



Helping to make an impact

Equality Impact Needs Assessment/Equality Analysis Form and Guidance Information

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If you have difficulty in answering any of the questions, please refer to:

- The Guidance Information - pages 4 - 8;
- Your Directorate EINA/EQUALITY ANALYSIS Contact Officer. There T

OVERVIEW

For Equality Impact Needs Assessments/Equality Analysis (EINA/EA) to be effective, they must be systematically carried out across all and by all parts of the City Council.

What is an Equality Impact Needs Assessment/Equality Analysis

An EINA/EA is a systematic tool that helps council's make sure their policies, and the ways they carry out their functions, do what they are intended to do and for everybody. Carrying out an EINA/EA involves systematically assessing the likely (or actual) effects of policies, strategies, functions or services on people in respect of disability, gender, including gender identity, race, age, religion and belief and sexual orientation. We need to look at all decision- making processes to eliminate potential discrimination and check for relevance to equality.

This process enables counter measures to be taken, which eliminate, minimise or balance any discriminatory or negative consequences.

The purpose of an EINA/Equality Analysis

EINA/EAs offer an opportunity for service managers and their teams to think carefully about the impact of their work on local people and other members of staff. They can then take action that will promote equality for all. On the whole, EINA/EAs should make sure that equality is placed at the centre of policy development and review, as well as service delivery.

The City Council process is done through 2 stages:

- Stage 1 - is the Initial Screening Stage and contains questions 1 to 6. This stage

STAGE 1 – INITIAL SCREENING GUIDANCE

(Questions 1 – 6 of the Assessment Form)

An Initial screening needs to take place for all new and revised policies, strategies, functions and services. This stage, which must be completed at the earliest opportunity, will determine whether or not it is necessary to carry out a Full EINA/EQUALITY ANALYSIS.

- An initial screening assesses whether the policy, strategy, function or service may have an impact either positively or negatively on any customer group, staff or part of a community of place, interest or identity.

To complete this stage of the assessment you will need to complete the Initial Screening

STEP 1 - SCOPING THE EINA/EA (Questions 1 and 2, page 13)

Before an assessment of the potential adverse impac

STEP 2 - INVOLVEMENT AND CONSULTATION

STEP 4 – PROCUREMENT AND PARTNERSHIPS

(Question 7, page 16)

This section should only be relevant to service areas where the commissioning of contractors and services is undertaken as a core function.

For Step 4 - It focuses on the following areas:

- Tendering and specifications
- Awards processes
- Contract clauses
- Monitoring and performance measures

An important document to use as reference in answering this step is the West Midlands Common Standard for Equalities in Public Procurement. 'The Standard' has been designed to embed equality policy in contracting and procurement procedures and serves as a benchmark against equality in employment compliance. For further information - www.wmf-commonstandardforequalities.gov.uk or contact your Procurement Team.

STEP 5 – MAKING A DECISION

(Question 8, page 17)

Depending on whether you are assessing a new or changing policy, strategy, function or service, you will need to reach a decision, and this decision may need to be agreed by senior managers and/or Elected Members. You should also consult with your Directorate EINA/EQUALITY ANALYSIS Contact Officer, before you finalise and implement your action plan.

For Step 5 - Your decision however will be based on four important factors:

- The aims of the policy
- The results of your consultations, formal and informal
- The relative merits of alternative approaches
- Does the assessment show that the propoGq8645qsaa,G(6546 th sbdg6x5)

STEP 8 – SIGN-OFF (page 19)

The Chairperson of the EINA/EQUALITY ANALYSIS Task Group will need to sign off the EINA/EQUALITY ANALYSIS prior to a quality check using the audit arrangements agreed with service managers in the directorate. The check will review the responses provided and add comments or observations. The EINA/EQUALITY ANALYSIS can only be fully signed-off by a senior manager.

Your assessment must be published in the following way:

- As a word document or in Portable Document Format (PDF) which is accessible from the Directorate or Councils website (external and internal).

A copy of the EINA/EQUALITY ANALYSIS must be kept by the Directorate EINA/EQUALITY ANALYSIS Contact Officer within your local directorate for recording and monitoring of the action plan actions and for the EINA/EQUALITY ANALYSIS details to be added to the EINA/EQUALITY ANALYSIS schedule. The contact officer will be responsible for overseeing the arrangements for publishing the Directorates impact assessments.

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

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

<p>Name: (Officer/Group carrying out the Quality Check) Kim Lea</p> <p>Directorate: Environment & Culture</p> <p>Contact number: 303 2677</p>	<p>Date undertaken: 12/02/2012</p>	<p>Screening review statement: To the best of my knowledge and experience, I can assess that although the Initial assessment questions 3 and 4 are ticked Yes and that this indicates a full asst should be done – there is sufficient information in the form and covering email that states this will not have a negative impact on the users of the service. The Library stock policy further supports this.</p>
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EINA/EQUALITY ANALYSIS Task Group Members

FULL EINA/EQUALITY ANALYSIS – STAGE 2 (See Guidance information page 5 - 8)

Step 1– Scoping the Equality Impact Needs Assessment

Race

--

Religion or belief

--

Sexual orientation

--

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

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Step 4 – Procurement and Partnerships

(See Guidance information page 7)

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 already? Specifically you should set out how you w

Step 6 – Monitoring, Evaluating and Reviewing

(See Guidance information page 7 and 8)

Before finalising your action plan you must identify how you will go about monitoring the policy/function or the proposals, following the assessment, and include any changes or proposals you are making.

Step 7 – Action Plan (See Guidance information page 8)

Any actions identified as an outcome of going through the Steps 1 – 6, should be mapped

Step 8 – Sign-Off (See Guidance information page 8)

The final stage of the EINA/EQUALITY ANALYSIS process is to formally sign off the

GOVERNANCE AND QUALITY ASSURANCE

The Equality and Diversity Division is able to provide guidance and advice to staff and senior managers to assist with the impact assessment process. Officers will also attend EINA/EQUALITY ANALYSIS Task Group meetings and periodically audit a sample of completed EINA/EQUALITY ANALYSIS as part of the Governance arrangements. However the Directorate EINA/EQUALITY ANALYSIS Contact Officers will provide input and experience of the service around the completion of the impact assessment form. They will also provide quality assurance by agreeing the auditing arrangements with their service managers on the proposed or completed Initial Screenings and Full EINA/EQUALITY ANALYSIS in their Directorate.

Their role will also involve the following:

- Ensuring that there is consistency of quality and approach;
-

employment practices in relation to equalities.

EINA/EQUALITY ANALYSIS Reference No.

All Initial Screenings and Full EINA/EQUALITY ANALYSIS completed will need to be allocated a reference number, details of how you allocate a reference number is on page 5 of the Guidance information.

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, existing or amended policy, strategy or function which is relevant to equality. There are two stages. The first stage is the Initial Screening. This checks to what extent the policy, strategy or function is relevant to the council's equality duties. 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 which has an impact on equalities such as added/deleted objectives, and decisions to stop or start a service, remember to look at any earlier EINA/EQUALITY ANALYSIS completed and draw comparisons from your original findings.

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

The Directorate EINA/EQUALITY ANALYSIS contact officer using the audit arrangements agreed with service managers in the directorate will audit EINA/EQUALITY ANALYSIS for compliance inline with the audit form produced by the Equality and Diversity division. Our corporate audit and scrutiny teams as well as Officers working in the Equality and Division may also audit a sample of EINA/EQUALITY ANALYSIS. It is a breach of the Race relations (Amendment) Act 2000 not to do an EINA/EQUALITY ANALYSIS.

What should be included in an Action plan?

How do you ensure that EINA/EQUALITY ANALYSIS do not take up too much time on a “tick box exercise”, with no benefits?

Examples of potential significant adverse impact

- Lower success rates in selection processes for employment
- Eligibility criteria which disadvantages any groups
- Access to services restricted when compared to other groups
- Experiencing increased difficulty or indignity when using services e.g. public buildings with segregated access for those with mobility disabilities
- Lower participation rates compared to other groups
- Higher or lower uptake, failure to access/receive a poorer or inferior service
- Changing a policy that reduced or increases benefits disproportionately for one group.

Do we need Data Collection and Analysis?

Yes. While existing/tailored data collection will be necessary for individual EINA/EQUALITY ANALYSIS it is much more efficient to collect certain types of data such as workforce profiles, statistics on employment, customer feedback or general research across the organisation as part of mainstream data v6q)qysta,sea,G(6546s)5&q58(Gq8645qsrF,,G)9q

Definitions

What is a review?

A review refers to the standard reassessment of statutory and non-statutory strategies and business development appraisal.

