

## A guide to equality Impact Assessments (EIAs)

### What are Equality Impact Assessments (EIAs)?

- EIAs are a **tool to help you analyse and make more considered decisions** about changes to service delivery, policy and practice. An EIA will help you to identify how specific communities of interest may be affected by decisions and to consider any potential
- EIAs can also help to improve or promote equality by encouraging you to **identify ways to remove barriers and improve participation** for people with a protected

### Why do we need to do Equality Impact Assessments (EIAs)?

- Although not a mandatory requirement, EIAs provide important **evidence** of how we have considered the implications of service and policy changes and demonstrate how we
- The three main elements of the **Public Sector Equality Duty** are:
  - ✓ Eliminating discrimination
  - ✓ Promoting equality of opportunity
  - ✓ Fostering good relations
- In fulfilling our Public Sector Equality Duty we must ensure that we demonstrate that we have followed a number of key **principles** (based on previous case law):
  - ✓ Knowledge
  - ✓ Timeliness
  - ✓ Real consideration
  - ✓ Sufficient information
  - ✓ No delegation
  - ✓ Review
  - ✓ Proper record keeping
- We need to provide evidence that we have given **due regard to any potential discriminatory impact on people with protected characteristics** in shaping policy, in
  - We must always consider whether a service change, decision or policy could have a discriminatory impact on people with protected characteristics, not just any impact that is the
  - The EIA tool allows us to **capture, demonstrate and publish our rationale** of how we have considered our communities and legal responsibilities under the Public Sector
- **But above all, EIAs are about understanding and meeting the needs of local people and supporting us to deliver our vision for Kirklees.**

### When do we need to do Equality Impact Assessments (EIAs)?

- Whenever you plan to **change, introduce or remove** a service, activity or policy.
- At the **VERY BEGINNING** of any process of:
  - ✓ Budget setting
  - ✓ Service review (including changes to employment practice)
  - ✓ Planning new projects and work programmes
  - ✓ Policy development and review
  - ✓ Procurement or commissioning activity

### Who should do it?

- Overall responsibility for EIAs lies at a **service** level. A lead officer should be appointed from the service area that is making a proposal and all decisions should be

- Those directly affected (partners, stakeholders, voluntary groups, communities, equality groups etc) should be engaged with as part of the process.

### **How should we do it?**

- Our EIA process has two stages:  
Stage 1 - initial screening assessment  
Stage 2 - further assessment and evidence

## EIA STAGE 1 – SCREENING TOOL (initial assessment)

The purpose of this screening tool is to help you consider the potential impact of your proposal at an early stage.

Please give details of your service/lead officer then complete sections 1-3:

- 1) What is your proposal?
- 2) What level of impact do you think your proposal will have?
- 3) How are you using advice and evidence/intelligence to help you?

You will then receive your stage 1 assessment score and advice on what to do what next.

<b>Directorate:</b>	<b>Senior Officer responsible for policy/service:</b>
Children and Young People	Sue Richards, Assistant Director for Early Intervention and Prevention
<b>Service:</b>	<b>Lead Officer responsible for EIA:</b>
Early Intervention & Targetted Support Service (EITSS) and Integrated Youth Support Service (IYSS)	Frances Wardley, Transformation Team
<b>Specific Service Area/Policy:</b>	<b>Date of EIA (Stage 1):</b>
Early Help Hubs	31 August 2016 (replaces previous EIAs EPS3 and EPS4 published 26 October 2015)

[Go back](#)

[Move to next section](#)

1) WHAT IS YOUR PROPOSAL?	Please select YES or NO
To <b>introduce</b> a service, activity or policy (i.e. <b>start</b> doing something)	NO
To <b>remove</b> a service, activity or policy (i.e. <b>stop</b> doing something)	YES
To <b>reduce</b> a service or activity (i.e. <b>do less</b> of something)	YES
To <b>increase</b> a service or activity (i.e. <b>do more</b> of something)	NO
To <b>change</b> a service, activity or policy (i.e. <b>redesign</b> it)	YES
To <b>start charging</b> for (or increase the charge for) a service or activity (i.e. ask people to <b>pay</b> for or to pay more for something)	YES
<b>Please briefly outline your proposal and the overall aims/purpose of making this change:</b>	
<p>The Council is seeking to reshape the current service offer of the Early Intervention and Targeted Support Service (EITSS) and Integrated Youth Support Service (IYSS) into an Integrated <b>EARLY HELP OFFER</b>. The Early Help Offer aims to identify needs within vulnerable families at an early stage and provide support and intervention before problems escalate. The Council needs to do this in the context of significant budget reductions, and so it is proposed to change the functions of children's centres and youth centre buildings, and to close some sites. Early Help will be delivered through area based working and in partnership with a wide range of other agencies. The proposed model emphasises the council's role in building capacity in communities and through partners such as schools.</p>	

**Go back**

**Move to next section**

2) WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...		Level of Impact
		Please select from drop down
Kirklees <b>employees</b> within this service/directorate? (overall)		Negative
Kirklees <b>residents</b> living in a specific ward/local area?		Neutral
Please tell us which area/ward will be affected:		All wards will be affected but not all residents.
<b>Residents</b> across Kirklees? (i.e. most/all local people)		Neutral
Existing <b>service users</b> ?		Negative
Each of the following <b>protected characteristic groups</b> ?		Please select from drop down
<i>(Think about how your proposal might affect, either positively or negatively, any individuals/communities. Please consider the impact for both employees and residents - within these protected characteristic groups).</i>		
...age	What impact is there on Kirklees <b>employees</b> /internal working practices?	Not Known
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Negative
...disability	What impact is there on Kirklees <b>employees</b> /internal working practices?	Not Known
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Negative
...gender reassignment	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...marriage/ civil partnership	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...pregnancy & maternity	What impact is there on Kirklees <b>employees</b> /internal working practices?	Not Known
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Negative
...race	What impact is there on Kirklees <b>employees</b> /internal working practices?	Not Known
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Negative
...religion & belief	What impact is there on Kirklees <b>employees</b> /internal working practices?	Not Known
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Negative
...sex	What impact is there on Kirklees <b>employees</b> /internal working practices?	Negative
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Negative
...sexual orientation	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Negative

Go back

Move to next section

3) HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?		Please select YES or NO
Have you taken any <b>specialist advice</b> linked to your proposal? (Legal, HR etc)?		YES
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	...employees?	YES
	...Kirklees residents?	YES
	...service users?	YES
	...any protected characteristic groups?	YES
Please list your evidence/intelligence here [you can include hyperlinks to files/research/websites]:		
Kirklees Observatory <a href="http://observatory.kirklees.gov.uk/">http://observatory.kirklees.gov.uk/</a> Stage 1 Early Help engagement results <a href="https://www.kirklees.gov.uk/involve/entry.aspx?id=842">https://www.kirklees.gov.uk/involve/entry.aspx?id=842</a> Children's Centres user data 2014/15 and 2015/16 Youth Zone & Duke of Edinburgh Award reach & participation 2015/16		
		Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal on the different groups of people outlined in section 2?		TO SOME EXTENT
To what extent do you feel you have considered your Public Sector Equality Duty?		TO SOME EXTENT

Go back

Move to next section

## STAGE 1 ASSESSMENT

IMPACT	RISK
Based on scoring of 1) and 2)	Based on scoring of 2) and 3)
<b>-18</b>	<b>0</b>

You need to move on to complete a Stage 2 assessment if:  
The final Impact score is negative and/or the Risk score is negative.

Go back