

NPA is required, under the Race Relations (Amendment) Act 2000, to assess each *policy* for its relevance to the Act. NPA go beyond this statutory duty and assess each of its *policies*, for their relevance to the equality strands of gender, race, disability, age, religion or faith and sexual orientation. In order to assess whether your *policy* is relevant, and requires Stage 2: Full Assessment, please complete this proforma and forward it to Victoria Jackson, Policy Officer, who will complete a Policy Relevance Assessment and provide you with feedback.

Name(s) of completing officer(s):	Victoria Jackson, Paula Morgan, Brian Wilson and Nicola Johnson
Date of completion:	
Name of policy being assessed:	Meetings

1 Please provide a brief description of the aims of this *policy* (i.e. purpose and outcomes).

To ensure that meetings are conducted in an appropriate manner (location, catering facility, audio/visual composition) for all attendees.

2 Has consultation on this *policy* (i.e. with other departments, authorities, organisations, equality target groups) taken place?

Yes No (go to question 4) Don't Know (go to question 4)

3 If yes, please state what/who this consultation has/will involved, when it took place and the outcome.

Not applicable.

4 Is there evidence of any public concern, regarding discrimination, associated with this *policy*?

Yes No (go to question 6) Don't Know (go to question 6)

5 If yes, please state what this public concern involves and if it is likely to be specific to Northumbria.

Concerns have arisen with regard to:

- Wheelchair access
- Hearing loop facility
- Font size on presentation
- Didn't meet catering requirements of the group

6 Please state how this *policy* will/is implemented, including any necessary training required.

Currently officers independently arrange own meetings. No specific meeting arrangement procedure is established and no training given.

7 Please complete this table stating if this *policy* is/will be monitored and, if so, how this is/will be done.

Area of Monitoring	Policy monitored?		Means of Monitoring (i.e. is monitoring specific to equality target group?)
	Yes	No	
Service take-up		✓	Not monitored.
Performance targets			Not applicable
User satisfaction		✓	User satisfaction is not monitored
Complaints		✓	Complaints are recorded but not monitored.
Other (specify)	Not applicable		

8 Please complete this EIA Matrix, explaining where:

- a) The *policy* could have a positive impact or contribute to: promoting equality; promoting equal opportunities; and/or improving relations within any equality target group.
- b) The *policy* could have a negative impact on any equality target groups.
- c) The needs, experiences and priorities of any equality target group has consequences for the *policy*.

EIA Matrix				
Group	Positive Impact	Negative Impact	Evidence of Impact (i.e. rights, resources, access, participation, consultation, accommodation, learning, culture, values, norms, relations between groups, relations between groups and NPA)	Evidence of the consequences /expectations of the policy resulting from the groups needs, experiences and priorities
Men	✓	✗	Not applicable	Men only meetings
Women	✓	✗		Women only meetings
Asian or Asian British (Indian, Pakistani, Bangladeshi, other Asian background)	✓	✗	<p>Potential Positive Impact: Meeting arranged in line with user requirements</p> <ul style="list-style-type: none"> • Food type – (halal, kosher etc) • Location/venue (wheelchair access, hearing loop, prayer room) • Timing and date of meeting • Font and format for any information distributed, (Braille, large font etc) • Other attendees (women only) <p>Negative Impacts, currently NPA arrange their own meetings, as there is no policy on arrangements to consider then the above requirements are not always taken into consideration unless specifically requested by an attendee.</p>	<p>Information disseminated to group in race specific language. Interpreter service Catering Location Information/Presentations Other attendees</p>
Black or Black British (Caribbean, African, other Black background)	✓	✗		
Chinese	✓	✗		
Mixed (White & Black Caribbean, White & Black African, White & Asian, other Mixed background)	✓	✗		
White (British, Irish, other White background)	✓	✗		
Gypsy/Traveller	✓	✗		
Sensory disability (blindness, deafness, or a severe vision or hearing impairment)	✓	✗		
Learning disability (imperfect ability to listen, think, speak, read, write, spell or do maths)	✓	✗		
Physical disability (condition that substantially limits one or more basic physical activities)	✓	✗		
Psychiatric disability (mental/emotional illness)	✓	✗		
Neurological disability (brain injury)	✓	✗		
Gay/Lesbian	✓	✗		
Bisexual	✓	✗		
Transgender	✓	✗		
Older (50+)	✓	✗		
Young Adults (17-25)	✓	✗		
Children (0-16)	✓	✗		
Religion/faith/belief (Jewish, Christian, Muslim, Hindu, Rastafarian, Sikh, Buddhist)	✓	✗		
Student	✓	✗		
Rural	✓	✗		

Urban	✓	×		
Homeless	✓	×		

Reflecting on your completion of the EIA Matrix in question 8, please answer the following questions.

- 9 Is the *policy* achieving its aims for all beneficiaries (i.e. recipients) equally?
- Yes (go to question 11) No Don't Know (go to question 11)
- 10 If no, do you know what factors/barriers could have caused the discrepancy between aims and actual outcomes?
Not applicable.
- 11 If a negative impact on any equality target group has been identified please state if it is intended or legal (i.e. it not discriminatory under anti-discrimination legislation) and explain why (i.e. why it is justifiable).
The potential negative impacts identified in the EIA Matrix are not intended.
- 12 If no evidence, that the *policy* promotes equality, equal opportunities or improves relations within any equality target group, has been identified please state amendments (if any) that could be made to the *policy* to achieve this.
Not applicable.
- 13 Are there any equality target groups, which might be expected to benefit from this *policy* but do not?
- Yes No (finish proforma) Don't Know (finish proforma)
- 14 If yes, do you know why these equality target groups are not benefiting?
Not applicable.

Signed:
Completing officer(s):

Signed:
Senior Policy Officer:

Signed:
Assistant Clerk (Policy)

Policy Relevance Assessment

1 Based upon the answers given in the Stage 1: Screening proforma does the *policy* have significant implications for equality?

Yes No (go to question 7) Don't Know

2 If yes, please indicate if:

- an equality target group will be disadvantaged/negatively impacted by the *policy*
- there is a possibility to further promote equal opportunities and good inter-group relations
- better monitoring data is needed regarding the impact of the *policy*
- more information is needed regarding the impact of the *policy*

3 Please categorise the impact of this significance.

High Medium Low

4 Please indicate if this impact is unintentional and/or illegal (i.e. discriminatory under anti-discrimination legislation).

Intentional/Not Illegal Unintentional/Illegal Don't Know

5 Has this *policy* been scheduled into the Race Equality Scheme EIA Timetable to undergo Stage 2: Full Assessment?

Yes No

6 Please state the deadline for completion of State 2: Full Assessment of this *policy*: December 2006

7 Has the completing officer(s) and their line manager been provided with feedback?

Completing Officer Yes No Line Manager Yes No

8 Have the Stage 1: Screening results, for this policy, been published?

Yes No (go to question 10)

9 If yes, please state where the results have been published.

The results have been published on the website and communicated to Police Authority Members.

10 Please state the next Stage 1: Screening review date for this *policy*:

To be programmed on completion of Stage 2: Full Assessment.

Signed:
Policy Officer

Signed:
Senior Policy Officer

Signed:
Assistant Clerk (Policy)