access to services.

6.5.3 In this section identify and document lobbying groups' activity, which are likely to impact on the policy that you are implementing and the resultant service you provide. Lobbying groups activities can influence and affect national, regional and local priorities and strategies. This can potentially impact on community cohesion.



6.5.4 Use qualitative and quantitative information gained from complaints received, third party reporting, public concern identified through local media and community consultation to assess community tension. Develop an understanding of how this tension will impact upon the implementation of the policy and service delivery.

6.6. Stage Six: Assess Impact of Economic and Social Barriers

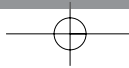
- **Identifying barriers likely to impact on the following list and assess any activity the organisation engaged on to promote Community Cohesion, equality and good relations between all communities.**

6.6.1 In assessing adverse impact, you should identify barriers likely to impact on the delivery of an equitable service. For example, the rural nature of Norfolk can allow a sparsely dispersed community, like ethnic minority communities spread among several villages, to be missed out of targeted service provision. In this section you need to assess all your activities in delivering services by taking into consideration the affordability and availability of methods to access services and the provision you have made. Identify within each area of service provision any potential barriers to persons receiving adequate and equitable services. Consideration should be included of diverse needs, lifestyles and abilities which can be a barrier, and impact on the organisation activity in promoting community cohesion within their mainstream services. For example, a GP surgery or health clinic set up to provide services for BME community with the provision of interpretation services may not be held at an appropriate time for migrant workers involved in shift work within the agricultural, horticultural and food processing industries. In particular the policy of “on the day booking” might hinder the ability of workers to attend through an inability to obtain leave at short notice or arrange suitable, affordable transport.

6.7 Stage Seven: Assess and Identify the Likely Impact of the Policy

6.7.1 This section lies at the heart of the CCEIA and requires the policy writer to make judgements about the impact of the policy based on the evidence collected in stage two. For each of the six headings a decision is required on whether the policy as it currently stands could have a differential or adverse impact based on that heading. If an impact or potential impact is identified then the remaining three questions allow the policy writer to explain further.

- **For any additional potential for differential/adverse impact been identified.**
- **The potential for any differential treatment is identified and explain the reasons for any intentional impact.**
- **Explain what impact was discovered which you feel is justifiable in order to achieve the overall policy aims. Please provide examples.**
- **Are there any other factors that might help to explain differential / adverse impact?**

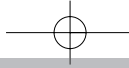


- 6.7.2 When assessing the impact of the proposed policy it is important to first examine the differential impact of the policy. After this differential impact has been explored, possible adverse impact of the policy is examined. Differential impact will occur when a particular group has been or could be affected differently by the policy in either a positive, neutral or negative way.
- 6.7.3 After differential impact has been identified, you must make a judgement as to whether the differential impact amounts to an adverse impact, based upon an appraisal of the information and data gathered in the previous stage. If there is no statistical test available for making this judgement as to whether an impact is adverse, it may be a matter of professional judgement alone.
- 6.7.4 If the policy is intended specifically to address the needs of a particular group, it may well be justifiable. Indeed it may be necessary in order to promote the equality of opportunity of that group. If this is not the case, alternative measures should be considered that would achieve the aim desired without the differential impact identified.
- 6.7.5 When considering adverse impact it is important to note that a CCEIA is not merely about the identification of either direct or indirect discrimination, but importantly, it is also about promoting equality of opportunity and good race relations. (The general duty).
- 6.7.6 If it is discovered during an CCEIA, that a policy is likely to be unlawful, then that policy should be immediately abandoned and this fully concludes the CCEIA. You may then want to give consideration to a new policy and any proposed new policy is also subject to a new CCEIA. There may also be lessons learnt more generally that may inform future organisational policy development.

www.cre.gov.uk/duty/reia/how_stage2.html#three

6.8. Stage Eight: Consider Alternatives

- 6.8.1 This section documents any changes that were made or considered in light of the assessment of likely impact and gives the policy writer the opportunity to explain why the policy is required in its current format, even if impact has been found.
- 6.8.2 Options should be developed which reflect different ways of delivering the policy outcome. Methods of delivering policy outcomes which have a less adverse effect on the relevant group, or which better promote equality of opportunity for the relevant groups, must in particular be considered. Consider the following:
- **How does each option further or hinder equality of opportunity?**
 - **What are the consequences for the group concerned and for the service of not adopting an option more favourable to equality of opportunity?**



- **How will the relevant group be advised of the new or changed policy or service?**
- **What are the costs of implementing each option? Will the social and economic costs and benefits to the relevant group of implementing the option outweigh the costs to the service or other groups?**

www.cre.gov.uk/duty/reia/how_stage2.html#four

- **Summarise what changes have been made to the policy to remove or reduce the potential for differential / adverse impact.**
- **Summarise changes to the policy to remove or reduce the potential for differential / adverse impact that were considered but not implemented, and explain why this was the case.**
- **If potential for differential or adverse impact remains explain why implementation is justifiable in order to meet the wider policy aims.**

6.9 Stage Nine: Consult Formally

- 6.9.1 The nature and extent of consultation is dependent upon the type of policy being developed and any results identified at previous stages.
- 6.9.2 It needs to be timely, open and inclusive. Good policy development will include informal consultation with a range of relevant organisations throughout the process, however this formal consultation stage needs to take place immediately before the decision making stage.
- 6.9.3 Measuring community cohesion is not always straight forward. Indicators used for this purpose will need to be interpreted in the light of the local context and relevant to local knowledge and community experiences. It should be seen as a basis for discussion, not simply regarded as a measure of performance related to the general and/or specific duty placed on public bodies and local partners. For example, a high number of racial incidents may be a cause for concern but, on the other hand, it may reflect a growing confidence in local reporting mechanisms.

- **Has the policy been subject to consultation? If not, please give the reasons. If yes, state, which individuals and organisations were consulted, the relevance for this and the form and levels taken in the consultation processes.**
- **Explain the outcome of the consultation?**
- **State whether or not, the policy has been reviewed and / or amended in the light of the outcomes following consultation?**
- **Have the results of the consultation been fed back to the consultees, communities, partners etc?**



6.9.4 External factors, which may affect measurements could include e.g., the media reporting of asylum seeker issues and how these may impact upon local communities and create community cohesion issues. The impact of regional and national, and indeed global events, should also be considered (such as the conflict in Iraq, tensions in the Middle East and the issues effecting the increase to the European Union).

Consultations include: relevant public bodies; the voluntary and community sectors, trade union and staff associations; support networks and other interested groups, which have a legitimate interest in the matter. The completed CCEIA for the previous eight stages, should be made available to consultees along with the draft policy and supporting documents. Consultations may take different formats, but they always need to be part of the process and a request for feedback should be mandatory.

Examples of things to consider include:

- **Who does the policy directly affect?**
- **What relevant groups have a legitimate interest in the policy?**
- **How does the procedures ensure that those affected or with a legitimate interest in the policy are consulted?**
- **What consideration on relevance, have been given to the methods of consultation used, within each stage of the CCEIA?**
- **What procedures are in place to ensure information is available, inclusive and accessible to all the consultees?**
- **What measures can be taken to overcome any barriers that may exist?**
- **Consider previous consultative processes for success rates with particular groups? If these failed then consider why this was the case and what can be done to overcome any barriers?**
- **Consideration of any resources needs to be integral to resulting in a successful consultation processes, particularly when trying to reach marginalised and disadvantaged groups.**
- **Consider the appropriateness of venues for events and meetings etc. Time of the day and location may prevent participation by diverse and specific groups.**

An additional consideration to a CCEIA is that many organisations, who work in the equality / diversity field, have limited staffing and resources available to assist with consultation. Consultation mechanisms should be designed with this in mind and capacity building such organisations may assist and improve outcomes.

External/national organisations may assist consultations. Engaging with Independent Advisory Groups, for example, or other external consultation mechanisms in partnership with other agencies, may reduce consultation fatigue and utilise experience.

Those likely to be directly affected by the policy are essential to all consultation stages and this must underpin the good working relationship with relevant partnership bodies.

6.10 Stage Ten: Assess public access to information and services

Ensure all members of the public, regardless of race, age, disability, gender, sexual orientation, faith and/or belief can, have real, meaningful and equal access to information and services. This ensures that everyone, whatever their background, has access to information about services and feels ownership within democratic processes.

Most public authorities publish a large quantity of information in a variety of ways, eg., letters, notices, leaflets, signs, posters, internet and internal 'intranet'. Announcements in the media including, press releases in newspapers, broadcasts on the radio or television, provided orally by members or staff, all need to be inclusive towards engaging with all sections of the community.

Information may relate to overall policies and procedures, the decision makers and those who implement these. Also consider what services are being provided, to whom and how to access these.

Contact for urgent help or when things go wrong and how to complain are examples of areas for careful consideration. Others include, contract awards, performance monitoring, annual reports and various other matters that either you are required to publish or you consider may be of public interest.

For the purposes of meeting the public duty to promote race equality, the concern should be whether there are any barriers that may prevent equal access to services for any racial groups. Where there is evidence of unequal access, there is an expectation that steps are taken to remove any barriers. Indeed this is appropriate to all minority and disadvantaged groups. In reference to race, the CRE recommends in assessing access to information and services you should:-

- **Make sure that information about the service is accessible**
- **Review the service itself, is it appropriate for the needs of the different communities for whom it is intended - could it be provided in a different way?**

- **Provide the service at different locations that may be more suitable for people from ethnic minorities. For example, you might consider whether mobile services would improve take-up by Gypsies and Travellers or by ethnic minorities who are physically or socially isolated.**
- **Improve representation of ethnic minorities among staff providing front line services.**
- **Ensure translation and interpreting services are easily available to service users**
- **Train front line staff and their supervisors to give them a better understanding of the Race Relations Act, your duty to promote race equality and how they could more effectively meet the needs of ethnic minority communities**
- **Assist members of ethnic minority communities to be more confident in using your services**
- **For services concerned with education, training or welfare, you could adopt positive action measures to meet special needs of particular ethnic minority group.**

The NNREC recommends similar consultation on guidance from the DRC and the EOC, wherever applicable and reference to any emerging guidance from the new single body, the CEHR (Commission for Equality and Human Rights).

www.cre.gov.uk/duty/reia/how_stage2.html#five

6.11 Stage Eleven: Assess Impact on Community Cohesion

A statement outlining the findings of the Impact Assessment process on assessing social inclusion, exclusion and any impact on the cohesiveness and integration within local communities, should be published. If the policy has been identified as having a possible adverse impact upon certain communities, the statement should include this and provide justification if a decision is taken to go ahead with the the implementation of the policy. On going monitoring, through equality based scrutiny processes is recommended is such cases.

Community Cohesion may mean different things in different areas. Therefore this tool kit is not prescriptive about the ways in which it should be measured it is a guide to use with the template. Collecting the indicators suggested in this booklet is central, but it is recognised that other data may be available to help provide an overall picture of cohesion.

The NNREC also recognises that other methods may be preferred. However it must be noted that these procedures link closely to the public duty placed on

all public bodies under the Race Relations Act 1976 as amended 2000. Any detrimental (adverse) affect on Black and Minority Ethnic Groups could result in legal redress and this document is produced to prevent this and to provide clear evidence under audit processes.

A variety of institutions can be approached for further information about communities. Public bodies and their partners may find it useful to investigate whether information relevant to local community cohesion is available from local university departments, race equality councils, learning and skills councils, housing corporations, primary care trusts and local health contractors and specialists. These bodies should be involved from an early stage in building up a picture of local community cohesion.

From our first publication, the NNREC has recommended working together as the best way towards solutions to tackling racism and discrimination. This toolkit further recommends this and that the template and guidance be regularly updated in response to emerging issues affecting community cohesion.

Local statistics are now available from the neighbourhood statistics website: www.statistics.gov.uk. Census data should be available at local levels and Infrastructure Planning and Demographic Profiling sources / data should be referenced. These are areas, which the NNREC is currently pursuing and will continue to pursue to assist public bodies and the voluntary sector. Note a sister document to this will be produced later this year (2006) specifically for the voluntary sector. As more and more public services are out-sourced to the voluntary sector organisations, it is important that they too are supported with guidance on community cohesion.

It is possible to gain this information and descriptions of communities collected below the ward level, which will allow a concentration on understanding communities in smaller geographical areas. This data will be an invaluable tool for understanding the demographic make up of local communities - for the first time the Census will give you details of the different religious groups in local areas.

6.12 Stage Twelve: Decide whether to adopt the policy

At this stage, all available information is combined and a decision needs to be made whether to adopt the policy. Your decisions will be based on five factors:

- **The aims of the policy**
- **The evidence collected**
- **The results of consultations, formal and informal**
- **The relative merits of alternative approaches**
- **The active engagement and participation of communities.**

If a decision is made to adopt the policy a detailed statement is required that gives an overview of the whole CCEIA process to date and indicates that the impact of alternative approaches were considered.

- **Provide a statement outlining the findings of the impact assessment process. If the policy has been identified as having the potential to adversely impact upon certain/diverse communities, the statement must include justification for the implementation.**

Where a CCEIA suggests differential impact for two or more relevant groups, this may present particular problems in terms of possible solutions. This may be especially true where the perceived needs of these groups may indicate possible tensions and conflicts.

Possible solutions include looking at the context of the problem for example: Is there a particular under-representation of one of the two groups? The role of mitigation and/or alternative policies needs to be fully considered. Current evidence in Norfolk still indicates the lack of involvement of Black and Minority Ethnic people and community groups in decision making within civic engagement processes. The community is at the heart of this document and the guidance is focussed on involvement throughout the impact assessment.

www.cre.gov.uk/duty/reia/how_stage2.html#six

6.13 Stage Thirteen: Make Monitoring Arrangements

Monitoring consists of continuous scrutiny, follow-up and evaluation of policies and it is integral to impact assessments. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. It is about listening to communities, valuing their intelligence sources etc. Hearing what communities say, responding to concerns and providing feedback at all levels.

- **Monitoring arrangements: Specify the following**
- **What consideration has been given to piloting the policy?**
- **What monitoring will be implemented at a national level by the policy owning agency and / or other national agency?**
- **Is this policy intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so, what monitoring requirements are you placing on that agency?**

Monitoring is not an end in itself but provides the data for the next cycle of policy review.

Dependent on their own monitoring and data collection systems, agencies may instigate very different monitoring mechanisms locally. If required, consider initiating standardised monitoring and reporting mechanisms, to assist national monitoring and policy review. Consider peer review as part of a qualitative evaluation and monitoring mechanism, working together and supporting all agencies on joint community cohesion issues builds capacity of individual agencies and creates stronger partnerships.

www.cre.gov.uk/duty/reia/how_stage2.html#seven

Sources for collecting indicators:

Local authorities and their partners may not always have resources to collect new data to assist in measuring community cohesion and providing indicators of positive outcomes and changes. Nor is it always necessary to undertake new or separate exercises as it cuts across so many issues. This tool kit, therefore, identifies indicators for which data is currently available, or which can be fairly readily obtained at a local level and gives guidance to possible new sources, through local partnership working between public, voluntary and community sectors.

The indicators include both those that focus on local people's perceptions through residents' surveys and those already collected in administrative data, for example, GCSE exam results and unemployment figures. Work with local community groups and getting more involved in community activities and events, eg., Norfolk Black History Month programme may produce better intelligence and prevent tensions and conflicts from starting or reduce possible escalation. These can be useful sources for public bodies to inform communities on new policies, which may have both a direct and/or indirect affect on certain communities. These events may further offer opportunities to listen to community concerns and/or to provide feedback on specific issues.

Local authorities and their partners may not have the resources to fund residents' surveys dedicated solely to measuring community cohesion. However, they may be able to negotiate the inclusion of community attitudinal questions in on-going or planned surveys. Surveys enable the views of ethnic minority people as a whole to be compared with those of white people. It should be borne in mind, however, that depending upon the particular characteristics of the local area, this analysis may obscure differences that exist within each of these groups

Other local residents' surveys that are under way or planned may serve as an alternative source if they are able to break down information by gender, age, socio-economic group, ethnicity and faith. These can be either local, for example, a survey to assess community views on a major planning development or regeneration scheme or more widely based such as a borough

or county-wide crime and disorder audit. Here, working in partnership with all local stakeholders on their community consultation and engagement research can be beneficial, especially as costs can be shared.

Partnership work with local Race Equality Councils and BME community groups and articles in the local REC newsletter are other ways of engagement and publishing results on impact assessments.

6.14 Stage Fourteen: Publish Assessment Results

Authorities under the RR(A)A have to set out in their Race Equality Schemes how they will publish their race equality impact assessments and Community Cohesion and Equality Impact assessment. Further publication should be considered for policies with a high relevance to equalities issues or for policies where further consultation is a part of the monitoring process.

Other useful sources

www.cre.gov.uk/duty/reia/how_stage2.html#eight

• **What form will the publication of the impact assessment take?**

The report published on the race equality impact assessment should be a cogent description of the aims of the policy and all the main findings. It should be tailored to the nature and scope of the policy and to the policy's relevance to meeting the race equality duty. A particularly complex set of proposals, such as a White Paper or a 'community plan', may require several impact assessments of the discrete policies contained within it, although the reports could be brought together within a single publication.

You may also want to consider publishing brief summary reports on the impact assessments and consultations you have carried out, for example through your annual report, your website or a newsletter (should you have one), and explaining that full reports are available on request.

The published report should be readily available to anyone who requests a copy, and arrangements should be made for providing translations in languages other than English, including Braille, and specially formatted versions and audio tapes, on request. A full report of the assessment and consultation should also be available, on request.

Date on which full assessment completed	
Completed by: Give Name	Signature: Paper copy only
Signed by Policy Owner: Give Name	Signature: Paper copy only
Date Received	
Review Date	

Community Cohesion and Equality Impact Assessment Template

To be completed while designing new policies, in reviewing existing policies, on designing procedures, strategies and in assessing community inclusion and cohesion. See accompanying guidance notes.

Name of Policy/Procedure:	
Reference Number:	
Area/Department:	
Policy Owner:	
Date of assessment:	
Is this a new or existing policy:	
Person Completing assessment:	

1. Identify all aims of the Policy

1.1	Identify the aims and projected outcomes of the Policy.
1.2	Which individuals and organisations are likely to have an interest in or likely to be affected by the Policy?

2. Consider the evidence

2.2 What relevant qualitative information has been considered?	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	
2.3. What gaps in data / information were identified?	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	
2.4. What consideration has been given to commissioning research?	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

2.5 Assess local and regional initiatives, legal development and legal precedent which might affect the outcome of the Policy?

Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

2.6 Assess the impact of any timed action plan through monitoring its implementation which might affect the outcome of the Policy?

Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

3. Assess Community Cohesion (qualitative and quantitative indicators)

3.1 Community Cohesion Headline outcome
Assess quantitative and qualitative indicators to identify people who feel that their local area is a place where people from different backgrounds can get on well together

3.2 Common vision and sense of belonging	
Assess quantitative and qualitative indicators to identify people who feel that they belong to their neighbourhood/local area/County/England/ Wales/Britain	
Assess quantitative and qualitative indicators to identify key priorities for improving an area such as access to housing or education	
Assess quantitative and qualitative indicators to identify the level of community engagement and community influence on decisions affecting their local area	
3.3 The diversity of people's backgrounds and circumstances are appreciated and positively valued	
Can you identify people who feel that local ethnic differences are respected (give evidence)	
Identify number of racial incidents recorded by the organisation, Norwich and Norfolk Racial Equality Council, Crime and disorder Reduction Partnership, Criminal Justice Agencies and Police and assess its impact on the outcome of the Policy	
Identify monitoring mechanism for case work on complaints and action taken to address prolific offenders.	
3.4 Those from different backgrounds have similar life opportunities	
Can you identify impact of local concentration of deprivation on Community Cohesion and on the outcome of the Policy	
Can you identify impact of educational achievements of people on Community Cohesion and on the outcome of the Policy?	
Can you identify impact of unemployment on Community Cohesion and on the outcome of the Policy?	

<p>3.5 Strong and positive relationships are being developed between people from different backgrounds in the workplace, schools and neighbourhoods</p>	<p>Can you identify the level of interaction of people from different backgrounds who mix with other people from different backgrounds in everyday situations, civic and social event?</p>
<p>3.6 Assessment of engagement using qualitative and quantitative data to identify any possible disengagement linked to specific communities. (E.g. ethnic monitoring of attendees participation at consultation events).</p>	
<p>4 Assess impact of Partnership. Procurement and Contractual arrangements</p>	
<p>4.1 Identify and assess partnership arrangements likely to have an impact on Community Cohesion, equality and service delivery.</p>	
<p>4.2 Identify and assess procurement mechanisms to ensure the elimination of discrimination, promotion of equality of opportunity and good relations between all communities.</p>	
<p>4.3 Identify all contractual arrangements and assess their likely impact on promoting Community Cohesion, equality and service delivery</p>	
<p>5 Assess impact of Media, Campaign and Lobbying activities</p>	
<p>5.1 Identify the likely impact of media coverage and assess the activity of the organisation to promote Community Cohesion, equality, good relations between all communities.</p>	
<p>5.2 Identify national, regional and local campaigns likely to impact on Community Cohesion and assess the activity of the organisation to promote Community Cohesion, equality and good relations between all communities.</p>	
<p>5.3 Identify any local, national and regional lobbying activity and assess their likely impact on Community Cohesion. State any activity the organisation actively has taken to ensure equality and Community Cohesion through lobbying.</p>	

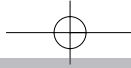
5.4. Identify and assess any public concern, complaints received or community tension using relevant qualitative and qualitative information with regards to the Policy or service delivery impacting on:-

Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

6. Assess impact of Economic and Social barriers

6.1 Identify barriers likely to impact on the following list and assess any activity the organisation engaged on to promote Community Cohesion, equality and good relations between all communities.

Geographical
Education, training and knowledge
Economic activity
Health and wellbeing
Employment
Community Safety and Policing
Housing
regeneration
Sport and Cultural activities
Community and Voluntary agencies



7.1 Assess likely impact of the Policy	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	
7.2 From the analysis of data and information, has any additional potential for differential / adverse impact been identified with regards to?	
Gypsy and travellers	
Refugee and Asylum Seekers	
Young People	
Faith/Political Community Leaders	
7.3 If yes, explain any intentional impact.	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	



7.4 If yes, explain what impact was discovered which you feel is justifiable in order to achieve the overall Policy aims. Please provide examples.

Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

7.5 Are there any other factors that might help to explain differential / adverse impact?

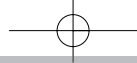
Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

8. Consider alternatives

8.1. Summarise what changes have been made to the Policy to remove or reduce the potential for differential / adverse impact.

8.2. Summarise changes to the Policy to remove or reduce the potential for differential / adverse impact that were considered but not implemented, and explain why this was the case.

8.3. If potential for differential / adverse impact remains explain why implementation is justifiable in order to meet the wider Policy aims.



9. Consult formally

9.1. Has the Policy been subject to consultation? If no, please state why not. If yes, state which individuals and organisations were consulted and what form the consultation took.

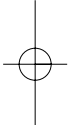
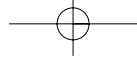
Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

9.2. What was the outcome of the consultation?

Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

9.3. Has the Policy been reviewed and / or amended in light of the outcomes of consultation?

9.4. Have the results of the consultation been fed back to the consultee?



10. Assess public access to information and services

10.1. Identify any potential barriers to access information and services. Examine if the Policy is written in accessible format.

Age
Disability
Gender
Race
Religion / Belief
Sexual Orientation

11. Assess Impact on Community Cohesion

11.1. Provide a statement outlining the findings of the Impact Assessment process on assessing social inclusion, exclusion and impact on Community Cohesion. If the Policy has been identified as having a possibility to adversely impact upon diverse communities, the statement should include the impact of the Policy and the justification for the implementation.

12. Decide whether to adopt the Policy

12.1. Provide a statement outlining the findings of the Impact Assessment process. If the Policy has been identified as having a possibility to adversely impact upon diverse communities, the statement should include justification for the implementation.

13. Make Monitoring Arrangements

13.1 Monitoring arrangements: Specify the following	
Who will be responsible for monitoring?	
How will it be monitored and analysed?	
When will the analysis take place?	
Where will the results be recorded?	
Where will the results be reported?	
Who will be responsible for monitoring?	
13.2 What consideration has been given to piloting the Policy?	
13.3 What monitoring will be implemented at a national level by the Policy owning agency and / or other national agency?	
13.4 Is this Policy intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so, what monitoring requirements are you placing on that agency?	

14. Publish Assessment Results

14.1. What form will the publication of the Impact Assessment take?

15: Summary

15.1. Please provide a summary of the findings of the Impact Assessment against this Policy. This section of the Impact assessment summary will be used to inform the public, and will become a public document.

Date on which full assessment completed

Completed by:
Give Name

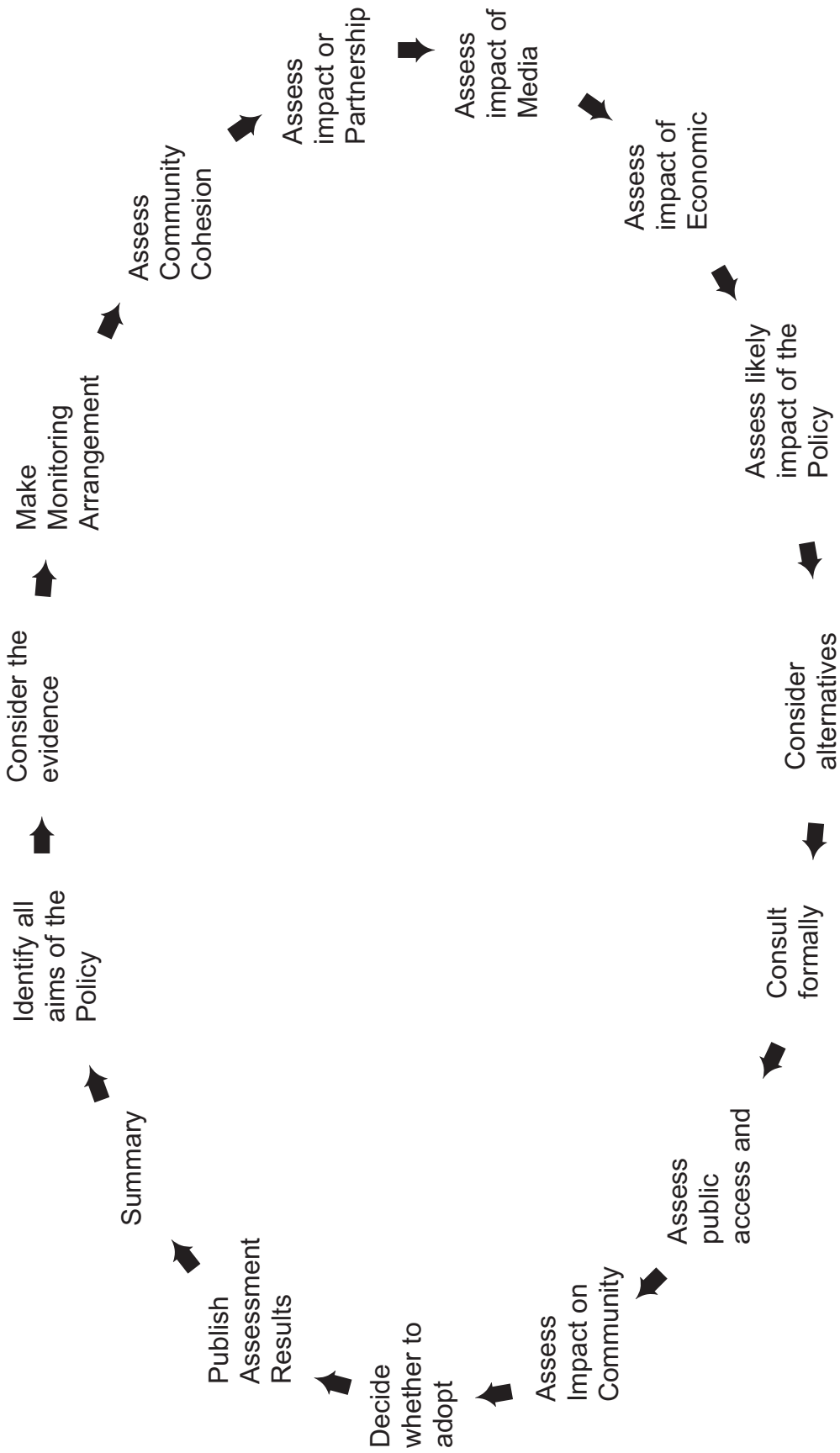
Signature:
Paper copy only

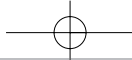
Signed by Policy Owner:
Give Name

Signature:
Paper copy only

Date Received

Review Date





NNREC Service Evaluation Form

How Are We Doing?

NNREC is committed to providing the best possible service to the people of Norfolk. Please tell us what you think about the services and information we provide by filling out the evaluation form below. We welcome and encourage your comments and suggestions.

Name (optional)

How long have you been aware of NNREC's existence?

How did you come to find out about NNREC?

- word of mouth referral agency newspapers/TV internet
- Constabulary local event other

How do you rate your knowledge of anti-racist issues before coming in contact with NNREC?

- none limited basic well informed n/a

How do you rate your knowledge of anti-racist issues after coming in contact with NNREC?

- none limited basic well informed n/a

Please tick the boxes that best describe the written information you received from NNREC

- well presented informative up-to-date and accurate
- poorly presented confusing too much jargon
- legible clearly written fulfilling the objectives set

Please tick the boxes that best describe the oral information you received from NNREC

- clearly explained informative up-to-date and accurate
- unclear confusing too much jargon
- suited to your particular need unsuited to your particular need

Having used our services, would you do so again?

- yes no unsure

Please provide us with any further comments and suggestions for improvement below:

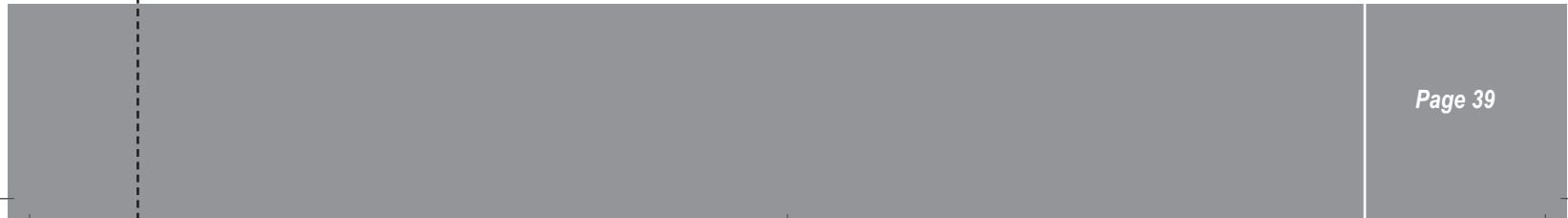
.....

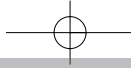
.....

.....



Please return this form to the address overleaf.
Thank you for taking the time to provide us with your comments.





Request for Information Form

Name: Title:

Organisation:

Address:

.....

.....

.....

Telephone:

E-Mail:

I would like to receive information on (tick all that apply):

- joining the **NNREC** as an individual
- affiliating to **NNREC** as an organisation
- services **NNREC** can provide for victims of racial harassment/discrimination
- booking the **Norfolk Roots of the Future** exhibition
- If you would like to be registered on our mailing list, please tick

Please return this slip to:

**NNREC,
North Wing,
County Hall,
Martineau Lane,
Norwich NR1 2DH**

Fax: **01603 611646** or e-mail: **admin@nnrec.org.uk**

