



Equality Impact Assessment Toolkit

(March 2017)

Section 1: Your details

EIA lead Officer:

Email address:

Head of Section:

Chief Officer: Director for Governance & Assurance/Monitoring Officer

Directorate: Business

Date: 16 November 2018

Section 2: What Council proposal is being assessed?

Getting the basics right: a new model for community engagement

Section 2a: Will this EIA be submitted to a Cabinet or Committee meeting?

Yes

If 'yes' please state which meeting and what date

Cabinet 26th November 2018

Please select hyperlink to where your EIA is/will be published on the Council's website (please select appropriate link & delete those not relevant)

Business (Finance, Law & Governance, Construction and Facilities Management, HR / OD, Commissioning & Procurement, Asset Management, Digital)

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017/business>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

Y **Services**

Y **The workforce**

Y **Communities**

Y **Other:** Partners, Private Sector, Voluntary & Community Sector

If you have ticked one or more of above, please go to section 4.

None (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

APPENDIX D

Section 4: **Could the proposal have a positive or negative impact on any protected groups (age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation)?**

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

| Which group(s) of people could be affected | Potential positive or negative impact | Action required to mitigate any potential negative impact | Lead person | Timescale | Resource implications |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------|------------------|-----------------------|
| All protected characteristic groups | Ward budgets provide an opportunity for Councillors to help foster community cohesion in local areas by encouraging different communities to work together to identify priorities and develop resident-led solutions to local issues. | A review should take place to assess the impact of the approach | Director of Governance and Assurance Monitoring Officer | Annually | Staff time |
| All protected characteristic groups | Elected members will need to ensure they are clear on equalities issues. | Equalities training for Councillors | Director of Governance and Assurance Monitoring Officer | Offered Annually | |
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| | <p>All protected groups will need to be able to know how to request funding from the Wirral Together fund. support from the Council Communications team, a transparent process for distributing funds</p> | <p>Support will be put in place by the Council's communications team, and the Member Support team will ensure a transparent process is in place for fund distribution</p> | <p>Head of Communications Director of Governance and Assurance Monitoring Officer</p> | <p>As soon as the new system is in place in the Municipal year 2019/20</p> | |
| | | | | | |

Section 4a: Where and how will the above actions be monitored?

It is recommended that an annual review be carried out to monitor the cumulative impact of ward budgets and the effectiveness of any mitigation measures put in place.

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

Section 5: What research / data / information have you used in support of this process?

We have used the Wirral Intelligence Service population information to identify where possible groups affected by this proposal. We are conscious that there are protected characteristic groups that may not be captured in a quantifiable way, so we have taken the precautionary principle that they may be affected and therefore we need to find ways to mitigate any impact.

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

No

If 'no' please state your reason(s) why:

Consultation has already taken place to inform this proposal.

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

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Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**