

## Equalities Impact Assessment: Service and Policy Based

### What is an Equality Impact Assessment?

An Equality Impact Assessment (EIA) is a way of identifying and isolating the likely equality implications/impacts of implementing a new policy /strategy or initiative or of the operation of a current policy / strategy, function or service.

EIA's are a systematic way of finding out whether a policy or proposed policy affects different groups differently. A working definition of an impact assessment is the process of identifying future consequences of a current or proposed action in terms of Race Equality, gender equality, disability equality and other key equality areas. The Assessment also addresses the task of taking all possible steps to ensure that members of different groups are not adversely affected compared to others.

In order to effectively assess the impact of policies and strategies we have designed an assessment format, which will independently scrutinise the likely impact of the , policy, function or strategy and the likely consequences of the actions that come out of the , policy, function or strategy.

Key elements of this Assessment include:

- Setting the Scope of the Assessment
- Legislative framework for the Service and the EIA
- Identification of aims and purpose of the service its policies and functions and relevant strategy
- Assessment of the service, policy, function or strategy's implementation framework and delivery mechanisms
- Assessment of the service, policy, function or strategy's scrutiny and monitoring roles
- Consideration of relevant data and research
- Consideration of previous consultation
- Formal consideration of actual impact of existing service, policy, function or strategy's and likely impact of proposed service, policy, function or strategy's
- Assessment of actual and likely impacts
- Identification of disproportionate impacts, both adverse and positive
- Consideration of alternative measures to mitigate adverse impact
- Recognition of the sensitivities surrounding positive impacts
- Recommendations for amending the service, policy, function or strategy
- Future monitoring needs for the service, policy, function or strategy especially for adverse future impacts
- Publication of the EIA

The template below sets out the methodology for a review process. Clearly not all sections always apply and in some cases data is not available. However the process of the review should have its benefits. It may be the first or only time the service has been reviewed with a user and beneficiary focus against equality and diversity targets.

The language of the form has been written for Local Government but can easily be modifies for other agencies. Grids/boxes needn't be adhered to.

## Equalities Impact Assessment Template

Department/Team:

Lead Officer:

Tel:

Email:

Name of service:

### General – Policy Context

1. List the functions of the service.

2. What are the aims or purpose of the service?

3. Is the service aimed at a client group?

4. Is the provision of the service discretionary or statutory?

5. Is this service provided solely by your department or in conjunction with another department, agency or contractor? If there is involvement from an external providers please outline how you ensure they adhere to the council's equalities commitments such as our Equal Opportunity Policy?

6. Explain the relevance of this service to

- a) Eliminating Discrimination
- b) Promoting Equal Opportunities
- c) Promoting Good Race/Community Relations

7. How is the service delivered?

Types of activity

8. Please give details as to whether:
- there is any eligibility criteria for the service or policy?
  - the service is targeted to local residents or businesses - visitors?
  - the service is regulatory, advisory or care based?
  - the service is free, fee based or commercially driven?

9. Are staff trained in equality awareness and cultural awareness relevant to the needs of your client groups?

10. Are there any factors about the way the service is delivered that could have an equalities impact?

11. Consider:

Opening times:

Physical Access:

Translation and interpretation services:

12. What methods do you use to promote or advertise your service?  
(How do you target your promotional activity to hard to reach groups)

13. What measures do you undertake to reach traditionally excluded communities?

14. Has your service been subject to any complaints on the grounds of discrimination? If so, please detail the issues raised and your response

15. What evidence do you have that the target groups (as described above) are taking up/benefiting from the service/policy?

16. What consultation exercises have been carried out over last 2 years and/or are planned in the near future?

17. In particular, what consultation work has been undertaken with BME communities, women and disabled people?

18. Is this information on the council's / agencies consultation database?

19. Do you intend to carry out any consultation as part of this assessment process?

20. Please outline baseline client information broken down by

21. Are there any additional equalities monitoring information you collect? Please attach an example of the monitoring form you use.

22. Does the customer profile of your service reflect the local population or relevant target group or is there under or over representation by

23. If there is over or under representation please explain.

### Assessment Summary and Findings

From your analysis of monitoring information and consultation to date:

a. Is there a differential impact on any of the equality strands (race, gender or disability) based on the data you have provided?

b. If there are differential impacts, are they adverse?

c. Is there another way the service could be provided which would achieve its aims without adverse impact?

d. Are there any additional other practical measures that could be implemented to improve the service: These could include:

e. How will the results feed into the performance planning process?

f. Do you intend to investigate further? If so, please outline what is planned.

**An alternative approach to this section could include**

**Assess impact using information from data analysis and consultation.**

Does the policy:  
unlawfully discriminate against any of the equality categories?

**Yes    No**

have an adverse impact upon one or more equality categories or groups within them?

**Yes    No**

Fail to promote equality of access?

**Yes    No**

Prevent certain communities enjoying the "benefits" of the policy?

**Yes    No**

Disadvantage one or more of the equality categories or sub-groups within them?

**Yes    No**

If the answer to any of the above is yes, please provide details:

### Action Plan and Timetable for Implementation

Recommendation	Actions Proposed	Outcome	Milestone and date	Officer Responsible