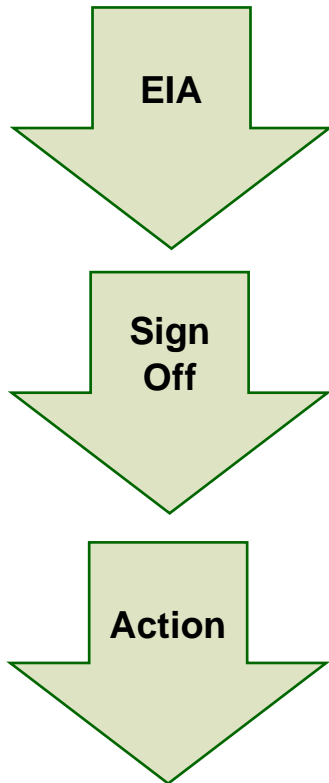


## Warwickshire County Council (WCC) Equality Impact Assessment (EIA) Form

The purpose of an EIA is to ensure WCC is as inclusive as possible, both as a service deliverer and as an employer. It also demonstrates our compliance with Public Sector Equality Duty (PSED).

This document is a planning tool, designed to help you improve programmes of work by considering the implications for different groups of people. A guidance document is available [here](#).

Please note that, once approved, this document will be made public, unless you have indicated that it contains sensitive information. Please ensure that the form is clear and easy to understand. If you would like any support or advice on completing this document, please contact the Equality, Diversity and Inclusion (EDI) team on 01926 412370 or via [equalities@warwickshire.gov.uk](mailto:equalities@warwickshire.gov.uk), or if it's relating to health inequalities, please contact Ruby Dillon via [rubydillon@warwickshire.gov.uk](mailto:rubydillon@warwickshire.gov.uk).



- Having identified an EIA is required, ensure that the EIA form is completed before any work is started. This includes gathering evidence and / or engaging the relevant stakeholders to inform your assessment.
- Brief the relevant Assistant Director for sign off and upload the completed form here: [Upload Completed Equality Impact Assessments](#). Please name it “EIA [project] [service area] [year]”
- Undertake further research / engagement to further understand impacts (if identified).
- Undertake engagement and / or consultation to understand if EIA has identified and considered impacts.
- Amend accordingly to engagement / consultation feedback and brief decision makers of any changes.
- Implement proposed activity.
- Monitor impacts and mitigations as evidence of duty of care.

## Section One: Essential Information

<b>Service / policy / strategy / practice / plan being assessed</b>	
<b>Business Unit / Service Area</b>	
<b>Is this a new or existing service / policy / strategy / practice / plan?</b>  If existing, please state date of last assessment.	
<b>EIA Authors</b>  <b>N.B.</b> It is best practice to have more than one person complete the EIA to bring different perspectives to the table.	
<b>Do any other Business Units / Service Areas need to be included?</b>	
<b>Does this EIA contain personal and / or sensitive information?</b>	
<b>Are any of the outcomes from this assessment likely to result in complaints from existing services users, members of the public and / or employees?</b>	If <b>yes</b> , please let your Assistant Director and the Customer Relations Team know as soon as possible

1. Please explain the background to your proposed activity and the reasons for it.

2. Please outline your proposed activity including a summary of the main actions.

3. Who is this going to impact and how?

Customers	Members of the Public	Employees	Job Applicants
Other, please specify:			

## Section Two: Evidence

Please include any evidence or relevant information that has influenced the decisions contained in this EIA. This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups and additional groups outlined in Section Four.

### A – Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

### B – Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

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### Section Three: Engagement

Engagement with individuals or organisations affected by the proposed activity must take place. For further advice and support with engagement and consultations, click [here](#).

<b>Has the proposed activity been subject to engagement or consultation with those it's going to impact, taking into account their protected characteristics and socio-economic status?</b>		
<b>If YES, please state who with.</b>		
<b>If NO engagement has been conducted, please state why.</b>		
<b>How was the engagement carried out?</b>	<b>Yes / No</b>	<b>What were the results from the engagement? Please list...</b>
<b>Focus Groups</b>		
<b>Surveys</b>		
<b>User Panels</b>		
<b>Public Event</b>		

<b>Displays / Exhibitions</b>		
<b>Other (please specify)</b>		
<b>Has the proposed activity changed as a result of the engagement?</b>		
<b>Have the results of the engagement been fed back to the consultees?</b>		
<b>Is further engagement or consultation recommended or planned?</b>		
<b>What process have you got in place to review and evaluate?</b>		

## Section Four: Assessing the Impact

### **Protected Characteristics and other groups that experience greater inequalities**

What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposed activity? This section also allows you to consider other impacts, e.g. health inequalities

such as deprivation, socio-economic status, vulnerable groups such as individuals who suffer from socio-economic disadvantage, armed forces, carers, homelessness, people leaving prison, young people leaving care etc.

On the basis of evidence, has the potential impact of the proposed activity been judged to be positive (+), neutral (=), negative (-), or positive and negative (+&-), for each of the protected characteristic groups below and in what way?

**N.B** In our Guidance to EIAs we have provided you with potential questions to ask yourself when considering the impact of your proposed activity. Think about what actions you might take to mitigate / remove the negative impacts and maximize on the positive ones. This will form part of your action plan at Section Six.

	<b>Impact type (+) (=) (-) or (+&amp;-)</b>	<b>Nature of impact</b>
<b>Age</b>		
<b>Disability</b> Consider: <ul style="list-style-type: none"> <li>• Physical disabilities</li> <li>• Sensory impairments</li> <li>• Neurodiverse conditions (e.g. dyslexia)</li> <li>• Mental health conditions (e.g. depression)</li> <li>• Medical conditions (e.g. diabetes)</li> </ul>		
<b>Gender Reassignment</b>		
<b>Marriage and Civil Partnership</b>		

<b>Pregnancy and Maternity</b>		
<b>Race</b> Including: <ul style="list-style-type: none"> <li>• Colour</li> <li>• Nationality</li> <li>• Citizenship</li> <li>• Ethnic or national origins</li> </ul>		
<b>Religion or Belief</b>		
<b>Sex</b>		
<b>Sexual Orientation</b>		
<b>Vulnerable People:</b> <ul style="list-style-type: none"> <li>• Individuals who suffer socio-economic disadvantage</li> <li>• Armed Forces (WCC signed the <a href="#">Armed Forces Covenant</a> in June 2012)</li> <li>• Carers</li> <li>• Homelessness</li> <li>• People leaving Prison</li> <li>• People leaving Care</li> </ul>		
<b>Health Inequalities (HI)</b> Many issues can have an impact on health: is it an area of deprivation, does every population group have equal access, unemployment, work		<b>Prompts (remove once completed):</b> What health inequalities already exist? <ul style="list-style-type: none"> <li>• You may want to look at existing service data/information that highlights health inequalities that already exist (look at supporting document for sources of information).</li> </ul> Will your proposal have a negative or positive implications on health inequalities?



conditions, education, skills, our living situation, rural, urban, rates of crime etc		<ul style="list-style-type: none"> <li>• Think about whether outcomes vary across groups and who benefits the most and least, for example, the outcome for a woman on a low income may be different to the outcome for a woman a high income.</li> </ul> <p>What can you do to mitigate any identified health inequalities?</p> <ul style="list-style-type: none"> <li>• Think about offering for example benefits advice, access to bus routes, community support, flexible opening times, creche facilities etc</li> </ul>
<b>Other Groups</b> If there are any other groups		

### **Public Sector Equality Duty (PSED)**

Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please evidence how your proposed activity meets our obligations under the PSED.

	<b>Evidence of Due Regard</b>
<b>Eliminate unlawful discrimination (harassment, victimisation and other prohibited conduct):</b>	
<b>Advance equality of opportunity:</b>  This involves <ul style="list-style-type: none"> <li>• removing or minimising disadvantages suffered by people due to their protected characteristics;</li> <li>• taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people, for example, taking steps to take account of people with disabilities;</li> </ul>	

<ul style="list-style-type: none"> <li>encouraging people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.</li> </ul>	
<p><b>Foster good relations:</b></p> <p>This means tackling prejudice and promoting understanding between people from different groups and communities.</p>	

**Section Five: Partners / Stakeholders**

Which sectors are likely to have an interest in or be affected by the proposed activity?	Yes / No	Describe the interest / affect
Businesses		
Councils		
Education Sector		
Fire and Rescue		
Governance Structures		
NHS		
Police		
Voluntary and Community Sector		

<b>Other(s): please list and describe the nature of the relationship / impact</b>	
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### **Section Six: Action Planning**

If you have identified impacts on protected characteristic groups in Section Four please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

### **Mitigating Actions**

Consider:

- Who else do you need to talk to? Do you need to engage or consult?
- How you will ensure your activity is clearly communicated
- Whether you could mitigate any negative impacts or build on positive impacts for protected groups or health inequalities
- Whether you could do more to fulfil the aims of the PSED
- How you will monitor and evaluate the effect of this work

- Anything else you can think of!

Identified Impact	Action(s)	Timescale incl. evaluation and review date	Name of person responsible
	<i>Review and monitor EIA in line with developments, including engagement and consultation</i>		

**No Mitigating Actions**

<b>Please explain why you do not need to take any action to mitigate or support the impact of your proposed activity.</b>

**Section Seven: Assessment Outcome**

<b>Only one of following statements best matches your assessment of this proposed activity. Please select one and provide your reasons.</b>		
<b>No major change required</b>		
<b>The proposal has to be adjusted to reduce impact on protected characteristic groups and/or health inequalities</b>		

<b>Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups and/or health inequalities</b>		
<b>Stop the proposal as it is potentially in breach of equality legislation</b>		

**Section Eight: Sign Off**  
**N.B** To be completed after the EIA is completed but before the area of work commences.

<b>Name of person/s completing EIA</b>	
<b>Name and signature of Assistant Director</b>	
<b>Date</b>	
<b>Date of next review and name of person/s responsible</b>	

Once signed off, please ensure the EIA is uploaded using the following form. Please name it “EIA [project] [service area] [year]”: [Upload Completed Equality Impact Assessments](#)

These will be stored on a [Sharepoint library](#) which WCC colleagues can access.