

## Appendix 4 - EIA Record

Date of EIA 11/01/05  
 Directorate Education and Libraries

		<b>Step</b>
Function or policy to be assessed	Bracknell Forest Youth Services Standards of Practice and Service Delivery	<b>2</b>
Is it a policy or function	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Function	
Is it a new or existing policy or function?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
Aim / objective / purpose of the policy or function	<b>The purpose of the policy/function is to:</b> outline standards of practice and service delivery which Bracknell Forest Youth Service aims to achieve.	
Who is responsible for the policy or function?	<b>The person/section/team responsible for this policy/function is:</b> Head of Youth Service	
With regard to the equalities themes, which groups might be <b>impacted</b> by the policy or function?	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religion or Belief <input checked="" type="checkbox"/> Sexual Orientation	<b>3</b>
Which groups might be <b>affected adversely</b> ?	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religion or Belief <input checked="" type="checkbox"/> Sexual Orientation	
On what grounds can adverse or differential impact be justified?	N/A	
What evidence has been found to indicate that the policy or function might need to be amended? (Include any consultation undertaken)	A scrutiny of the policy wording.  No explicit statement of equal opportunities within this document and some gaps in emphasis on specific groups of people who may be adversely affected.	<b>4</b>
What consultation will be necessary to support or confirm your	<i>If evidence cannot be found to suggest how a function or policy can be amended, additional research and consultation must be considered.</i> No further consultation required.	<b>5</b>

conclusions?		
Will the conclusions drawn reduce or remove adverse or differential impact?	Yes	<b>6</b>
What changes are proposed to the policy or function to reduce or remove adverse or differential impact?	To add the following points:  -Where appropriate and necessary there should be a culturally linguistically appropriate member of staff present. -The service will ensure its buildings are accessible to all - Staff will comply with the equal opportunities policy and procedures at all times.	<b>7</b>
Has the information in this EIA been made publicly available and where?	Yes Through the publication of this EIA	<b>8</b>
In to which plan or strategy has the necessary action been incorporated?	Youth Service Plan	<b>8</b>
What monitoring arrangements have been put in place?	To ensure that equality objectives are met, we shall be monitoring ... The recommendations are to be communicated to the policy owner. The policy will be reviewed in a years time to ensure the recommendations have been taken into consideration and changes made. Review date is noted in schedule.	<b>9</b>