

Equality Impact Assessment Toolkit (January 2021)

Section 1: Your details

EIA lead Officer: Mark Edgar – Communities, Equalities & Governance Officer

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Head of Section: Steve Fox – Asst Director – Governance & Corporate Support

Chief Officer: Jill Travers – Director – Law & Corporate Services

Directorate: Law & Corporate Services

Date: 10th February 2025

Section 2: What Council proposal is being assessed?

Consultation Policy

The overall aim of this policy is to ensure that when the Council consults with residents in respect to the services it provides, it does so in an inclusive, consistent and transparent manner demonstrating that understanding the needs of residents, customers and partners is fundamental to the decision-making process.

Within the Policy there are four key objectives:

- To optimise resident / customer / stakeholder involvement.
- To co-ordinate consultation across council directorates and partners
- To develop the council's ability to make effective use of consultation techniques
- To endeavour for consultation to be undertaken according to best practice guidelines

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

Yes / No

If 'yes' please state which meeting and what date

Policy & Resources 19th March 2025

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
Disability	Negative – We recognise that some people will need information in different formats. This is especially important when a proposal may have direct service implications for disabled people.	We will endeavour to make any engagement as accessible as possible. We will provide information in different formats upon request and within a reasonable timeframe. We may consider an extension where appropriate to consultation periods to ensure that all interested parties have the opportunity to comment.	Service specific	For the duration of the policy	Assistance may be sought from Equalities Officer and Procurement services on an ad hoc basis
Disability	Negative – Although every effort will be taken to ensure that a consultation exercise is accessible, we recognise that accessibility is	We will make reasonable adjustments as part of our obligations under the	Service specific	For the duration of the policy	Assistance may be sought from

	a broad issue and may necessitate some adjustments	Equalities Act 2010. It is important that any reasonable adjustments are made as early in the consultation process as possible to ensure that all views are sought and taken into account. An alternative document which may be easier to understand has been produced			Equalities Officer and Communications Team on an ad hoc basis
Race	Negative – We recognise that some people will need information in different languages.	We will provide information in different languages upon request and within a reasonable timeframe.	Service specific	For the duration of the policy	Assistance may be sought from Equalities Officer and Procurement services on an ad hoc basis
Age/All	Negative – Older people are more likely to not have access to internet and/or online formats. Consultations should be easily understood and consistent in approach.	The range of channels or ways to enable residents and stakeholders to be involved and provide feedback during a consultation will be specified and accounted for. This may include but not be limited to: face to face drop-in sessions with officers, the Council website, the use of video clips, online surveys, and paper formats which will be made available through public venues across the	Service specific	For the duration of the policy	Assistance may be sought from Equalities Officer and Communications Team on an ad hoc basis

		<p>borough, e.g. Libraries and Leisure Centres.</p> <p>Consultations will be communicated in plain English and will avoid the use of acronyms and jargon or alternatively explain the use of any acronyms or jargon if it is necessary. The Council will aim to ensure that the purpose of the consultation is clear and the questions asked will be easily understandable, to enable an informed response to be submitted.</p> <p>Consultations should consider the needs of people with learning disabilities, impaired sight or hearing or people whose first language is not English.</p>			

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

A training module for Elected Members and Officers will accompany the policy.

The Consultation Policy will be kept under continuous review. Minor amendments to the policy will be delegated to the Director of Law & Corporate Services. Any proposed significant amendments will be submitted to the Policy and Resources Committee for consideration and approval.

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?

Previous policies
Good practice
Legal requirements for consultations

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

Yes / No – (please delete as appropriate)

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?

Internal engagement with Officers and Elected Members is ongoing

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?**