# Equality Impact Assessment (EIA) Tool:

| **Title of proposal** |  |
| --- | --- |
| **Name of division/service** |  |
| **Name of lead officer completing this assessment**  |  |
| **Date EIA assessment completed**  |  |
| **Decision maker**  | e.g. City Mayor/Assistant Mayor/Director |
| **Date decision taken**  |  |

| **EIA sign off on completion:** | **Signature**  | **Date** |
| --- | --- | --- |
| **Lead officer**  |  |  |
| **Equalities officer** |  |  |
| **Divisional director**  |  |  |

## Please ensure the following:

1. That the document is **understandable to a reader who has not read any other documents** and explains (on its own) how the Public Sector Equality Duty is met. This does not need to be lengthy but must be complete and based in evidence.
2. That available support information and data is identified and where it can be found. Also be clear about highlighting gaps in existing data or evidence that you hold, and how you have sought to address these knowledge gaps.
3. That the equality impacts are capable of aggregation with those of other EIAs to identify the cumulative impact of all service changes made by the council on different groups of people.
4. That the equality impact assessment is started at an early stage in the decision-making process, so that it can be used to inform the consultation, engagement and the decision. It should not be a tick-box exercise. Equality impact assessment is an iterative process that should be revisited throughout the decision-making process. It can be used to assess several different options.
5. Decision makers must be aware of their duty to pay ‘due regard’ to the Public Sector Equality Duty (see below) and ‘due regard’ must be paid before and at the time a decision is taken. Please see the Brown Principles on the equality intranet pages, for information on how to undertake a lawful decision-making process, from an equalities perspective. Please append the draft EIA and the final EIA to papers for decision makers (including leadership team meetings, lead member briefings, scrutiny meetings and executive meetings) and draw out the key points for their consideration. The Equalities Team provide equalities comments on reports.

## Setting the context

Describe the proposal, the reasons it is being made, and the intended change or outcome. Will the needs of those who are currently using the service continue to be met?

Click or tap here to enter text.

## Equality implications/obligations

Which aims of the Public Sector Equality Duty (PSED) are likely be relevant to the proposal? In this question, consider both the current service and the proposed changes.

### Eliminate unlawful discrimination, harassment and victimisation

* How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected characteristic?
* Is this a relevant consideration? What issues could arise?

Click or tap here to enter text.

### Advance equality of opportunity between different groups

* How does the proposal/service ensure that its intended outcomes promote equality of opportunity for people?
* Identify inequalities faced by those with specific protected characteristic(s).
* Is this a relevant consideration? What issues could arise?

Click or tap here to enter text.

### Foster good relations between different groups

* Does the service contribute to good relations or to broader community cohesion objectives?
* How does it achieve this aim?
* Is this a relevant consideration? What issues could arise?

Click or tap here to enter text.

## Who is affected?

Outline who could be affected, and how they could be affected by the proposal/service change. Include people who currently use the service and those who could benefit from, but do not currently access the service.

Click or tap here to enter text.

## Information used to inform the equality impact assessment

* What **data, research, or trend analysis** have you used?
* Describe how you have got your information and what it tells you
* Are there any gaps or limitations in the information you currently hold, and how you have sought to address this? E.g. proxy data, national trends, equality monitoring etc.

Click or tap here to enter text.

## Consultation

What **consultation** have you undertaken about the proposal with people who use the service or people affected, people who may potentially use the service and other stakeholders? What did they say about:

* What is important to them regarding the current service?
* How does (or could) the service meet their needs? How will they be affected by the proposal? What potential impacts did they identify because of their protected characteristic(s)?
* Did they identify any potential barriers they may face in accessing services/other opportunities that meet their needs?

Click or tap here to enter text.

## Potential Equality Impact

Based on your understanding of the service area, any specific evidence you may have on people who use the service and those who could potentially use the service and the findings of any consultation you have undertaken, use the table below to explain which individuals or community groups are likely to be affected by the proposal because of their protected characteristic(s). Describe what the impact is likely to be, how significant that impact is for individual or group well-being, and what mitigating actions can be taken to reduce or remove negative impacts. This could include indirect impacts, as well as direct impacts.

Looking at potential impacts from a different perspective, this section also asks you to consider whether any other particular groups, especially vulnerable groups, are likely to be affected by the proposal. List the relevant groups that may be affected, along with the likely impact, potential risks and mitigating actions that would reduce or remove any negative impacts. These groups do not have to be defined by their protected characteristic(s).

### Protected characteristics

#### Impact of proposal:

Describe the likely impact of the proposal on people because of their protected characteristic and how they may be affected. Why is this protected characteristic relevant to the proposal? How does the protected characteristic determine/shape the potential impact of the proposal? This may also include **positive impacts** which support the aims of the Public Sector Equality Duty to advance equality of opportunity and foster good relations.

#### Risk of disproportionate negative impact:

How likely is it that people with this protected characteristic will be disproportionately negatively affected? How great will that impact be on their well-being? What will determine who will be negatively affected?

#### Mitigating actions:

For disproportionate negative impacts on protected characteristic/s, what mitigating actions can be taken to reduce or remove the impact? You may also wish to include actions which support the positive aims of the Public Sector Equality Duty to advance equality of opportunity and to foster good relations. All actions identified here should also be included in the action plan at the end of this EIA.

### Age

Indicate which age group/s is/ are most affected, either specify general age group - children, young people working age people or older people or specific age bands

#### What is the impact of the proposal on age?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on age?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Disability

If specific impairments are affected by the proposal, specify which these are. Our standard categories are on our equality monitoring form – physical impairment, sensory impairment, mental health condition, learning disability, long standing illness or health condition.

#### What is the impact of the proposal on disability?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on disability?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Gender reassignment

Indicate whether the proposal has potential impact on trans men or trans women, and if so, which group is affected.

#### What is the impact of the proposal on gender reassignment?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on gender reassignment?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Marriage and civil partnership

#### What is the impact of the proposal on marriage and civil partnership?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on marriage and civil partnership?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Pregnancy and maternity

#### What is the impact of the proposal on pregnancy and maternity?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on pregnancy and maternity?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Race

Given the city’s racial diversity it is useful that we collect information on which racial groups are affected by the proposal. Our equalities monitoring form follows ONS general census categories and uses broad categories in the first instance with the opportunity to identify more specific racial groups such as Gypsies/Travellers. Use the most relevant classification for the proposal.

#### What is the impact of the proposal on race?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on race?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Religion or belief

If specific religious or faith groups are affected by the proposal, our equalities monitoring form sets out categories reflective of the city’s population. Given the diversity of the city there is always scope to include any group that is not listed.

#### What is the impact of the proposal on religion or belief?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on religion or belief?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Sex

Indicate whether this has potential impact on either males or females

#### What is the impact of the proposal on sex?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on sex?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Sexual orientation

#### What is the impact of the proposal on sexual orientation?

Click or tap here to enter text.

#### What is the risk of disproportionate negative impact on sexual orientation?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

## Summary of protected characteristics

1. **Summarise why the protected characteristics you have commented on, are relevant to the proposal?**

Click or tap here to enter text.

1. **Summarise why the protected characteristics you have not commented on, are not relevant to the proposal?**

Click or tap here to enter text.

## Other groups

### Other groups

#### Impact of proposal:

Describe the likely impact of the proposal on children in poverty or any other people who we may consider to be vulnerable, for example people who misuse substances, ex armed forces, people living in poverty, care experienced young people, carers. List any vulnerable groups likely to be affected. Will their needs continue to be met? What issues will affect their take up of services/other opportunities that meet their needs/address inequalities they face?

#### Risk of disproportionate negative impact:

How likely is it that this group of people will be negatively affected? How great will that impact be on their well-being? What will determine who will be negatively affected?

#### Mitigating actions:

For negative impacts, what mitigating actions can be taken to reduce or remove this impact for this vulnerable group of people? These should be included in the action plan at the end of this EIA. You may also wish to use this section to identify opportunities for positive impacts.

### Children in poverty

#### What is the impact of the proposal on children in poverty?

Click or tap here to enter text.

#### What is the risk of negative impact on children in poverty?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Other vulnerable groups

#### What is the impact of the proposal on other vulnerable groups?

Click or tap here to enter text.

#### What is the risk of negative impact on other vulnerable groups?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

### Other (describe)

#### What is the impact of the proposal on any other groups?

Click or tap here to enter text.

#### What is the risk of negative impact on any other groups?

Click or tap here to enter text.

#### What are the mitigating actions?

Click or tap here to enter text.

## Other sources of potential negative impacts

Are there any other potential negative impacts external to the service that could further disadvantage service users over the next three years that should be considered? For example, these could include:

* other proposed changes to council services that would affect the same group of service users;
* Government policies or proposed changes to current provision by public agencies (such as new benefit arrangements) that would negatively affect residents;
* external economic impacts such as an economic downturn.

Click or tap here to enter text.

## Human rights implications

Are there any human rights implications which need to be considered and addressed (please see the list at the end of the template), if so please outline the implications and how they will be addressed below:

Click or tap here to enter text.

## Monitoring impact

You will need to ensure that monitoring systems are established to check for impact on the protected characteristics and human rights after the decision has been implemented. Describe the systems which are set up to:

* monitor impact (positive and negative, intended and unintended) for different groups
* monitor barriers for different groups
* enable open feedback and suggestions from different communities
* ensure that the EIA action plan (below) is delivered.

If you want to undertake equality monitoring, please refer to our [equality monitoring guidance and templates](https://leicestercitycouncil.sharepoint.com/sites/sec035/SitePages/Equality-monitoring-guidance-and-templates.aspx).

Click or tap here to enter text.

## EIA action plan

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

| **Equality Outcome** | **Action** | **Officer Responsible** | **Completion date** |
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## Human rights articles:

### Part 1: The convention rights and freedoms

**Article 2:** Right to Life

**Article 3:** Right not to be tortured or treated in an inhuman or degrading way

**Article 4:** Right not to be subjected to slavery/forced labour

**Article 5:** Right to liberty and security

**Article 6:** Right to a fair trial

**Article 7:** No punishment without law

**Article 8:** Right to respect for private and family life

**Article 9:** Right to freedom of thought, conscience and religion

**Article 10:** Right to freedom of expression

**Article 11:** Right to freedom of assembly and association

**Article 12:** Right to marry

**Article 14:** Right not to be discriminated against

### Part 2: First protocol

**Article 1:** Protection of property/peaceful enjoyment

**Article 2:** Right to education

**Article 3:** Right to free elections