

# Equality Impact Assessment Toolkit (January 2021)

## **Section 1: Your details**

**EIA lead Officer:** Peter McCann

**Email address:** petermccann@wirral.gov.uk

**Head of Section:** Peter McCann (Head of Revenues and Benefits)

**Chief Officer:** Shaer Halewood ( Director of Resources)

**Directorate:** Resources

**Date:** 9th February 2021

## **Section 2: What Council proposal is being assessed?**

A review of the Revenues and Benefits Division to be undertaken.

## **Section 2a: Will this EIA be submitted to a Committee meeting?**

**Yes / No**                      **If 'yes' please state which meeting and what date**

Policy & Resources Committee 17<sup>th</sup> February 2021

.....

**Hyperlink to where your EIA is/will be published on the Council's website**

<https://democracy.wirral.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13797>

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

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

- Yes **Services**
- Yes **The workforce**
- Yes **Communities**
- Yes **Other** (please state eg: 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](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

**Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and 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.**

<b>Which group(s) of people could be affected</b>	<b>Potential positive or negative impact</b>	<b>Action required to mitigate any potential negative impact</b>	<b>Lead person</b>	<b>Timescale</b>	<b>Resource implications</b>
All groups	At this point no barriers or negative impact have been identified for any protected group. This will however be monitored as the project progresses and specific proposals are considered.	N/A	Peter McCann	TBC	TBC
Workforce	Neutral At this stage of the proposal, it is not possible to identify the potential implications this may have on employees. Employees will be directly affected once proposals are prepared. Once proposals have been further progressed, we will undertake an audit of employees directly affected and take account of any impact associated to protected characteristics.	NA	Peter McCann	TBC	TBC

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

Project governance.

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

At this stage, as the review has not started , it is too early to identify any negative impact . However , as the review progresses, and potential negative impact would be highlighted, and necessary steps introduced to negate the impact of this.

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

N/A

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

No

If 'yes' please continue to section 7.

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

Not applicable at this point. To be reviewed periodically.

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

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

Consultation will take place with staff and Trade Unions as the review of the service progresses.

This was part of a wider consultation of budget proposals which ran from 20 December 2020-22 January 2021 which included online and virtual outreach consultation

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto: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](mailto: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](mailto: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](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**