

Equality Impact Assessment Toolkit (January 2021)

Section 1: Your details

EIA lead Officer: Nicola Jones

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Head of Section: Elspeth Anwar

Chief Officer: Dave Bradburn

Directorate: Public Health

Date: 5th June 2023

Section 2: What Council proposal is being assessed?

Commission for single front door for volunteering service

Section 2a: Will this EIA be submitted to a Committee meeting? No

Yes / No

If 'yes' please state which meeting and what date

.....

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

<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)

X **Services**

The workforce

X **Communities**

X **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 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.

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
Age	The service is commissioned to work with all those 18 and over, the service does not work directly with those under the age of 18 although they may live in the same household of someone accessing the service.	Although this service is commissioned to work with adults, it complements and connects to the offer around further education for school leavers. The service will support individuals and their family and network context. As well as working with individuals the service supports the development of wider community capacity in an area which benefits the wider community. At a strategic level the commissioners will ensure that the programme is linked into any developments	Provider Lead/Public Health Senior Manager	Ongoing	Within contract

		around Early Help/Community Matters and other CVF contracts.			
Disability	The Service uniquely provides a bespoke offer to the individuals it works with. The support is designed around the needs of the individual. This varies from person to person and may include both physical and mental health support.	The programme is tailored to cater for individuals needs on a case-by-case basis. The service will be commissioned to be a flexible service to support identified needs across the whole population. All information and materials will be made available in different languages and formats upon request and within a reasonable timeframe. The potential provider will have to comply with all relevant legislation according to the Equality Act 2010.	Provider Lead/Public Health Senior Manager	Ongoing	Within contract
Gender, Race, sexual orientation	This service will be commissioned to work with individuals regardless of gender, race, and sexual orientation. The needs of people will vary across the service. Some will be more vulnerable and reluctant to access support.	The service will be tailored to cater for individuals needs on a case-by-case basis. The programme will be commissioned to be a flexible service to support identified needs across the whole population. All information and materials will be made available in different languages and formats upon request and within a reasonable timeframe. The potential	Provider Lead/Public Health Senior Manager	Ongoing	Within contract

		provider will have to comply with all relevant legislation according to the Equality Act 2010.			
Areas of deprivation	The service will cover the whole of the borough. There is the potential for variation or limited uptake of services in areas of higher deprivation where need is greater.	Individual's postcodes will be recorded to ensure that the service meets the needs all individuals All information and materials will be made available in different languages and formats upon request and within a reasonable timeframe. This will be monitored on a monthly basis.	Provider Lead/Public Health Senior Manager	Ongoing	Within contract
ALL	Equality implications and considerations will be part of the selection and award process for this contract and the chosen provider will be expected to demonstrate a commitment to equalities	Method Statements will include specific question in regard to meeting the standards of the Equality Act 2010.	Public Health Senior Manager	October 2024	Within Contract

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

Through quarterly contract monitoring meetings with commissioners, intelligence team and providers. Themed meetings around specific issues including complaints and service user feedback.

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

N/a

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

Current contract monitoring data evidencing uptake/reach of the service

Service user feedback

Consultation with key stakeholders and key ethnic minority leaders through the thematic group.

Insight research carried out by qualitative insight team

<https://www.wirralintelligenceservice.org/state-of-the-borough/cost-of-living-crisis-2022-23/>

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

Yes

If 'yes' please continue to section 7.

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

(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?

Consultation is ongoing as part of the service delivery. Case studies are collected on a quarterly basis and reported to commissioners. Complaints are a standard agenda item on all contract monitoring meetings.

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?**