

Equality Impact Assessment Toolkit

(January 2021)

Section 1: Your details

EIA lead Officer: Michael Fisher

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Head of Section: Michael Fisher

Chief Officer: Matthew Bennett

Directorate: Finance

Date: 13 August 2024

Section 2: What Council proposal is being assessed?

The appointment of Policy & Practice LTD to undertake Benefit Take Up campaigns

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

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)

- Services**
- The workforce**
- Communities**
- 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. We encourage services to consider the impact on those who serve and who have served in the armed forces and their families, in accordance with the Armed Forces Covenant

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
Any individual / family living within the Wirral who are not claiming support to which they are entitled	Positive, Residents will be identified who may qualify for additional Support	n/a	Michael Fisher	Sept 2025	There will be a staffing and IT requirement to supply information and process returned data

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

Via report to Policy & Resources Committee

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

This is a benefits take up campaign

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

Working with Specialist 3rd Party

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

No – (please delete as appropriate)

If 'yes' please continue to section 7.

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

There is no legal requirement to undertake consultation.

(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?

None

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?**