



Equality Impact Assessment Guide

September 2014

Equality Impact Assessment

Equality Impact Assessment is where we evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This process ensures that we follow principles and guidance in the Equality Act 2014 when considering the impact of change or new implementations on the Protected Characteristics groups.

Protected Characteristics -

- Age
- Gender
- Disability
- Race
- Religion and Belief
- Sexual Orientation
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Marriage
- Welsh Language

If amending or introducing a policy and practice the following questions must be considered -

1. What is the purpose of the policy / practice?
2. Are there any associated policies, legislation, objectives?
3. Who are the main stakeholders in relation to this policy / practice?
4. Who performs the service?
5. What outcomes are expected from this policy / practice?
6. What factors could contribute / detract from the outcomes (risks / opportunities)?
7. What steps have we taken in carrying out this assessment and forming or amending the policy / practice? eg. consultation
8. Does the policy / practice eliminate discrimination and promote equality and good community relations due to the Protected Characteristics?

The following form (issued by Newport CC) can be used to facilitate discussion when writing, recording or amending a policy or practice.

Equality Impact Assessment Form

Name of policy / practice:

Date:

Person Responsible for EIA:

New or amended policy / practice?

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------|--|
| Describe the purpose of the policy / practice. | |
| Are there any associated policies, legislation or objectives? | |
| Who are the main stakeholders in relation to this policy / practice? | |
| Who performs the service? | |
| What outcomes are expected from this policy / practice? | |
| What factors could contribute / detract from the outcomes (risks / opportunities)? | |
| What steps have we taken in carrying out this assessment and forming or amending the policy / practice? | |
| Does the policy / practice eliminate discrimination and promote equality and good community relations due to the Protected Characteristics? | |
| Summary of the impact of the policy / practice on the general equality duty. | |

Signed:

Date:

Appendix 1 - Newport's EIA

Fairness and Equalities Impact Assessments

The purpose of an EIA is to improve service delivery and/or the experience of employees by making sure that it does not discriminate, intentionally or unintentionally and where possible promotes equality. EIA's can help identify direct and indirect discrimination and institutional discrimination

EIAs are a route to ensuring individuals and team members think carefully about the impact of the work on service users and staff to take appropriate action to improve services. By fully integrating impact assessments into the service planning process equality and diversity will be mainstreamed.

EIAs also help to anticipate and identify the consequences of projects and work streams and services and help ensure that as far as is possible any negative consequences are eliminated or minimised.

The EIA form has recently been revised to take account of wider potential impacts on fairness, and will be known as Fairness and Equalities Impact Assessments.

1. What is the service/ policy being assessed?

2. What is the purpose of the policy/ service change?

3. Protected Characteristics

| Protected Characteristic | Who are the customers/service users? | <p>If we take this decision what is the potential impact?</p> <p>The impact may be either positive or negative.</p> <p>Explain in what way they may be affected and why you believe this to be the case.</p> | <p>Action Plan to address raised issues – what changes or practical measures would reduce adverse impact on particular groups?</p> <p>To include planned outcome. May be revisited post consultation</p> | Who will be responsible? | <p>T</p> <p>Timeframe to review</p> |
|--------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| Age | | | | | |
| Gender | | | | | |
| Gender reassignment | | | | | |
| Disability | | | | | |

| | | | | | |
|-----------------------------------|-----|--|--|--|--|
| Marriage/Civil Partnership | N/A | | | | |
|-----------------------------------|-----|--|--|--|--|

| | | | | | |
|--------------------------|--|--|--|--|--|
| Race | | | | | |
| Religion/belief | | | | | |
| Welsh Language | | | | | |
| Sexual preference | | | | | |

4. Who has the service consulted regarding the proposed change? When should new consultation take place?

5. What evidence/ data has been used to complete this EIA (This will include local and national guidance)

6. How will the relevant groups be advised of the changes and the EIA?

7 How will the policy/ practice/make Newport more or less fair in relation to:

- Health Inequalities
- Child Poverty
- Skills and Work
- Tackling Domestic Violence
- Alcohol and Substance misuse
- Homelessness
- Armed Forces Veterans

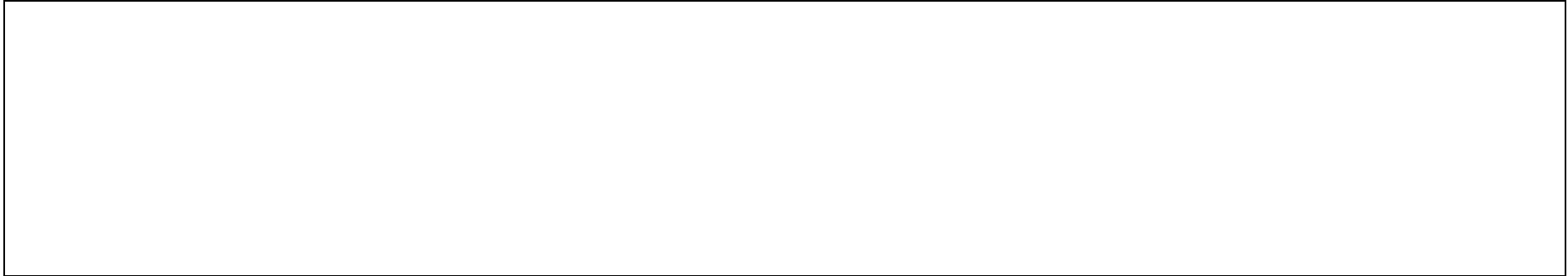
8. How will the service / policy affect local areas of the city?

Will it have a positive or negative impact in terms of fairness and addressing local area deprivation?

9. How does the changed service /policy promote good community relations (cohesion)

10. How does the changed service /policy promote equality

11. How does the changed service / policy eliminate discrimination

A large, empty rectangular box with a thin black border, intended for the user to provide an answer to the question above. The box is currently blank.

