

## 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 discriminatory impact on people with **protected characteristics**.
- 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 characteristic.

### 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 have met our legal Public Sector Equality Duty (Equality Act 2010).
- 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 delivering and making changes to services, and in relation to our staff. 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 same as it would be for everyone else.
- 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 Equality Duty and is our main way of providing the evidence needed.
- **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 approved by the senior management team in that service.
- 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	Steve Comb (Head of Corporate Parenting)
<b>Service:</b>	<b>Lead Officer responsible for EIA:</b>
Corporate Parenting	Steve Comb (Head of Corporate Parenting)
<b>Specific Service Area/Policy:</b>	<b>Date of EIA (Stage 1):</b>
Corporate Parenting Strategy 2019-21	20/3/2019

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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)	YES
To <b>remove</b> a service, activity or policy (i.e. <b>stop</b> doing something)	NO
To <b>reduce</b> a service or activity (i.e. <b>do less</b> of something)	NO
To <b>increase</b> a service or activity (i.e. <b>do more</b> of something)	YES
To <b>change</b> a service, activity or policy (i.e. <b>redesign</b> it)	NO
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)	NO
<p><b>Please briefly outline your proposal and the overall aims/purpose of making this change:</b></p> <p>The Strategy sets out the Council’s framework for delivering on its corporate parenting responsibilities so that our children in care and care leavers thrive. This includes the Council’s approach to developing and deepening a corporate parenting ethos across all services and amongst elected members so that every part of the Council champions the needs of our children in care and care leavers.</p>	

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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)		Positive
Kirklees <b>residents</b> living in a specific ward/local area?		Not Known
Please tell us which area/ward will be affected:		
<b>Residents</b> across Kirklees? (i.e. most/all local people)		Positive
Existing <b>service users</b> ?		Very Positive
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?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Positive
...disability	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?	Positive
...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?	Positive
...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?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...race	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?	Positive
...religion & belief	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?	Positive
...sex	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?	Positive
...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?	Positive

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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
<p>Research was looked at in developing this strategy. We believe further engagement sessions with elected members and Council officers will benefit our children in care and care leavers with protected characteristics as it will raise awareness of their diverse backgrounds and identities.</p> <p>'The latest national figures on children in care in England (March 2018):  <a href="https://www.gov.uk/government/statistics/children-looked-after-in-england-including-adoption-2017-to-2018">https://www.gov.uk/government/statistics/children-looked-after-in-england-including-adoption-2017-to-2018</a></p> <p>Prison Reform Trust (2016), 'In Care, Out of Trouble: How the Life Chances of Children in Care can be transformed by protecting them from unnecessary involvement in the criminal justice system'  <a href="http://www.prisonreformtrust.org.uk/Portals/0/Documents/care%20review%20full%20report.pdf">http://www.prisonreformtrust.org.uk/Portals/0/Documents/care%20review%20full%20report.pdf</a></p> <p>Children's Commissioner (2018), Stability Index: <a href="https://www.childrenscommissioner.gov.uk/wp-content/uploads/2018/05/Childrens-Commissioners-2018-Stability-Index-Overview.pdf">https://www.childrenscommissioner.gov.uk/wp-content/uploads/2018/05/Childrens-Commissioners-2018-Stability-Index-Overview.pdf</a></p> <p>CORAM (2017), 'Care Leavers Views on Their Transition into Adulthood', <a href="https://coramvoice.org.uk/sites/default/files/999-CV-Care-Leaver-Rapid-Review-lo%20%28004%29.pdf">https://coramvoice.org.uk/sites/default/files/999-CV-Care-Leaver-Rapid-Review-lo%20%28004%29.pdf</a></p> <p>Oakley et al (2018), 'Looked-After Children: The Silent Crisis', <a href="http://www.smf.co.uk/wp-content/uploads/2018/08/Silent-Crisis-PDF.pdf">http://www.smf.co.uk/wp-content/uploads/2018/08/Silent-Crisis-PDF.pdf</a></p> <p>Kirklees JSNA, <a href="https://observatory.kirklees.gov.uk/jsna/specific-groups-life-events/looked-after-children-care-leavers">https://observatory.kirklees.gov.uk/jsna/specific-groups-life-events/looked-after-children-care-leavers</a></p> <p>Consultation with partners, as detailed in the public Cabinet report</p>		
		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?		FULLY

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## STAGE 1 ASSESSMENT

IMPACT	RISK
Based on scoring of 1) and 2)	Based on scoring of 2) and 3)
15	23
SCORE (calculated) Max = - / + 32	SCORE (calculated) Max risk = - / + 40

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.

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