



Equality Impact Assessment (EQIA)

March 2019

Tomorrow's
Council

9 Protected Characteristics

When we talk about Protected Characteristics we refer to:

1. age,
2. disability,
3. sex,
4. gender reassignment,
5. sexual orientation,
6. race,
7. religion or belief (including lack of belief),
8. marriage and civil partnership,
9. pregnancy and maternity

Consideration should also be given to: **Socio economic circumstances/
Poverty and Income**

Tomorrow's
Council

The Equality Act 2010: Public Sector Duty

The duty on public authorities that is set out by the Equality Act 2010 is known as the General Duty and requires public authorities to pay due regard to all three of the following needs when carrying out their functions:

1. The need to eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
2. The need to advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
3. The need to foster good relations between people who share a protected characteristic and those who do not.

Tomorrow's
Council

The Equality Act 2010: Human Rights

We also need to consider, where applicable, to what (if any) extent policies, projects, Service Reforms, or Budget Options impact on three key strands of Human Rights, and whether these impacts are legal, necessary, proportionate, non discriminatory:

Absolute rights:

- the right to life,
- the right to freedom from inhuman and degrading treatment

Limited rights: (liberty, a fair trial)

Qualified rights: (respect for private and family life, home and correspondence, freedom of thought, conscience and religion, freedom of assembly and association and protection of property)

Tomorrow's
Council

When should I carry out an EQIA?

In order to fulfil our general duty it is critical that the all services conduct an **EQIA** in the following circumstances:

- **All** significant policies, strategies and projects should have as a minimum an EQIA screening inbuilt as part of the risk assessment process.
- **All** budget options for the each financial year will require to be EQIA screened. (It is possible to group individual options if they relate to one particular service area)
- **All** Reports to Committee now require Equalities Impacts to be reported either as an EQIA (screening or full report) or as a status report on Equalities considerations.
- Significant service reforms **may** require a Full Report to be completed, or as a minimum, a justification in a Screening Report as to why the Full Report was unnecessary.

Tomorrow's
Council

Two key types of EQIA

1. Equality Impact Assessment Screening

A screening can be undertaken as part of a scoping exercise prior to a full report, or it can stand alone as final summary if no significant Equalities Impacts are identified or arise subsequently in the policy or plan implementation

2. Equality Impact Assessment Full Report

A full report should be conducted for a significant service reform, or where a Screening indicates an area or areas that require more detailed consideration

Tomorrow's
Council

HR Equality Impact Assessment & HIA

Where further Impact Assessment is required:

Human Resources

Corporate HR have also developed a complimentary Equality Impact Assessment with particular reference to Employment legislation

- If the policy, strategy or budget option relates directly to staff, then the HR EQIA should be undertaken

Or

- If as part of standard EQIA a staff issue is prominent in the conclusions/ outcomes and requires further consideration

Health Impact Assessment (HIA)

This may also be required where particular and specific potential health impacts have been identified

Tomorrow's
Council

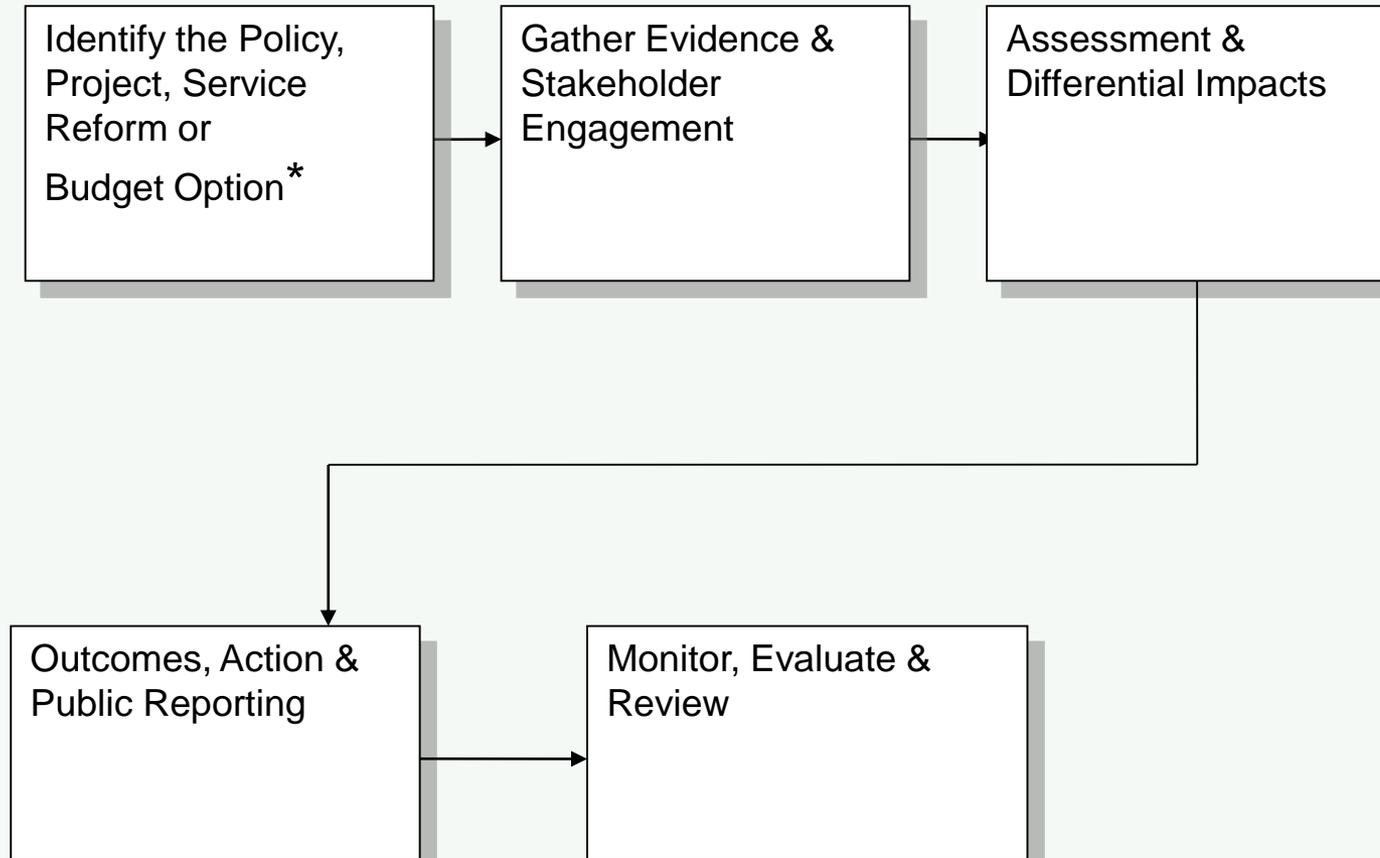
Initiating an EQIA

When you know the title and purpose of the EQIA – contact Corporate Services to log and initiate the process. This allows us to:

- Track the progress of EQIAs in the Council/ ALEOs
- Provide support where required
- Ensure there is clear council wide reporting of EQIAs

Tomorrow's
Council

Full Impact Assessment: 5 steps



Tomorrow's
Council

*
Refer to any previous EQIA Screening when Full EQIA being undertaken

Gathering Evidence: Supports and Tools

You are here: [Know Your Council](#) • [Policy, Planning and Strategy](#) • [Equalities Impact Assessment Evidence Matrix](#)

Equalities Impact Assessment Evidence Matrix

 [Equality Impact Assessment Guidance \[328kb\]](#) 

 [Equality Screening Form \[108kb\]](#) 

	Age	Disability	Ethnicity	Gender	Religion	Sexual Orientation	Pregnancy and Maternity	Marriage Civil Partnership
General Info								
Access to Services								
Poverty/Low Income								
Health								
Education								
Employment								
Discrimination								
Hate Crime/Safety								
Social Exclusion/Civic Engagement								
Economic Activity								

Tomorrow's
Council

EQIA: Outcomes

Outcomes

When the evidence has been considered in relation to the proposed Policy, Project, Service Reform or Budget Option, it will be apparent what the likely impacts are. The type, scale, duration, and specificity of the likely impacts will inform the direction of the outcome of the EQIA.

Tomorrow's
Council

EQIA: Outcomes

There are **four** potential outcomes as follows:

No major change required

The Policy, Project, Service Reform or Budget Option is robust and can continue unamended

Continue the Policy, Project, Service Reform or Budget Option

A justification is required for continuing despite the potential for adverse impact

Adjust or Amend the Policy, Project, Service Reform or Budget Option

Remove barriers, make changes to better advance equality or remove or mitigate negative impact

Stop, or Remove the Policy, Project, Service Reform or Budget Option

If adverse effects cannot be justified and cannot be mitigated.

Tomorrow's
Council

Reviewing and Updating

To ensure that EQIA is not separate from overall Risk Assessment it is important to:

- Link review and EQIA monitoring into existing strategic processes (recommend 6 months to 1 year for minimum review period)
- Any new evidence developed as part of an EQIA process, can be used as part of the Evidence Matrix refresh

Tomorrow's
Council

EQIA Screening Form (extract)

Protected Characteristic	Specific Characteristics	Positive Impact (it could benefit an equality group)	Negative Impact – (it could disadvantage an equality group)	Socio Economic / Human Rights Impacts
SEX/ GENDER	Women			
	Men			
	Transgender			
RACE* <i>Further information on the breakdown below each of these headings, as per census, is available here. For example Asian includes Chinese, Pakistani and Indian etc</i>	White			
	Mixed or Multiple Ethnic Groups			
	Asian			
	African			
	Caribbean or Black			
	Other Ethnic Group			
DISABILITY <i>A definition of disability under the Equality Act 2010 is available here.</i>	Physical disability			
	Sensory Impairment (sight, hearing,)			
	Mental Health			
	Learning Disability			

EQIA Screening Form (extract)

Screening Outcome	Yes /No Or / Not At This Stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	
Does the project, policy or strategy require to be amended to have a positive impact?	
Does a Full Impact Assessment need to be undertaken?	

EQIA Screening Form (extract)

Actions: Next Steps

(i.e. is there a strategic group that can monitor any future actions)

Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)

Tomorrow's
Council

Any Questions?

Practical Example:

What do we need to consider when completing this EQIA?

Tomorrow's
Council