

Equality Impact Assessment/ Analysis (EqIA) Toolkit – Part 1 Introduction & Forms

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*Working for
Warwickshire*

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Guidance notes are available as a separate document

1. Introduction

1.1 What is an Equality Impact Assessment/ Analysis (EqIA)?

An Equality Impact Assessment/ Analysis (EqIA) is a tool for identifying the potential impact of the county council's strategies, policies, services and functions on its customers and staff.

It is an evidence based assessment tool, to ensure and evidence that the service does not unlawfully discriminate and has due regard in line with the General and specific duties under the Public Sector Equality Duty 2011.

They can help anticipate the equality consequences of particular policy/service initiatives and ensure that as far as possible, any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

They are therefore essentially about service improvements and can help staff provide and deliver excellent services to customers by making sure that these reflect the needs of the community.

This toolkit has been produced to help managers undertake comprehensive and robust Equality Impact Assessments/ Analysis (EqIA) of all their core services or functions, strategies, policies, procedures and practices.

Please note that throughout this document the term 'policy/service' will be used to abbreviate for 'functions, strategies, policies, procedures and practices'.

1.2 Why undertake Equality Impact Assessments/ Analysis?

It is good practice and necessary if we are to continue delivering an inclusive Council services and deliver the Council's ambitious equalities agenda.

EqIA's will help us drive forward the equalities agenda locally and with our partners. The benefits of impact assessments include:

- Helping to identify whether we are excluding certain groups from our policies/ services;
- Helping to identify any unmet need and rectify any unmet needs for those with protected characteristics
- Helping to mainstream Equality & Diversity into our work
- Helping to improve our overall service delivery
- Helping us to target resources more effectively

Under the General duty of the Public Sector Equality Duty April 2011, **a public authority must, in the exercise of its functions, give due regard to the need to:**

- Eliminate discrimination, harassment, victimisation and any other prohibited conduct.**
- Advance equality of opportunity** (remove or minimise disadvantage; meet people's needs; take account of disabilities; encourage participation in public life).

- c) **Foster good relations between people** (tackle prejudice and promote understanding).

The Equality Act 2010, provides cover to the following **protected characteristics**:

- **Age:** When considering disadvantage, take into account impacts on children and young people as well as adults, and cross-cutting impacts such as parents and carers (of younger, disabled and older people).
- **Disability:** A person has a disability if s/he has, or has had, a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Carers are covered 'by association'.
- **Gender reassignment:** A person who is proposing to undergo, is undergoing or has undergone gender reassignment.
- **Pregnancy and maternity:** Maternity refers to the period of 26 weeks after the birth (including still births).
- **Race**
- **Religion and belief:** Religious and philosophical beliefs including lack of belief.
- **Sex**
- **Sexual orientation**
- **Marriage and civil partnership:** (b and c of the General Duty mentioned above is not applicable)

The County Council must assess which of its policies and services are relevant to the various protected characteristics, and set out how they will:

- Monitor policies/services for any adverse impact on equality
- Assess and consult on the likely impact on proposed policies/services
- Make sure the public have access to information and services
- Train their staff in relation to the various duties

We want to ensure that our policies and practices do not discriminate against any group within our community and that we use every opportunity to promote equality of opportunity and good community relations. They can be used to focus on specific protected characteristics to help promote equality of opportunity for a particular group. For instance, certain sections of the community may be known to experience more disadvantage than others. They may be adversely affected by a policy or service or omitted from the benefits of the policy or service. The list below is not meant to be exhaustive; and your experience in a particular area of work might mean that you additionally look at other diversity issues.

You may want to consider the impact of the policy on the following:

- Different ethnic groups including white minorities

- Faith groups and faith issues
- Different sexes, including transgender
- Disabled and non-disabled people
- Gay men, lesbians and straight people
- Different age groups, for example older and younger people

1.3 Who is responsible for Equality Impact Assessments/ Analysis?

Equality Impact Assessments/ Analysis should be an integral part of policy development. The person conducting an EqIA should have a detailed understanding of the policy or service being assessed, and also be in a position to ensure changes can be made when they are needed.

The ownership and responsibility for an EqIA lies at Head of Service level, however, Service Managers and frontline staff are important in the assessment process as they will not only be involved in implementing the necessary actions identified following an assessment but also helping to integrate and mainstream equalities into service planning.

For some assessments, particularly smaller ones, it may be more appropriate to have a 'virtual team' with one or two people taking responsibility for it, but drawing on the knowledge and expertise of others as and when necessary. To avoid duplication, try and undertake an EqIA as part of a review. For example, if you are reviewing your service plan, an EqIA could be undertaken at the same time.

1.4 When should I carry out EqIA?

- ***Planned EqIA***

A timetable that lists priority services, functions, policies or strategies across all business units and service areas that require an EqIA. This list will have been agreed by the Group Equality & Diversity Group and identifies which officer is responsible and the planned timescale.

- ***EqIA of decisions***

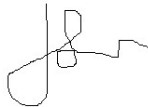
The law requires us to consider equality for any 'proposed new or changing policies, services or functions', or financial decisions which would have an effect on services. EqIA should be carried out at the formative stage of policy making, before decisions are made. The results of EqIA should be included with reports to decision makers as an attached EqIA form.

- ***EqIA and the commissioning cycle***

EqIA is relevant to commissioning at several stages; for example it provides a way to assess need, reviewing existing services, or develop service specifications.

If in doubt as to whether to undertake an EqIA, contact the equality team on 01926 412497 or email equalities@warwickshire.gov.uk

Equality Impact Assessment/ Analysis (EqIA)

Group	Traffic and Road Safety
Business Units/Service Area	Communities
Plan/ Strategy/ Policy/ Service being assessed	Coleshill Green Man Junction, Proposed signalisation
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New
EqIA Review team – List of members	Jagpreet Liddar
Date of this assessment	30/07/2019
Signature of completing officer (to be signed after the EqIA has been completed)	
Are any of the outcomes from this assessment likely to result in complaints from existing services users and/ or members of the public? If yes please flag this with your Head of Service and the Customer Relations Team as soon as possible.	NO
Name and signature of Head of Service (to be signed after the EqIA has been completed)	
Signature of GLT Equalities Champion (to be signed after the EqIA is completed and signed by the completing officer)	

A copy of this form including relevant data and information to be forwarded to the Group Equalities Champion and the Corporate Equalities & Diversity Team



Working for Warwickshire

Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																																
State the Function/Policy /Service/Strategy being assessed:	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)								
Installation Of Traffic Signals			✓			✓			✓			✓			✓			✓			✓			✓			✓			✓			✓
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.																											NO						
Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how.																											NO						

Form A2 – Details of Plan/ Strategy/ Service/ Policy

<u>Stage 1 – Scoping and Defining</u>	
(1) What are the aims and objectives of Plan/Strategy/Service/Policy?	To tackle a long-standing casualty hotspot for traffic collisions resulting in personal injury.
(2) How does it fit with Warwickshire County Council's wider objectives?	The scheme reinforces the ambition to 'reduce further the number of people killed or injured on Warwickshire's roads'.
(3) What are the expected outcomes?	To reduce the current average personal injury collision rate from 4 per year to around 0.4 per year.
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	It is intended that it will benefit all groups. The safety and accessibility to the Junction will be improved from its current state.
<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?	Vectos Microsim was employed to provide a traffic analysis of the proposed new road layout and an indication of the potential benefits in comparison with leaving the road layout as it currently stands. Data has been collected from the Department For Transport and Warwickshire Local Transport Plan 3.
(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?	Consultation has been carried out with Local County and Warwickshire Police.
(3) Which of the groups with protected characteristics have you consulted with?	N/A

Stage 3 – Analysis of impact			
(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination? If yes, identify the groups and how they are affected.	RACE	DISABILITY Change in road layout may result in potential collisions if unfamiliar with the scheme and its changes.	GENDER
	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT
(2) If there is an adverse impact, can this be justified?	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
	This impact will be for a transitional period as local people gain familiarity with the proposed changes.		
(3) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	Ensure that during construction phases of scheme, the traffic management is in accordance with the Safety of Street Works and Road Works: A Code of Practise. The scheme design will be designed to cater for these users and undergo a Safety Audit prior to installation.		
(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	The scheme will benefit all road user groups by improved safety and reliability of journey times.		
(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?	The introduction of a revised road layout will provide a safe, reliable access to the public highway for all user groups. By simplifying the road layout there will be less conflict between the different groups.		

(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?

N/A

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

This will be reviewed three years from the date of this assessment by a Road Safety Engineer. If the scheme is constructed a site visit will be undertaken to assess the usability of the junction for each user group.