

Equality Impact Assessment Guidance and Template

Version 7

What is an Equality Impact Assessment (EIA)?

An EIA is a tool that helps us to improve the delivery of services to our communities by:

- Ensuring that our services are free from discrimination
- Ensuring that we identify and address customer needs
- Improving transparency around the decisions we make

The EIA process involves looking at evidence (for example, service user data, consultation outcomes, community profiles), engaging with people, staff, service users and others and considering the effect of what we do on the whole community.

What are the benefits from doing EIA's?

Carrying out a good EIA makes excellent business sense.

It will help you to:

- Ensure services are targeted in the right way by assessing any potential impacts – positive or negative
- Work with others to identify and plan how negative impacts can be reduced
- Make sure that your decision making is justified and transparent
- Provide evidence of your decision. This is necessary should your decision be challenged by staff, service users or any other stakeholder
- Create an opportunity for dialogue with the community, Members and other staff
- Ensure good customer service

Why do we do them?

EIA's help us to ensure that equality is placed at the heart of policy development and service delivery. Addressing equalities issues is part of improving the way local government delivers services and employs people

In 2010 a major piece of Equality legislation was passed which replaced previous anti-discrimination laws with a single Act – the Equality Act. The Act requires public bodies such as Cornwall Council to pay 'due regard' to (consider) the need to:

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations between people

An EIA is a way of meeting this requirement and helps us to understand the effect our policies and practices have on our communities and workforce.

When do they need to be carried out?

EIA's need to be carried out whenever you:

- Design a new policy
- Review or amend an existing policy
- Review your services
- Start a project or programme of work
- *When submitting reports to your Directorate or Corporate Leadership Teams, Scrutiny or Cabinet

It is important the EIA is carried out at the earliest opportunity to ensure that you have the time to undertake any additional work that will inform your decisions (for example community engagement).

Equality Impact Assessments are public documents and will be published on the Cornwall Council website.

For more information please refer to the [Equality and Diversity](#) pages on the Intranet.

Remember: Equality Impact Assessments need to cover both the impacts on the workforce (employment) and customers/public (service delivery).

Handy Tips

1. Try and complete this assessment with other officers, a group of 3 or 4 is ideal to discuss ideas with
2. Refer to the [Equality and Diversity](#) pages on the intranet for guidance and other information
3. Use your [DEAG](#) to support you in completing the EIA if required
4. A good EIA is underpinned by robust data and community or stakeholder engagement. Use these links for guidance regarding [Consultation](#) and [Community Intelligence](#)
5. Use the [Democratic Services](#) page for guidance on reports
6. Send your completed EIA to your [DEAG Equality Co-ordinator](#) who will provide feedback and official 'sign-off'

*** For any Committee or Senior Management Report, you must include the outcomes from your EIA. You can easily do this by copying and pasting the 'Summary of Outcomes' section found in the EIA template to the part of the report which asks for 'equalities considerations'.**

Equality Impact Assessments and the Equality Act (2010):

The aim of the Equality Act 2010 was to harmonise discrimination law and to strengthen the law to support progress on equality. The Act extended the existing legal protections to cover the 7 previous strands or characteristics **plus** marriage and civil partnerships, pregnant women and new mothers. Your Equality Impact Assessment must pay 'due regard' or consider the following protected characteristics where relevant (this will depend on the service, policy or function you are impact assessing).

Definitions for the 9 'Protected Characteristics' are:

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender Reassignment

The process of transitioning from one gender to another.

Marriage and Civil Partnership

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and Maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex

A man or a woman.

Sexual orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

These definitions are to help you complete the EIA but if you require more information or guidance then please visit the [Equality and Human Rights Commission](#) website.

Additional characteristics important to Cornwall

Socio-Economic

Cornwall as a whole is not deprived but there are areas where there are very high levels of deprivation. Income and other factors can have an impact on how someone may access services, their needs and their quality of life.

Rural Isolation

Cornwall is a very rural county and this can affect the way our users/the public can access services, particularly if combined with poor public transport/lack of car ownership etc.

Equality Impact Assessment




When completed, please forward to your Directorate Equality Action Group (DEAG) for feedback and sign off. DEAG contact details can be found on our [Equality and Diversity pages](#) or please phone 01872 322223 if you cannot access Cornwall Council's intranet

Directorate:		Planning & Regeneration
Service:		EPE
Name of Officer/s completing assessment:		Robert Lacey
Date of Assessment:		2nd January 2013
Name of service/function or policy being assessed:		Saltash Neighbourhood Plan
1.	What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?	<p>Regulations 6 and 7 of The neighbourhood Planning (General) Regulations 2012 place a requirement on Cornwall Council to publicise the application for and subsequent definition of a Neighbourhood Area for the Saltash Neighbourhood Plan.</p> <p>The application must be advertised on the Council's website and in such a way that is considered likely to bring the application to the attention of people that live, work or carry out business in the area to which it relates.</p>
2.	Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.	Planning & Regeneration Service
3.	Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	Cornwall Council Corporately Members Developers

		Stakeholders The Community including gypsies & travellers
4.	What are the likely positive or negative impacts for the group/s identified in (3) above? What particular groups are affected more than others and why?	<p>The designation of the plan area is an administrative and prescribed (by Government) process to set the area that the plan will cover. Exact impacts on equalities are unknown at this stage.</p> <p>The positive and negative impacts would be identified at the next stage of the plan production (the EIA will be reviewed at each stage) relating to engagement of the community and other stakeholders</p> <p>Groups that deal with social and economic background issues are likely to be most affected.</p>
5.	Have the impacts identified in (4) above been assessed using up to date and reliable evidence and data? Do you need to engage or consult with any identified group/s? If in doubt ask the Community Intelligence Team for guidance.	The ongoing plan and engagement process should address these issues and will allow for engagement with all the above groups.
6.	Are any of these identified groups considered to be vulnerable? If so have you engaged with or plan to engage with any relevant representative organisation. For example if the impact is likely to affect people with a disability have you engaged with Disability Cornwall? If staff are affected have the unions or staff forums been involved?	Yes, there are vulnerable groups and these will be engaged with as part of the plan in a manner to be set out by the engagement strategy.
7.	What plans do you have in place, or are developing, that will mitigate the likely identified negative impacts?	No negative impacts identified at this stage.

	For example what plans, if any, will be put in place to reduce the impact?	
8.	Do you have plans in place to monitor the impact of the proposals once they have been implemented? The full impact of the decision may only be known after the proposals have been implemented.	The proposal to set the area for the Neighbourhood Plan considerations is not considered to have direct equalities implications. The process arising from the designation will be monitored through the production and monitoring of an Engagement Plan and Examination.

What course of action does this EIA suggest you take? More than one of the following may apply	✓
Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	✓
Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified?	
Outcome 3: Continue the policy despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below)	
Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination	

Summary of your proposals (Copy and paste into any report for CLT, Cabinet and Council)
<ul style="list-style-type: none"> • What are the key impacts – both negative and positive • What course of action are you advising as a result of this EIA • Are there any particular groups affected more than others
<p>No negative impacts have been identified at this time in this EIA. However this will be reviewed at each stage of the Plan's development.</p> <p>The process following on from the designation of the Neighbourhood Area (creating the neighbourhood Plan) will need to be informed through the development of an Engagement Strategy/Plan that assesses how groups and individuals can be included in plan making, potential barriers to engagement and potential solutions.</p>
DEAG Sign - Off
Name: April Milne 
Date: 11 December 2012

Comments/Action Required:

I have amended this EqIA to reflect that it will be reviewed at each stage of the Neighbourhood Plan process to ensure any issues arising are identified and addressed.

(For Corporate E & D use only) Published date:

When the Equality Impact Assessment is completed send to equality@cornwall.gov.uk for publication

Appendix 1 – Helpful information about appropriate language

Using the appropriate language is important. We have worked with Disability Cornwall to ensure the guidance below is correct and to help you undertake the EIA:

USE	DO NOT USE
Older people	Pensioner or Senior Citizen, the elderly
Younger people/Young adults/Teenagers	Kids or children (aged 13-19)
Is disabled Disabled people Has...(an impairment) Non - disabled Has learning difficulties Wheelchair user Deaf/hard of hearing, hearing impaired Deaf sign language/British Sign Language user Blind or partially sighted people, visually impaired people Has mental health issues/mental ill health Has cerebral palsy Has autism or asperger syndrome	Cripple, handicapped or invalid The disabled Suffers from, victim of, is...(epileptic, dyslexic) Able bodied, healthy, normal Mentally handicapped, retarded, backward Wheelchair bound, confined to a wheelchair, in a wheelchair The deaf Deaf and dumb, deaf-mute The blind Mentally ill, insane, mad, nutter, psycho, psychopathic, schizo, split personality Spastic Antisocial, out of control, retarded, has behavioural problems
Police Officer Chair or Chairperson Workers Nurse	Policeman Chairman Workman Male Nurse
Black, Minority, Ethnic Community (BME)	Ethnic or Ethnic's

Black, Asian, Minority ,Ethnic Community (BAME)	Coloured
Mixed race/Mixed Heritage	Half caste
Black	Non - white
First name	Christian name
Lesbian, Gay, Bisexual	Homo, Dyke, Queer
Transgender/transsexual person	She-he, she-male, tranny