

# Understanding our impact on our communities and workforce

Equality Impact Assessment (EIA)  
guidance and template

## EIA STAGE 2 – FURTHER ASSESSMENT AND ACTION PLAN

- ✓ The purpose of this further assessment is to help you consider how you will:
  - avoid, reduce or minimise negative impact
  - promote equality of opportunity
  - foster good relations between people who share a protected characteristic and those who do not

for proposals/activities that have been assessed as potentially having a negative impact on communities/protected characteristic groups.

- ✓ Considering what you will do to help address the above is your responsibility as a service and the Stage 2 EIA will help you to think this through. If you need expert advice (e.g. from Legal or HR) then this is available, but this process is ultimately about empowering you as a service to better understand and meet the needs of local people.
- ✓ Please provide the reference to your stage 1 assessment, to then complete sections
  - A) Further evidence and consultation with key stakeholders
  - B) Action planning
  - C) Publishing your EIA

<b>Directorate:</b>	<b>Senior officer responsible for service/policy:</b>
Children and Young People	Sue Richards, Assistant Director for Early Intervention and Prevention
<b>Service:</b>	<b>Lead officer responsible for this EIA:</b>
Early Intervention & Targeted 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
<b>EIA (Stage 1) reference number:</b>	<b>Date of EIA (Stage 2):</b>
Not yet assigned	13 December 2016 (revised from 5 September 2016)

## A) Further evidence and consultation with employees, residents and any other stakeholders

As part of your Stage 1 EIA you identified evidence/intelligence you had available to support your assessment of the impact of your proposal on different groups.

**Stage 2 is different to Stage 1. It is a live process that needs to be your companion throughout the whole of the proposal considerations.**

At Stage 2 you need to document the evidence you **already have** to show you have undertaken consultation. You also need to document what you are **planning to do too**. This section needs to be regularly updated when you have completed a piece of consultation activity. This helps to support the work you are doing to understand the impact of your proposals.

CONSULTATION WITH KEY STAKEHOLDERS				COMPLETE THIS DETAIL WHEN YOU HAVE DONE YOUR CONSULTATION	
REF No.	Which key stakeholders have you/are you consulted/ing with?	Why have you/are you consulted/ing them (or not?) and what were you/are you looking to find out?	How did you/are you planning to consult them? Date and method of planned consultation	Actual Date of Consultation	Outcome of consultation What have you learned? Do you have actions to complete that will help mitigate any unnecessary negative impact on groups? [move to section B if you do]
1	General public, including existing service users and Kirklees employees	To engage with members of communities in Kirklees to understand their views and opinions on the Council's vision for early help.	We carried out an engagement exercise for four weeks in July and August 2016. This comprised an engagement survey and accompanying booklet, distributed to Children's Centres and other community venues, an online survey and informal discussions with young people.	11 July – 7 August 2016	<p>A key finding from the engagement process is a concern that a reduction in the number of buildings will make it harder for some people to access services due to travel difficulties and wider access issues.</p> <p>Respondents also raised concerns about services moving from being run to professional staff to being run by volunteers</p> <p>Details of the engagement process can be found on the Involve database at <a href="https://www.kirklees.gov.uk/involve/entry.aspx?id=842">https://www.kirklees.gov.uk/involve/entry.aspx?id=842</a></p> <p>A formal consultation process and exercise is proposed to be undertaken with all key stakeholders</p>

					between 27th September and 22nd November and will include specific consultation with Children's Centre staff, Unions, groups of parents/service users, parents with children under 5 years, independent childcare providers, local residents, ward councillors, MPs, Advisory Boards, schools/academies and other key Local Authority staff.
2	General public, including existing service users and Kirklees employees	The main objective of the consultation was to consult with members of communities in Kirklees to understand their views and opinions on specific proposals to change the way in which children, young people and family support services are delivered in Kirklees.	We carried out a consultation between 27th September and 22nd November 2016. This included a consultation survey as well as a number of focus groups and other discussions, and an email box.	27th September to 22nd November 2016	<p>Analysis of the survey results and findings from focus groups indicates that the main concerns around the potential loss of Children's Centre open access services include the impact on social and development opportunities for parent and child, the risk of parental social isolation, and loss of ad-hoc support and advice from staff.</p> <p>Details of the consultation can be found on the Involve database at <a href="https://www.kirklees.gov.uk/involve/entry.aspx?id=842">https://www.kirklees.gov.uk/involve/entry.aspx?id=842</a></p>

## B) Action planning

If you identified that you needed to take further action after you consultation activity in section A, you need to now complete this action plan. It needs to include: a list of actions that you will take, what you think will be the projected outcome from doing this, record what you ended up doing, when you did this and what the actual outcome was.

Actions need to cover your next steps AND specific actions that you will need to take to help mitigate the impact against protected characteristic groups that is being identified through your consultation.

**THIS IS A LIVE PLAN – YOU WILL NEED TO REVIEW & CONTINUE TO UPDATE IT**

EIA - ACTION PLAN			Complete this section when you have actually carried out some actions		
REF.No [from section A]	What actions are you going to do as a result of carrying out your consultation?	What do you think these actions will achieve? Will they mitigate any adverse impact on protected characteristic groups? Will they foster good relations between people? Will they promote equality of opportunity?	What did you actually do?	When did you do this?	What was the actual outcome? Have you mitigated any negative impact? Have you ensured good relations exist? Have you promoted equality of opportunity?
1	<p>We will use the consultation to gather more detailed views from members of the protected characteristic groups.</p> <p>We will also carry out further data analysis of existing users, the demographic profile of the areas concerned, and transport links and accessibility of the proposed sites.</p>	By better understanding any impact on protected characteristic groups at a local level, we will be able to try to mitigate any adverse impact and therefore to continue to promote equality of opportunity.	<p>We carried out the consultation.</p> <p>We also carried out detailed analysis of the accessibility of the proposed sites by public transport.</p>	27th September to 22nd November 2016.	See below for details
1	Detailed analysis of the accessibility of the proposed sites by public transport raised a number of issues and mitigation has been proposed.	Further details are provided in the additional information which forms part of this EIA	N/a	N/a	N/a
1	We had identified that the increased role played by community run services might have a greater impact on protected characteristic groups if volunteers lack suitable training and supervision. This was confirmed by	Further details are provided in the additional information which forms part of this EIA.	N/a	N/a	N/a

	the consultation.				
N/a	<p>We had identified that changes to working practices, and to the locations of delivery centres and other workplaces could have an adverse impact on certain protected characteristic groups within the Council workforce.</p> <p>Although many staff members took part in the consultation, impact on the workforce did not come up.</p> <p>We will therefore carry out specific consultation with affected staff and Trade Unions in 2017.</p>	We will investigate this further via consultation with staff and trade unions.	N/a	N/a	N/a
N/a	<p>We had identified that changes to the provision of activities for young people, and to the availability to certain services in Children's Centres such as "Stay and Play," could have an impact on the Council's ability to foster good relations between people. This was confirmed by the consultation.</p>	Further details are provided in the additional information which forms part of this EIA.	N/a	N/a	N/a
N/a	N/a	We do not anticipate that the proposals will impact on the Council's ability to end unlawful discrimination.	N/a	N/a	N/a

### **C)Publishing Your EIA**

ALL Equality Impact Assessments must be published. They are public documents. As you update your EIA, you will need to re-publish this to show the changes you are making. This will allow stakeholders in your proposal to be more informed and talk to you in a more knowledgeable way about your proposal.