



# Helping to make an impact

## Equality Impact Needs Assessment/Equality Analysis Form and

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EINA/EQUALITY ANALYSIS or

Overview and Equality Assurance

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## STEP 1 - SCOPING THE EINA/EA

Due to the complexity of the process

Before you begin the process of developing a policy, strategy, fund or service you need to clearly define and understand the activity you are looking to achieve

It is important to identify and understand the policy, strategy, fund or service intended to benefit the specific population of staff or other targeted groups. You need to consider the direct and indirect benefits in addition to the intended benefits. No one, however, should be taken into account

or step to follow should be considered

- How does the policy, strategy or fund aim to affect the production of equality in the areas of diversity, gender, gender relations, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or union rights?
- How do you think the policy, strategy, fund or service will meet the need of different service users or employees?
- Are there any already been undertaken or relevant to the development of the policy, strategy, fund or service?
- Are there any examples of good practice in the area you are looking to improve to provide the policy, strategy, fund or service to service users or employees?
- Do you think your policy, strategy, fund or service prevent any people or barriers to any service users or employees?







## STEP 6 – MONITORING, EVALUATING AND REVIEWING

Value on page

Before finalising your action plan you should identify who you will consult on the policy, strategy, fund or service, from the relevant department, and include any change or proposals you are making.

For top You should consider the following before introducing the policy

- Consider the policy proposed, to see if it will affect people, depend on other protected characteristics
- The content should include a plan to evaluate the qualitative and quantitative survey, or follow up consultation
- Consider any concerns raised in any review of the policy
- Consider if the policy is reviewed, and who will be responsible for it

## STEP 7 – ACTION PLANNING

Value on page

The role of carrying out an ENA EAL ANALYSIS is to identify the way of delivering service to the service user or employee can benefit from the strategy needed to

The value of completing an ENA EAL ANALYSIS comes from the action taken to improve and the positive changes that will be implemented through the service the completion of the Action Plan will drive on the output and response from the top

In order to ensure that the needs of the service user are met, the action plan needs to be added to your service/line plan, so that they can be tracked and monitored. Periodic checks will be undertaken to ensure that quality assurance is maintained and action delivered.

For top The action plan contains the following cover

- Involvement and Consultation
- Data Collection and Evidence
- Assessment and Analysis
- Procurement and Partnering
- Monitoring, Evaluation and Review

A copy of the completed action plan should be submitted to your Director of ENA EAL ANALYSIS Control Officer for monitoring and quality assurance purposes.

## STEP 8 – SIGN-OFF

up

The Corporation of the ENEAL ANALY Group must notify the ENEAL ANALY prior to any quality control audit. The report must be reviewed and approved by the ENEAL ANALY. The ENEAL ANALY can only be fully notified by the member.

Your report will be published in the form of

- A word document or a PowerPoint document or a PDF document accepted from the Director or Council, either internally and externally.

A copy of the ENEAL ANALY will be kept by the Director

ENEAL ANALY Contract Officer in your local directorate for record and monitoring of the plan and for the ENEAL ANALY data to be added to the ENEAL ANALY curriculum. The contract officer will be responsible for over-seeing the report for publication in the Directorate paid report.



## **INITIAL SCREENING – STAGE 1** (See Guidance information page 4)

**As a public authority we need to ensure that our st**

**2. Explain how the main aims of the policy, strategy, function or service will support the Equality Duties?**

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Improve relations
- Promote positive attitude to disabled people
- Encourage participation of disabled people
- Consider more favourable treatment of disabled people

The referenced policy fully supports the equality duty by underpinning the council's aim to provide improved response and capacity to staff and citizens who are expected to experience improved performance and availability.

**3. Does your policy, strategy, function or service affect:**

- |                         |   |                             |
|-------------------------|---|-----------------------------|
| Service user            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Employee                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Member of the community | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

5. Will the policy, strategy, function or service, have a adverse (negative) impact upon the lives of people, including employees and service users?

Yes

No

Please provide an explanation for your 'Yes' or 'No' answer

The proposed function of the new service will not have an adverse effect on the lives of people. It is a service that will be provided to the community and will be a positive experience for all.

An updated, more efficient system will have a positive effect on the lives of people.

6. Is an Equality Impact Needs Assessment/Equality Analysis required?

If your function or service is identified as having a potential adverse impact and you have considered 'yes' to any of the following questions, or if you are not sure, you should carry out an Equality Analysis.

Does the Policy, Strategy, Function or Service require an Equality Analysis?  
Yes  No

If an Equality Analysis is required, before proceeding you should complete the

## DECLARATION

A Full EIA/EQUALITY ANALYSIS is not required, the Initial Screening has demonstrated that the Policy, Strategy, Function or Service is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

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Quality check: The screening document has been checked using the agreed audit arrangements in the Directorate:

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2. Have you identified any gaps in relation to the above question? Yes  No   
If 'Yes' please detail including what additional research or data is required to fill these gaps? Have you considered commissioning new data or research?

If 'No' proceed to Step 2.

### Step 2 – Involvement and Consultation

Please use the following to outline any previous involvement or consultation that is appropriate for a group of people who are directly affected or interested in this policy, strategy, fund or service. See Appendix for details on each target group.

Target groups

3. Describe what you did, with a brief summary of the responses gained and links to relevant documents, as well as any actions

Age

**Race**

--

**Religion or belief**

--

**Sexual orientation**

--

**4. Who are the main stakeholders and what are their requirements?**

--

**5. Amongst the identified groups in the previous question, what does your information tell you about the potential take-up of resulting services?**

## Step 4 – Procurement and Partnerships

Guidance for completion

7. Is this project due to be carried out wholly or partly by contractors?

Yes

No

If 'yes', have you done any work to include equality considerations into the contract



## Step 7 – Action Plan

Any action identified in the outcome of the route step should be mapped into the Action Plan.

### 10. Taking into consideration the responses outline





## GOVERNANCE AND QUALITY ASSURANCE

The Equality and Diversity Division will provide guidance and advice to staff and senior managers to ensure that the proposed internal process Officer will attend ENA EAL ANALY group meetings and periodically audit a sample of completed ENA EAL ANALY as part of the governance arrangements to ensure the Director's ENA EAL ANALY Control Officer will provide input and experience of the service around the completion of the proposed internal process. The Officer will provide quality assurance by reviewing the audit arrangements to ensure the service manager on the proposed or completed internal process and ensure ENA EAL ANALY internal Director's

errors will be involved in

- Ensure that there is consistency of quality and

employment practices related to equality

**EINA/EQUALITY ANALYSIS Reference No.**

Amount screened and EINAE ALY ANALY completed. Need to be  
located reference number, date of o you locate reference number on page  
of the guidance for on

## FREQUENTLY ASKED QUESTIONS ON THE EINA/EQUALITY ANALYSIS PROCESS

### The EINA/EQUALITY ANALYSIS Procedure

#### When do you conduct an EINA/EQUALITY ANALYSIS?

On any new, amended or renewed policy, strategy or fund on which relevant to equality are relevant to the effort to create a green network to meet the policy, strategy or fund on relevant to the council's equality duties in the second

**If a major amendment is done to a policy, does a new EINA/EQUALITY ANALYSIS need to be done?**

Yes. Major amendments include any amendment concerning paid or unpaid equitable work added, deleted or modified and decision to top or terminate service, re-evaluation of any former EINA/EQUALITY ANALYSIS completed and draw comparison from your or non-fundn

**What will happen if we do not do an EINA/EQUALITY ANALYSIS or if the EINA/EQUALITY ANALYSIS is not done properly?**

The Director of EINA/EQUALITY ANALYSIS contact officer under the audit arrangement need to service any internal director.



**What is Mitigating an Adverse Impact?**

Mitigating an adverse impact can either eliminate the pay or provision of a direct benefit that is not possible to reduce through alternative pay for delivery of the service or the pay and the adverse impact is so important or expensive, you may need to develop different delivery strategies for different groups to ensure that the service you are delivering is appropriate and acceptable. Alternatively, your proposal and/or options to combat it may not meet the need of a directly identified group. If you are considering proceeding with a proposed policy, you should consider the following:

- If the policy directly discriminates against any of the groups currently covered by the policy, due to any direct equality issue, it may not be a direct equality issue and may be considered a direct equality policy. A direct equality policy cannot be justified and direct equality should be considered for each event of the policy.
- If the policy indirectly discriminates against a group, it should advantage people from a protected equality group. You may need to redress it, unless you can justify the policy. If you can, you should provide a veto on court.

If the policy is necessary in order to carry out your functions, you are unlikely to find a direct equality issue. If the policy is a direct equality issue, it should be directly affected.

You may have a veto if you have employed to a veto of the policy. If the policy is proportionate, necessary and appropriate.

**Examples of potential significant adverse impact**

- Lower success rates in need on process for employment
- Equality criteria could advantage any group
- Access to services if there are barriers

**Completion of the EINA/EQUALITY ANALYSIS**

**Who will read or use the completed EINA/EQUALITY AN**

Definitions



**PROTECTED CHARACTERISTICS: DEFINITIONS**

The following provisions provide you with information on each of the non-protected characteristics under the Equality Act 2010.

**Age**

Age refers to a person's age in years. It refers to a person's age in years at the time of the incident or the date of the event.

**Disability**

A person is disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal day-to-day activities.

