

## **Equality Impact Assessment (EIA) Form** **'Knowing your customers needs'**

### **Background**

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

### **Legislation - Equality duty**

As a local authority who provides services to the public, Melton has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance Equality of Opportunity
- Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership (when providing services)
5. Pregnancy and maternity (when providing services)
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.
7. Duty to make reasonable adjustments.

<b>Title of the policy</b>	Reduction of £2,000 from tourism budget
<b>Is it new or exiting?</b>	
<b>Date</b>	09/01/12
<b>Officer undertaking EIA</b>	Lisa Brown
<b>Who else is involved in undertaking this assessment?</b>	

## 1. Overview of policy/function being assessed

<b>A. Outline: What is the purpose of this policy? (specify aims and objectives)</b>
To reduce the current £20,000 budget by £2,000 for Tourism.
<b>B. What specific groups is the policy designed to affect/impact?</b>
No specific groups are targeted/designed.
<b>C. Which groups have been consulted as part of the creation or review of the policy?</b>
No specific groups have been consulted.

## 2. What we already know and where there are gaps

<b>A. What existing information/data do you have/monitor about different diverse groups in relation to this policy? This could consist of previous EIA's, reports, consultation, surveys, demographic profiles etc.</b>
<p>Ethnicity: demographic information</p> <p>Religion:</p> <p>Sexual Orientation:</p> <p>Disability: demographic information</p> <p>Age: demographic information</p> <p>Gender: demographic information</p> <p>Transgender:</p> <p>Other (Civil partnerships/marriage, pregnancy and maternity, offenders, priority neighbourhoods):</p>
<b>B. What does this information/data tell you about diverse groups? If you do not hold or have access to any data/information on certain/all diverse groups, what do you need to begin collating/monitoring? (please list)</b>
As tourism is delivered for the whole borough no diverse group has been identified.

### 3. Do we need to seek the views of others and if so, who?

**A. In light of the answers you have given in question 2, do you need to consult with specific groups? If not please explain why.**

This reduction will be part of the Melton Promotions next meeting.

### 4. Assessing the impacts

	<b>In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and whether there is evidence of discrimination. Provide an explanation for your decisions. (please refer to the general duties on the front page)</b>			
<u>Diversity Groups</u>	<u>Positive impacts</u> Intentional / Unintentional	<u>Negative impacts</u> Intentional / Unintentional	Is there evidence of direct/indirect discrimination?	<u>Comments/explanation</u> Use data to evidence
<b>Age</b>				No evidence for particular group
<b>Disability</b> (physical, visual, hearing, learning disability, mental health )				No evidence for particular group
<b>Gender / Sex</b>				No evidence for particular group
<b>Religious Belief</b>				No evidence for particular group
<b>Racial Group</b>				No evidence for particular group
<b>Sexual Orientation</b>				No evidence for particular group
<b>Transgender</b>				No evidence for particular group
<b>Other protected groups</b> (pregnancy & maternity, marriage & civil partnership)				
<b>Other socially excluded groups</b> (low literacy, offenders, priority neighbourhoods, etc)				
<b>All</b>				

## 5. Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date

## 6. Who needs to know about the outcomes of this assessment and how they will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Internally (employees & EIA Scrutiny group)	Internal staff//members	Meetings
Externally (service users, stakeholders etc)	Melton Promotions	At next meeting
Others		
To ensure ease of access, what other communication needs/concerns are there?		

## 7. Conclusion (to be completed and signed by the [Head of Service](#))

Please delete as appropriate
I agree / disagree with this assessment / action plan
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Head of Service): H Rai
Date: 9 January 2012

## 8. Internal Scrutiny (to be completed and signed by an independent [member of the third tier manager group](#))

Please delete as appropriate
I agree / disagree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
Signed (third tier manager):
Date: