



# 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 nature of the project, the following steps are:

Before you start the project, you should identify the scope of the policy, the y, fund on or service can be provided, the clear out and under the activity to be carried out.

It is important to identify the scope of the policy, the y, fund on or service intended to be provided. The project should be a group of staff who are intended to be involved to consider the different areas of the project and add on to the considered to be the one, so could be taken into account.

For the following reasons, the following are considered:

- The policy, the y or fund on, is to affect the production of equality in the areas of equality, gender, gender relations, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or union rights.
- Do you think the policy, the y, fund on or service meets the need of different service users or employees?
- Are you already involved in any other relevant development of the policy, the y, fund on or service?
- Are there any other types of evidence that you are sure to provide to the policy, the y, fund on or service on service users or employees?
- Do you think your policy, the y, fund on or service prevents any problem or barrier 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's impact, to see who it will affect, people dependent on it or protected categories.
- The content should include a plan to evaluate the policy, qualitative and quantitative survey, or focus group consultation.
- Consider any concerns that may arise in the implementation of the policy.
- Consider the policy's review and monitoring arrangements.

## STEP 7 – ACTION PLANNING

Value on page

The role of carrying out an ENA EALY ANALY 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 EALY ANALY comes from the action taken to improve and the positive changes that will be implemented through the service's implementation of the Action Plan. It draws on the output and responses from the top

In order to ensure that the needs of the service are met, it is important to add 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

- 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 EALY ANALY 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 audit 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 audit for publication in the Directorate 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 unable to 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 consult the appropriate

## DECLARATION

A Full EINA/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:







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 describe the process used to outline any previous involvement or consultation with the appropriate target 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 your located reference number on page  
of the guidance for you

## 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 leave, including added, deleted or modified, and decision to top or terminate service, re-employment, any other EINA/EQUALITY ANALYSIS completed and drawn upon from your or another fund.

**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 serve any interested director.



**What is Mitigating an Adverse Impact?**

Mitigating an adverse impact can either eliminate the problem or provide an alternative that does not pose a risk to reduce the impact. An alternative way for delivering the service is to provide the service in a different way for different groups to ensure that the service you are delivering is appropriate and acceptable. Alternatively, your proposal and/or options to can either not identify the need of a different identified group or propose a different design. If you are considered proceeding with the proposed policy, you must have an adverse impact on one of the protected characteristics, you must first identify your self of the following:

- If the policy directly discriminates against any of the groups currently covered by the policy. Due to any direct equality on the entry could be unfair and could be remedied. A direct discriminatory policy cannot be justified and direct discrimination is prohibited for all events of the policy.
- If the policy indirectly discriminates against a group, it could disadvantage people from a protected equality group. You may need to remediate, unless you can justify the policy. If you can, you could potentially veto on court.

The policy may need to be carried out in order to carry out your function. You are unable to find an alternative of all events of the policy that would be a direct discriminatory effect.

You may even state that you have employed to all events of the policy are proportionate, necessary and appropriate.

**Examples of potential significant adverse impact**

- Lower success rate in need on procedure for employment
- Equality criteria could disadvantage 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 provide you with information on each of the nine protected characteristics under the Equality Act 2010.

**Age**

Age refers to a person's age in years or range of years.

**Disability**

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

