
Equality Impact Analysis (EqIA) Template

EqIAs make services better for everyone and supports value for money by getting services right first time.

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users. They analyse how all our work as a council might impact differently on different groups. They help us make good decisions and evidence how we have reached these decisions.

EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

Age: People of all ages

Disability: A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

Gender Reassignment: In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

Pregnancy and Maternity: Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

Race/Ethnicity: This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers

Religion and Belief: Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

Sex/Gender: Both men and women are covered under the Act.

Sexual Orientation: The Act protects bisexual, gay, heterosexual and lesbian people

Marriage and Civil Partnership: Only in relation to due regard to the need to eliminate discrimination.

1. Equality Impact Analysis (EqIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed.

<p>Title of EqIA</p>	<p>Closure on 24 December 2018 and subsequent years where Christmas Day falls on a Tuesday</p>	<p>Date</p>	<p>12 March 2018</p>
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<p>Team/Department</p>	<p>All council employees</p>
<p>Focus of EqIA</p> <p>What are the aims of the new initiative? Who implements it? Define the user group impacted? How will they be impacted?</p>	<p>Aim – to close the council offices on 24 December 2018 and subsequent years where Christmas Day falls on a Tuesday to give all employees an extended break over the Christmas period and to avoid disputes within teams as to who should have 24 December off.</p> <p>Who implements it – HR will be responsible for ensuring effective communication to remind employees and managers. Managers will be responsible for ensuring that employees manage their leave accordingly.</p> <p>User group impacted – employees who ordinarily work on Mondays</p> <p>How will they be impacted? – all employees will need to use 1 day of their annual leave on 24 December. For 2018, if employees have already booked or used their annual leave, they can use other leave (e.g. flexi, TOIL, unpaid leave)</p>

2. Review of information, equality analysis and potential actions

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff ALL DATA IS FROM E&D REPORT 2016/17	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Age	<i>Under 20 – 1.7%</i> <i>20-29 – 6.2%</i> <i>30-39 – 15.9%</i> <i>40-49 – 26.6%</i> <i>50-59 – 34%</i> <i>60-64 – 10.2%</i> <i>65+ - 5.4%</i>			
Disability	3% have a disability			
Gender reassignment	No data available			
Pregnancy and maternity	5 employees currently on maternity leave. Their maternity leave ends before 24 December 2018 however 3 of them may have annual leave to take at the end which takes them beyond 24 December. Likely to have further		Will need to be mindful of those employees who have maternity leave over 24 December.	Treat 24 December as a bank holiday for maternity leavers? (ie add onto end of maternity leave) Include a reminder in letters to employees before, during and after their maternity leave

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	employees starting their maternity leave later in the year which extends beyond 24 December 2018			
Race	4.2% are from BAME groups			
Religion or belief	Christian – 56.4% Non-Christian – 3.5% No religion – 21% Not known – 19.3%	Some employees may not wish to take an additional day off during a religious festival they don't celebrate	Potentially more advantageous to Christian employees over non-Christian employees as the enforced leave is around a traditionally Christian festival	Allow employees time off during other non-Christian festivals/events e.g. Ramadan
Sex/Gender	72% female 28% male 35% of staff are part time females 5% of staff are part time males		Staff who do not usually work on Mondays will not be affected as this is a non-working day for them anyway. Will potentially affect more females (and more part time females) than males due to workforce composition.	Managers should be flexible with how 24 December 2018 can be taken as leave e.g. if they don't have annual leave to take allowing part-time employees to work on one of their non-working days so that they don't have to use leave for 24 December
Sexual orientation	Heterosexual – 77.9% LGBT – 2.3% Unknown – 19.5%			

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<p>Marriage and civil partnership</p>	<p>No data available</p>			

Assessment of overall impacts and any further recommendations

All employees regardless of the protected characteristics above will be required to take time off on Monday 24 December each year where Christmas Day falls on a Tuesday. Managers will be encouraged to be flexible with regard to how their employees take leave on 24 December 2018

HR will send out regular messages throughout the affected year to remind staff

HR and LT should re-inforce the message that the suggestion to close on 24 December came from an employee and therefore we listen to our employees

HR and managers should offer support to employees who are having difficulties

3. List detailed data and/or community feedback which informed your EqIA (If applicable)

<p>Title (of data, research or engagement)</p>	<p>Date</p>	<p>Gaps in data</p>	<p>Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)</p>
<p>Equality and Diversity Annual Report 2016/17</p>			

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4. Prioritised Action Plan (If applicable)

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Lead Equality Impact Assessment officer: Nathan Bookbinder

Date:

Directorate Management Team rep or Head of Service: Kate Leeke

Date: 18 April 2018

Author of Equality Impact Analysis: Vicki David

Date: 18 April 2018