



# **Equality Impact Assessment (EIA)**

**For Lead Person's Reference:**

**Office Rationalisation Project**

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Corporate Services, Corporate Policy**

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# Equality Impact Assessment

## What is it?

It is a self-assessment tool to help our council departments and services look at the likely positive and negative impact of their work on staff, members, service users / customers, partnerships, individuals and communities with regards to equality of opportunity in employment and service delivery.

The aim is to identify both positive and negative outcomes, and to take appropriate action to minimise or remove the negative outcomes.

## Why do we need to do it?

The council is committed to ensuring that it delivers all of its services in a fair and equal way. It also pledges to develop an inclusive and recruitment and selection procedure aimed at creating a strong and diverse workforce. This two-pronged approach ensures that we work towards removing barriers to our services and actively promote and support diversity.

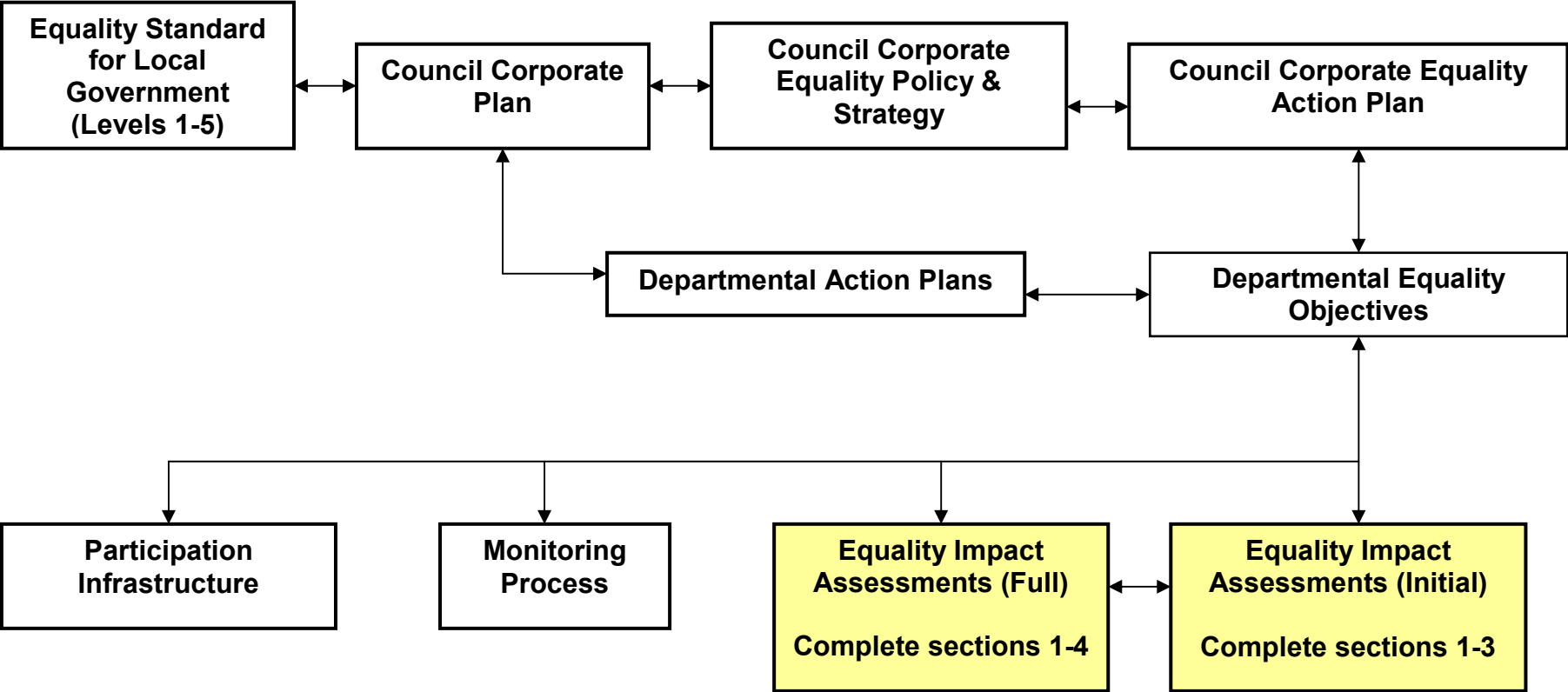
There have been some recent legislative changes in this area, including the requirement to create a gender equality scheme and increased expectations in tackling discrimination on the grounds of religion and faith, disability, age and sexual orientation. The legislation has also brought in the requirement to not only tackle discrimination but to actively promote diversity. This is a significant change to our responsibilities and one that will require us to act in different ways.

The council's equality and diversity policy draws together in one document the legislative process, the council's service delivery commitments, employment commitments and policy statements in relation to the six pillars of the equality standard, which are:

- Age
- Disability
- Race
- Religion or Belief
- Gender
- Sexual Orientation

The Equality Standard for Local Government helps us to measure progress towards promoting diversity. The standard has five levels and Wirral council is currently at level two. In order to meet the requirements of the standard we need to ensure we carry out Equality Impact Assessments on all council functions, services, projects, strategies and policies.

# Corporate overview of the process



## Equality Impact Assessment

### Section 1: Your details

(1.1) Department: Law, HR and Asset Management

(1.2) Division: Asset Management

(1.3) Assessment Lead: Phil Ashley

(1.4) Telephone: 0151 691 8480

(1.5) Email: [philashley@wirral.gov.uk](mailto:philashley@wirral.gov.uk)

(1.6) Who else will be involved in the process? (see guidance note 1)

**Ian Brand, Chief Executive, Chief Officers, Members,  
Snr Management Working Group,  
Local Strategic Partners, EC Harris Consultancy, Trade Unions,  
Human resources, Representative Staff Group & Line Managers.**

(1.7) Please sign & date this form .....Phil Ashley.... (signed) ...3<sup>rd</sup> June 2010 (date)

### Guidance Note 1:

**For Initial EIA's it is best practice to involve the service / function manager, equality and diversity lead(s) and relevant frontline staff.**

**For Full EIA's it is best practice to involve the service / function manager, equality and diversity lead(s), relevant frontline staff, customers, appropriate external agencies, and the voluntary and community sector**

**Section 2: What is to be assessed?**

(2.1) Name of service / function / **project** / strategy / policy to be assessed (see guidance note 2)

**Office rationalisation Project**

(2.2) Is this a new or existing service / function / project / strategy / policy? (please state)

**New – Part of Strategic Asset Review**

(2.3) Which equality impact assessment are you completing?

Initial or  Full

**Guidance Note 2:**

**Service = your department / service area and its employees**

**Functions = your department / service area's activities**

**Projects = your department / service area's work programmes**

**Strategy = a plan of action intended to accomplish a specific goal**

**Policy = a plan of action to influence and determine decisions, actions and other matters**

**Procedure = a series of steps taken to implement a policy**

### Section 3: Let's do the Initial Equality Impact Assessment

3.1 Could a particular group of people be affected differently in either a negative or positive way by the service / function / project / strategy / policy?

<b>Equality Group</b>	<b>Positive Impact (benefits)</b>  <b>Please number each one</b>	<b>Negative Impact (disadvantage)</b>  <b>Please number each one</b>	<b>Please rate each negative impact 'low', 'medium' or 'high'</b>
Disabled People	1. Any new building will be DDA compliant  2. Where possible refurbished buildings will be DDA compliant  In both instances offering considerable improvement on current environments.	Individual needs will need to be specifically addressed i.e.those with an Access to Work Assessment	Low
Lesbian, Gay & Bisexual People	None	None	N/A
Women	None	None	N/A
Men	None	None	N/A
Transgendered People	None	None	N/A

Black & Racial Minority People (please state which group)	New environments will, where practicable address differing cultural needs.	None	N/A
Older People (60+)	None	None	N/A
Younger People (17-25) and Children  Please state male or female	None	None	N/A
Religious / Faith Groups	New environments will where practicable address the needs across the religious & faith spectrum	None	N/A
Other excluded groups (please state)	None	None	N/A

**Note: If you have rated any negative impact(s) as ‘High’ please go straight to Section 4 to complete a full assessment.**

**Note: If you have rated any negative impact as ‘Low’ or ‘Medium please complete the rest of this section on pages 9 and 10.**

### **Guidance Note 3: How to assess negative impacts**

**Low = It is not discriminatory according to current legislation. However, it might not be seen as being in line with best practice.**

**Medium = It is not discriminatory according to current legislation. However, it is not in line with the council’s Corporate Equality Policy and/or Strategy**

**High = It is discriminatory according to current anti-discrimination legislation (i.e. it is unlawful), and therefore contravenes the council’s Equality Policy**



**3.2 Please list below any actions that you plan to take as a result of any negative impact**

<b>Low or medium negative impact</b>	<b>Action required to remove or minimise the impact</b>	<b>Lead person</b>	<b>Timescale</b>	<b>Resource implications</b>	<b>Any other comments</b>
Individual needs will be specifically addressed i.e. those with an Access to Work Assessment	Line Managers to undertake a review of individuals specific needs and report findings to Asset Mgt.	Phil Ashley	3-5 years	Asset Management  Members of staff with specific issues & their Line Managers	

**3.3 Could you improve the positive impact(s)? Please explain how**

Staff awareness and willingness to participate is key to ensuring that any improved environment / working practises enhance the work experience & outcomes for Users of Services.

**3.4 If you have identified no negative impact, then please explain how you reached that decision**

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**Thank you for completing the initial assessment (please email a copy of this report to [jacquicross@wirral.gov.uk](mailto:jacquicross@wirral.gov.uk))**

**Please note that the lead assessment person is responsible for ensuring the actions on pages 9 and 10 are incorporated into your departmental plan.**

## User Reference Guide

### Legislation

There are currently 6 strands to the framework of UK equality legislation:

1. Gender: Sex Discrimination Act 1975, Gender Recognition Act 2004
2. Race: Race Relations Act 1976
3. Disability: Disability Discrimination Act 1995
4. Sexual Orientation: Employment Equality [Sexual Orientation] Regulations 2003
5. Religion & Belief: Employment Equality [Religion or Belief] Regulations 2003
6. Age: Employment Equality [Age] Regulations 2006

For further information and to view amendments to the above Acts please visit [www.equalityhumanrights.com](http://www.equalityhumanrights.com) (Equality & Human Rights Commission).

### Equality Standard for Local Government

Improvement & Development Agency	<a href="http://www.idea.gov.uk">www.idea.gov.uk</a>
Local Government Association	<a href="http://www.lga.gov.uk">www.lga.gov.uk</a>
Audit Commission	<a href="http://www.audit-commission.gov.uk">www.audit-commission.gov.uk</a>
Government Equalities Unit	<a href="http://www.womenandequalityunit.gov.uk">www.womenandequalityunit.gov.uk</a>

### Useful Websites

Age Concern	<a href="http://www.ageconcern.org.uk">www.ageconcern.org.uk</a>
Breakthrough UK	<a href="http://www.breakthrough-uk.com">www.breakthrough-uk.com</a>
Communities & Local Government	<a href="http://www.communities.gov.uk">www.communities.gov.uk</a>
Disability Now	<a href="http://www.disabilitynow.org.uk">www.disabilitynow.org.uk</a>
Discrimination at Work Issues	<a href="http://www.direct.gov.uk">www.direct.gov.uk</a>
Sexual Orientation Issues	<a href="http://www.lgf.org.uk">www.lgf.org.uk</a>
Women's Issues	<a href="http://www.womenandequalityunit.gov.uk">www.womenandequalityunit.gov.uk</a>
Trans People's Issues	<a href="http://www.pfc.org.uk">www.pfc.org.uk</a>
Race Issues	<a href="http://www.runnymedetrust.org">www.runnymedetrust.org</a>
Younger People's Issues	<a href="http://www.nya.org.uk">www.nya.org.uk</a>