

Equality Impact Assessments - Guidance for services

We have a legal duty to undertake equality impact assessments for race, disability and gender at the start of any new projects or policies, major changes in service delivery or any potential removal of services. Assessing the equality impact is something that most of us do without thinking about it, for example consideration of how people access any service that we provide or ensuring that certain groups do not face any barriers to what we are providing is often part of our everyday consideration. This thought process must however be documented as we may need to show it as evidence.

There are three possible impacts to consider as part of the assessment:

A positive impact

Where a policy, service or project improves equality of opportunity. For example providing an interpretation service for people where English is not their first language will enable them to understand and use our services

A negative or adverse impact

Where the policy, service or project disadvantages one or more of the equality groups. For example an event held with no induction loop facility would have a negative impact on some attendees with hearing impairments.

A neutral impact

Where a policy, service or project has similar impact upon equality groups whether they belong to an equality group or not.

How to Carry out an Equality Impact Assessment

For each policy or project that you are assessing you should think about all of the strands of equality and consider the areas of:

- **Accessibility**
 - Physical Facility Audit
 - Transport issues
 - Cost
 - Activity (involvement)
 - Equipment

- **Staff Training**
 - Disability Awareness
 - Equalities / Diversity
 - Service Specific

- **Monitoring**
 - Data Collection
 - Evaluation
 - Feedback and resulting adjustments in service delivery

- **Consultation**
 - In accordance with consultation strategy and guidance
 - Various appropriate methods of consultation

- **Communication**
 - Link and knowledge exchange with internal equalities team
 - Various methods of communicating where appropriate
 - Plain English
 - Information Distribution
 - In accordance with new Communication Strategy

Initial questions

Are monitoring stats available? How could monitoring be collected in future?

Any good practice examples available on diversity in this subject area?

What are the main activities of the policy and areas of work that it will involve?

Who are the main beneficiaries of the policy?

List any changes that you may be expecting to make to the policy over the next year

Documentation of Equality Impact Assessment

Name of Policy, service, project, decision; **Flexible Working Policy**

- a) **Does the policy affect men and women in different ways? e.g. flexible working arrangements might have a positive impact on women with caring responsibilities.**

You should consider any impact both men or women.

	Positive impact	Negative impact	Neutral	Reason
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- b) **Does the policy affect people from different racial groups, e.g. will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place?**

You should consider the impact on all racial groups, this includes gypsies and travellers.

	Positive impact	Negative impact	Neutral	Reason
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- c) **How will the policy impact on people with disabilities, e.g. if information about Council Tax benefits are not made available in large print or alternative formats, access to such benefits might be denied to people with a visual impairment or learning disability.**

You should consider those with impairments such as mobility, sight, hearing, learning disabilities and mental health issues.

	Positive impact	Negative impact	Neutral	Reason
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

d)

	Positive impact	Negative impact	Neutral	Reason
Any other equality impact (all other Protected Characteristics)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall impact **Low** **Medium** **High**

Actions to be taken as a result of this impact assessment

Any other comments

Gender

This policy applies to all staff whether male or female. Traditionally more women than men have had caring responsibilities for children and dependant relatives and therefore this policy may have a positive impact for women.

Staff with disabilities

This policy may have a positive impact on staff with a disability as it enables staff to apply to have a working pattern that suits them better or to work less hours.

Age

This policy may enable older staff to work fewer hours in their later years of employment. Instead of only having the option to retire or to continue working their existing hours, the policy enables staff to apply to work part-time.

Religion

Staff may apply under this policy to work flexibly to allow them to attend religious observance or other religious events.