

## Equality & Human Rights Impact Assessment (EHRIA)

This Equality and Human Rights Impact Assessment (EHRIA) will enable you to assess the **new, proposed or significantly changed** policy/ practice/ procedure/ function/ service\*\* for equality and human rights implications.

Undertaking this assessment will help you to identify whether or not this policy/ practice/ procedure/ function/ service\*\* may have an adverse impact on a particular community or group of people. It will ultimately ensure that, as an Authority, we do not discriminate and we are able to promote equality, diversity and human rights.

Please refer to the EHRIA guidance before completing this form. If you need any further information about undertaking and completing the assessment, contact your Departmental Equalities Group or [equality@leics.gov.uk](mailto:equality@leics.gov.uk)

*\*\*Please note: The term 'policy' will be used throughout this assessment as shorthand for policy, practice, procedure, function or service.*

<b>Key Details</b>	
<b>Name of policy being assessed:</b>	Relocation of HM Coroner's service office and court from Southfields, Loughborough to new premises at Leicestershire Fire and Rescue Service buildings, Birstall
<b>Department and section:</b>	Regulatory Services/Coroner's Service
<b>Name of lead officer/ job title and others completing this assessment:</b>	Diane Reed, Registration and Coroner's Service Manager Kathryn James, Senior Coroner's Officer
<b>Contact telephone numbers:</b>	55565 and 57924
<b>Name of officer/s responsible for implementing this policy:</b>	Diane Reed
<b>Date EHRIA assessment started:</b>	5.2.18
<b>Date EHRIA assessment completed:</b>	

# Section 1: Defining the policy

## Section 1: Defining the policy

You should begin this assessment by defining and outlining the scope of the policy. You should consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council's Equality Strategy.

1	<p>What is new or changed in the policy? <i>What has changed and why?</i></p> <p><b>The county council provides accommodation for HM Coroner's service for the North Leicestershire and Rutland coroner's area and has been in its current location since 2011. Briefly the accommodation currently consists of a coroner's court (for dealing with inquests, hearings and case review/conclusions), office space for four staff and a small conference room for the jury to retire to should it be necessary.</b></p> <p><b>HM Coroner for this area is a part time role and the coroner has office space a short distance away, but no specific space at the coroner's accommodation on site</b></p> <p><b>The quality of accommodation is not good.</b></p> <ul style="list-style-type: none"><li>- <b>Staff have to share a small office with no natural daylight for three of them</b></li><li>- <b>The senior coroner's officer has her own office accessed through the main office, There is no privacy</b></li><li>- <b>The conference room holds around 8 people comfortably(a jury is often 10) and contains filing cabinets which may need to be accessed during a case</b></li><li>- <b>There is no specific space for the bereaved and their counsel/family etc to sit separately(the office is shared with the registration service and has made use of waiting areas in the past which is not appropriate considering the use of this area for weddings for example</b></li><li>- <b>There is no separate space for the coroner to speak to witnesses separately and this is often done in the main office to the detriment of staff trying to work in there and little space for the coroner to work outside of the main court</b></li></ul> <p><b>A search was conducted for better and more appropriate space and after exhausting opportunities in the Loughborough area a possibility for accommodation was presented in the Fire Service Head quarters at Birstall. This is located just off the main A6, with road and bus access.</b></p> <p><b>At present (5.2.18) a scheme is being worked up to created a court and appropriate space for the staff and public who access the service</b></p>
2	<p>Does this relate to any other policy within your department, the Council or with other partner organisations? <i>If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.</i></p>

	No																
3	<p>Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?</p> <p><b>The coroner's service can touch any member of the public from any background with any of the protected characteristics</b></p> <p><b>The proposed move is designed to create a court space which is appropriate with adequate private meeting rooms for the bereaved/their family/counsel etc to allow them to go through the difficult process of facing the death of their loved ones with more dignity and privacy</b></p>																
4	<p>Will the policy meet the Equality Act 2010 requirements to have due regard to the need to meet any of the following aspects? <b>(Please tick and explain how)</b></p> <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>How?</th> </tr> </thead> <tbody> <tr> <td>Eliminate unlawful discrimination, harassment and victimisation</td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between different groups</td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>Foster good relations between different groups</td> <td>x</td> <td></td> <td></td> </tr> </tbody> </table>		Yes	No	How?	Eliminate unlawful discrimination, harassment and victimisation		x		Advance equality of opportunity between different groups		x		Foster good relations between different groups	x		
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## Section 2: Equality and Human Rights Impact Assessment (EHRIA) Screening

### Section 2: Equality and Human Rights Impact Assessment Screening

The purpose of this section of the assessment is to help you decide if a full EHRIA is required.

If you have already identified that a full EHRIA is needed for a policy/ practice/ procedure/ function/ service, either via service planning processes or other means, then please go straight to Section 3 on Page 7 of this document.

### Section 2

#### A: Research and Consultation

5.	Have the target groups been consulted about the following?  a) their current needs and aspirations and what is important to them;  b) any potential impact of this change on them (positive and negative, intended and unintended);  c) potential barriers they may face	Yes	No*
			x
			x
			x
6.	If the target groups have not been consulted directly, have representatives been consulted or research explored (e.g. Equality Mapping)?		x
7.	Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?		x
8.	*If you answered 'no' to the questions above, please use the space below to outline either what consultation you are planning to undertake or why you do not consider it to be necessary.		
	<p><b>The proposed re location will offer a better service to our service users than the current location with better facilities and transport links.</b>  <b>Should the proposal become a firm scheme we will publish full details on our website and in local press with clear dates/access details as and when required for service users when they visit.</b>  <b>Our service users do not generally need to visit on a regular basis so this will be as required when they need to attend.</b></p>		

<b>Section 2</b>			
<b>B: Monitoring Impact</b>			
9.	Are there systems set up to:  a) monitor impact (positive and negative, intended and unintended) for different groups;  b) enable open feedback and suggestions from different communities	Yes	No
			x
			x
<b>Note: If no to Question 9, you will need to ensure that monitoring systems are established to check for impact on the protected characteristics.</b>			
<b>Section 2</b>			
<b>C: Potential Impact</b>			
10.	Use the table below to specify if any individuals or community groups who identify with any of the ' <u>protected characteristics</u> ' may <b>potentially</b> be affected by the policy and describe any positive and negative impacts, including any barriers.		
	Yes	No	Comments

<b>Age</b>	<b>x</b>		<p>The proposed court is located just off the A6/A36 and is on a main bus route from Leicester City and Loughborough.</p> <p>Drivers will be able to park close by for free and as the court is out of a major town it would be easier to drive to.</p> <p>The proposed building is approx. 5 minutes walk from the bus stop and given that there is only one court for the whole of N Leicestershire and Rutland that there is no disadvantage to the location</p>
<b>Disability</b>	<b>x</b>		<p>The proposed new space will be either on the second floor with lift access or ground floor</p> <p>However parking at the proposed building is free and there will be disabled bays allocated to those users who require them.</p> <p>Access into the building is excellent as it is a modern building with appropriate access</p>
<b>Gender Reassignment</b>		<b>x</b>	
<b>Marriage and Civil Partnership</b>		<b>x</b>	
<b>Pregnancy and Maternity</b>		<b>x</b>	
<b>Race</b>		<b>x</b>	
<b>Religion or Belief</b>		<b>x</b>	
<b>Sex</b>		<b>x</b>	
<b>Sexual Orientation</b>		<b>x</b>	
<b>Other groups e.g. rural isolation,</b>			<b>The move may impact communities who do not live</b>

	deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities	x		directly in the town centre of Loughborough but given that the court serves the whole of the north of Leicestershire and Rutland there is no disadvantage to the move
	Community Cohesion		x	
11.	<p>Are the human rights of individuals <b>potentially</b> affected by this proposal? Could there be an impact on human rights for any of the protected characteristics? (Please tick)</p> <p>Explain why you consider that any particular <u>article</u> in the <u>Human Rights Act</u> may apply to the policy/ practice/ function or procedure and how the human rights of individuals are likely to be affected below: [NB: include positive and negative impacts as well as barriers in benefiting from the above proposal]</p>			
		Yes	No	Comments
<b>Part 1: The Convention- Rights and Freedoms</b>				
	Article 2: Right to life		x	
	Article 3: Right not to be tortured or treated in an inhuman or degrading way		x	
	Article 4: Right not to be subjected to slavery/ forced labour		x	
	Article 5: Right to liberty and security		x	
	Article 6: Right to a fair trial		x	
	Article 7: No punishment without law		x	
	Article 8: Right to respect for private and family life		x	
	Article 9: Right to freedom of thought, conscience and religion		x	
	Article 10: Right to freedom of expression		x	
	Article 11: Right to freedom of assembly and association		x	
	Article 12: Right to marry		x	
	Article 14: Right not to be discriminated against		x	

<b>Part 2: The First Protocol</b>				
<b>Article 1: Protection of property/ peaceful enjoyment</b>		<b>x</b>		
<b>Article 2: Right to education</b>		<b>x</b>		
<b>Article 3: Right to free elections</b>		<b>x</b>		
<b>Section 2</b>				
<b>D: Decision</b>				
<b>13.</b>	Is there evidence or any other reason to suggest that:	<b>Yes</b>	<b>No</b>	<b>Unknown</b>
	a) the policy could have a different affect or adverse impact on any section of the community;		<b>x</b>	
	b) any section of the community may face barriers in benefiting from the proposal		<b>x</b>	
<b>13.</b>	Based on the answers to the questions above, what is the likely impact of the policy			
	No Impact <input type="checkbox"/>	Positive Impact <input checked="" type="checkbox"/>	Neutral Impact <input type="checkbox"/>	Negative Impact or Impact Unknown <input type="checkbox"/>
<b>Note: If the decision is 'Negative Impact' or 'Impact Not Known', an EHRIA Report is required.</b>				
<b>14.</b>	Is an EHRIA report required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

### Section 2: Completion of EHRIA Screening

Upon completion of the screening section of this assessment, you should have identified whether an EHRIA Report is required for further investigation of the impacts of this policy.

**Option 1:** If you identified that an EHRIA Report *is required*, continue to Section 3 on Page 7 of this document.

**Option 2:** If there are no equality, diversity or human rights impacts identified and an EHRIA report *is not required*, continue to Section 4 on Page 14 of this document.



# Section 3: Equality and Human Rights Impact Assessment (EHRIA) Report

## Section 3: Equality and Human Rights Impact Assessment Report

This part of the assessment will help you to think **thoroughly** about the impact of the policy and to critically examine whether it is **likely** to have a positive or negative impact on different groups within our diverse communities. It should also identify any barriers that may adversely affect under-represented communities or groups that may be disadvantaged by the way in which we carry out our business.

Using the information gathered either within the EHRIA Screening or independently of this process, this EHRIA Report should be used to consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council's Equality Strategy.

### Section 3

#### A: Research and Consultation

When considering the target groups, it is important to think about whether new data needs to be collected or whether there is any existing research that can be utilised.

- 15.** Based on the gaps identified either in the EHRIA Screening or independently of this process, **how** have you now explored the following and **what** does this information/ data tell you about each of the diverse groups?
- a) current needs and aspirations and what is important to individuals and community groups (including human rights);
  - b) likely impacts (positive and negative, intended and unintended) to individuals and community groups (including human rights);
  - c) likely barriers that individuals and community groups may face (including human rights)



<b>16.</b>	Is any further research, data collection or evidence required to fill any gaps in your understanding of the potential or known affects of the policy on target groups?
<p><b>When considering who is affected by this proposed policy, it is important to think about consulting with and involving a range of service users, staff or other stakeholders who may be affected as part of the proposal.</b></p>	
<b>17.</b>	Based on the gaps identified either in the EHRIA Screening or independently of this process, <b>how</b> have you further consulted with those affected on the likely impact and <b>what</b> does this consultation tell you about each of the diverse groups?
<b>18.</b>	Is any further consultation required to fill any gaps in your understanding of the potential or known effects of the policy on target groups?

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<b>Section 3</b>	
<b>B: Recognised Impact</b>	
<b>19.</b>	Based on any evidence and findings, use the table below to specify if any individuals or community groups who identify with any 'protected characteristics' are <i>likely</i> to be affected by this policy. Describe any positive and negative impacts, including what barriers these individuals or groups may face.
	<b>Comments</b>
<b>Age</b>	
<b>Disability</b>	
<b>Gender Reassignment</b>	
<b>Marriage and Civil Partnership</b>	
<b>Pregnancy and Maternity</b>	
<b>Race</b>	
<b>Religion or Belief</b>	
<b>Sex</b>	
<b>Sexual Orientation</b>	
<b>Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities</b>	

	<b>Community Cohesion</b>	

<b>20.</b>	<p>Based on any evidence and findings, use the table below to specify if any particular Articles in the Human Rights Act are <i>likely</i> to apply to the policy. Are the human rights of any individuals or community groups affected by this proposal? Is there an impact on human rights for any of the protected characteristics?</p>	
		<b>Comments</b>
	<b>Part 1: The Convention- Rights and Freedoms</b>	
	<b>Article 2: Right to life</b>	
	<b>Article 3: Right not to be tortured or treated in an inhuman or degrading way</b>	
	<b>Article 4: Right not to be subjected to slavery/ forced labour</b>	
	<b>Article 5: Right to liberty and security</b>	
	<b>Article 6: Right to a fair trial</b>	
	<b>Article 7: No punishment without law</b>	
	<b>Article 8: Right to respect for private and family life</b>	
	<b>Article 9: Right to freedom of thought, conscience and religion</b>	
	<b>Article 10: Right to freedom of expression</b>	
	<b>Article 11: Right to freedom of assembly and association</b>	
	<b>Article 12: Right to marry</b>	
	<b>Article 14: Right not to be discriminated against</b>	
	<b>Part 2: The First Protocol</b>	
	<b>Article 1: Protection of property/ peaceful enjoyment</b>	

	<b>Article 2: Right to education</b>	
	<b>Article 3: Right to free elections</b>	

**Section 3**

**C: Mitigating and Assessing the Impact**

Taking into account the research, data, consultation and information you have reviewed and/ or carried out as part of this EHRIA, it is now essential to assess the impact of the policy.

**21.** If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons.

NB:

i) If you have identified adverse impact or discrimination that is **illegal**, you are required to take action to remedy this immediately.

ii) If you have identified adverse impact or discrimination that is **justifiable or legitimate**, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

**22.** Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

- a) include any relevant research and consultation findings which highlight the best way in which to minimise negative impact or discrimination
- b) consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs that you have identified can be addressed
- c) if you are not addressing any negative impacts (including human rights) or potential barriers identified for a particular group, please explain why

**Section 3**

**D: Making a decision**

- 23.** Summarise your findings and give an overview as to whether the policy will meet Leicestershire County Council's responsibilities in relation to equality, diversity, community cohesion and human rights.

**Section 3**

**E: Monitoring, evaluation & review of the policy**

- 24.** Are there processes in place to review the findings of this EHRIA and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

- 25.** How will the recommendations of this assessment be built into wider planning and review processes?  
*e.g. policy reviews, annual plans and use of performance management systems*

**Section 3:  
F: Equality and human rights improvement plan**

Please list all the equality objectives, actions and targets that result from the Equality and Human Rights Impact Assessment (EHRIA) (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.

Equality Objective	Action	Target	Officer Responsible	By when



# Section 4: Sign off and scrutiny

Upon completion, the Lead Officer completing this assessment is required to sign the document in the section below.

It is required that this Equality and Human Rights Impact Assessment (EHRIA) is scrutinised by your Departmental Equalities Group and signed off by the Chair of the Group.

Once scrutiny and sign off has taken place, a depersonalised version of this EHRIA should be published on Leicestershire County Council's website. Please send a copy of this form to the Digital Services Team via [web@leics.gov.uk](mailto:web@leics.gov.uk) for publishing.

## Section 4 A: Sign Off and Scrutiny


Confirm, as appropriate, which elements of the EHRIA have been completed and are required for sign off and scrutiny.

Equality and Human Rights Assessment Screening

Equality and Human Rights Assessment Report

1<sup>st</sup> Authorised Signature (EHRIA Lead Officer): .....

Date: .....

2<sup>nd</sup> Authorised Signature (DEG Chair): ..... 

Date: ..... 26 March 2018.