
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.

Title of EqIA	Statement of Community Involvement	Date	5 May 2019
Team/Department	Planning & Implementation Team		

Focus of EqIA

What are the aims of the new initiative?
 Who implements it?
 Define the user group impacted?
 How will they be impacted?

The Council is legally required to produce a Statement of Community Involvement every 5 years, which sets out how the Council will involve the community in the planning process. The previous SCI was adopted in 2013 but is being revised to reflect changes to legislation and increased use of social media.

The aim of the SCI is to ensure that, as far as possible, all parts of the community have the opportunity to get involved in preparing planning documents and processing planning applications. In addition to setting out the council's publicity and consultation procedures, the SCI also outlines what we expect applicants to do before they submit a planning application. When the Council consults on planning policy documents and planning applications it must comply with the SCI.

The SCI will impact on a range of user groups. Generally it will have a positive impact on all people who live and work in East Herts because it encourages engagement with stakeholders and the wider community at various opportunities in the planning process. By providing clarity about when and how to get involved and the varied methods for notifying, consulting and responding, it is beneficial for various sections of the community as defined in the Equality Act 2010. Specific reference is made to promoting accessible and inclusive consultation procedures so no group should be disadvantaged. There is also an aim to increase the involvement of 'hard to reach groups' on the basis of age, race and disability.

The SCI provides the framework for consultation that the Council's District Plan must comply with. The current District Plan, which was adopted on 23 October 2018, was subject to an EQIA. This assessment demonstrated the District Plan will generally benefit all people who live, work and visit East Herts to some degree. While the Plan will have no impact on certain groups, there will be positive impacts for particular sections of the community as defined in the Equality Act 2010, specifically for race, disability age, religion or belief, being pregnant or having a child. In addition, the Plan will have positive impacts on those disadvantaged by socio-economic factors, and some residents who live in the rural area of East Herts. No specific impacts were identified in relation to the equality groups defined by gender, sexual orientation, transgender or those who are married or in a civil partnership.

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		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	<p>Age profile of the district:</p> <p>Under 20 24.2%</p> <p>20-24 4.5%</p> <p>25-29 5.5%</p> <p>30-44 19.8%</p> <p>45-59 22.9%</p> <p>60-64 5.4%</p> <p>65-74 9.6%</p> <p>75-84 5.6%</p> <p>85-89 1.6%</p> <p>90 0.9%</p>		<p>This document will be published for consultation in June.</p>	<p>The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact.</p> <p>However, younger people are identified in the SCI as a 'hard to reach' group as they are generally less likely to engage in the planning process. The SCI aims to consult in a way that ensures hard to reach groups are involved in consultations from an early stage.</p>	<p>To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered.</p> <p>Specific techniques that may attract younger people include promoting electronic methods of consultation and social media and where appropriate encouraging the use of community events/ displays, producing summaries to make information easier to read and visiting local schools.</p> <p>This process will have a positive impact by increasing awareness of planning opportunities and enhancing opportunities to be involved</p>

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		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
					and respond to planning consultations.
Disability	11,663 households in East Herts have one person in the household with a long-term health problem or disability.		This document will be published for consultation in June.	<p>The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact.</p> <p>However, people with disabilities are identified in the SCI as a 'hard to reach' group. The SCI aims to consult in a way that ensures hard to reach groups are involved in consultations from an early stage.</p>	<p>To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered.</p> <p>The SCI sets out a number of methods that could assist people with disabilities:</p> <ul style="list-style-type: none"> • Written information will be made available on request in accessible formats such as large print, Braille, audio. • Summaries will be produced when relevant to ensure information is easily accessible. • The aim to improve engagement by

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	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
				promoting electronic methods of consultation and social media may help some people with disabilities access and respond to consultation material. <ul style="list-style-type: none"> • Events will be at accessible locations.
Gender reassignment	Not known	This document will be published for consultation in June.	The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact. However no specific gender reassignment impact has been identified.	To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered. A range of consultation principles and techniques are proposed to ensure consultation is inclusive so all sectors of the community should benefit. In addition the SCI sets out clear processes for dealing with discriminatory comments, which is a positive approach to addressing

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		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
					discrimination.
Pregnancy and maternity	Not known		This document will be published for consultation in June.	<p>The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact.</p> <p>However no specific pregnancy and maternity impact has been identified.</p>	<p>To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered.</p> <p>A range of consultation principles and techniques are proposed to ensure consultation is inclusive so all sectors of the community should benefit. In addition the SCI sets out clear processes for dealing with discriminatory comments, which is a positive approach to addressing discrimination.</p>
Race	White English/Welsh/Scottish/ Northern Irish/ British Irish	95.47% 90.25% 1.14%	This document will be published for consultation in June.	The SCI seeks to ensure an inclusive approach to planning engagement regardless of	To foster good relations the SCI aims to improve engagement by involving representatives of a cross-

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		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
	Gypsy or Irish Traveller Other White	0.04% 4.04%		background or personal circumstance, which is a positive impact. However, people from ethnic minorities are identified in the SCI as a 'hard to reach' group. The SCI aims to consult in a way that ensures hard to reach groups are involved in consultations from an early stage.	section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered. A range of consultation principles and techniques are proposed to ensure consultation is inclusive so all sectors of the community should benefit. In addition the SCI sets out clear processes for dealing with discriminatory comments, which is a positive approach to addressing discrimination. The SCI also promotes targeted consultation where relevant to help engage specifically with particular groups, for example Gypsy and Travellers.
	Mixed/ multiple ethnic groups	1.61%			
	White and Black Caribbean	0.45%			
	White and Black African	0.15%			
	White and Asian	0.62%			
	Other Asian	0.38%			
	Asian/ Asian British	1.95%			
	Indian	0.73%			
	Pakistani	0.15%			
	Bangladeshi	0.20%			
	Chinese	0.37%			
	Other Asian	0.49%			
	Black/African/Caribbean/ Black British	0.71%			
	African	0.43%			
	Caribbean	0.22%			
	Other Black	0.07%			
	Other ethnic group	0.26%			
	Arab	0.10%			
	Any other ethnic group	0.16%			

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		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
Religion or belief	Christian Buddhist Hindu Jewish Muslim Sikh Other religion No religion Religion not stated	62.75% 0.32% 0.45% 0.33% 0.72% 0.12% 0.32% 27.75% 7.26%	This document will be published for consultation in June.	The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact. However no specific religion or belief impact has been identified.	To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered. A range of consultation principles and techniques are proposed to ensure consultation is inclusive so all sectors of the community should benefit. In addition the SCI sets out clear processes for dealing with discriminatory comments, which is a positive approach to addressing discrimination.
Sex/Gender	The district is 51% female and 49% male		This document will be published for consultation in June	The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact.	To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	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
			However no specific sex/gender impact has been identified.	community are considered. A range of consultation principles and techniques are proposed to ensure consultation is inclusive so all sectors of the community should benefit. In addition the SCI sets out clear processes for dealing with discriminatory comments, which is a positive approach to addressing discrimination.
Sexual orientation	Not known	This document will be published for consultation in June	The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact. However no specific sexual orientation impact has been identified.	To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered. A range of consultation principles and techniques are proposed to ensure consultation is inclusive so all sectors of the community should benefit. In addition the

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	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
				SCI sets out clear processes for dealing with discriminatory comments, which is a positive approach to addressing discrimination.
Marriage and civil partnership	Single- 30.5% Married- 52.3% Civil partnership- 0.2% Separated – 2.3% Divorced- 8.6% Widowed- 6.2%	This document will be published for consultation in June	The SCI seeks to ensure an inclusive approach to planning engagement regardless of background or personal circumstance, which is a positive impact. However no specific marriage and civil partnership impact has been identified.	To foster good relations the SCI aims to improve engagement by involving representatives of a cross-section of stakeholders, ensuring that different needs and views of different sections or groups of the community are considered. A range of consultation principles and techniques are proposed to ensure consultation is inclusive so all sectors of the community should benefit. In addition the SCI sets out clear processes for dealing with discriminatory comments, which is a positive approach to addressing discrimination.
Assessment of overall impacts and any further recommendations				

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	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
<p>It is not considered that the Statement of Community Involvement will give rise to actual or likely adverse impacts to the groups identified as being potentially affected.</p>				

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

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
<p style="text-align: center;">NOT APPLICABLE</p>			

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.				
NOT APPLICABLE				

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: **Kirsty McKenzie** **Date: 15/05/19**

Directorate Management Team rep or Head of Service: **Sara Saunders** **Date: 15/05/19**

Author of Equality Impact Analysis: **Laura Guy** **Date: 15/05/19**