

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.

Title of the policy	Establishment of Governance Committee
Is it new or exiting?	New but based on existing duties and functions
Date	3 April 2012
Officer undertaking EIA	Lynn Aisbett
Who else is involved in undertaking this assessment?	

1. Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
To create a new Committee in the Council's Framework to deal with Governance matters.
B. What specific groups is the policy designed to affect/impact?
None specific but the Policies and Projects it oversees may affect many different groups.
C. Which groups have been consulted as part of the creation or review of the policy?
This is not a Policy. N/A

2. What we already know and where there are gaps

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.
<p>Ethnicity:</p> <p>Religion:</p> <p>Sexual Orientation:</p> <p>Disability:</p> <p>Age:</p> <p>Gender:</p> <p>Transgender:</p> <p>Other (Civil partnerships/marriage, pregnancy and maternity, offenders, priority neighbourhoods):</p>
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>No data is returned within the protected characteristics for those attending Committees or who are interested in Committee business. There is however, no evidence to suggest that those within the protected characteristics are more likely to wish to follow Committee activity than other groups.</p> </div>
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)
No data is collected. Consideration to be given to monitoring this information

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.

Not at this stage.
To be considered following discussion on monitoring and/or collection of data.

4. Assessing the impacts

	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)			
<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
Age				
Disability (physical, visual, hearing, learning disability, mental health)				No changes to accessibility aspects of the Committee Activity. Reference Parkside EIA.
Gender / Sex				
Religious Belief				
Racial Group				
Sexual Orientation				
Transgender				
Other protected groups (pregnancy & maternity, marriage & civil partnership)				
Other socially excluded groups (low literacy, offenders, priority neighbourhoods, etc)				
All		N/A	N/A	Coordination of function in the functional areas of the Committee will ensure improved linkages and activity.

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
B	Consider monitoring public attendees at Committee.	Senior Democracy Officer	June 2012

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 Team – Communications
Externally (service users, stakeholders etc)	✓	Council Constitution Committee Practices and Procedures
Others	✓	Constitution on website as updated
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: N/A
Signed (Head of Service): Lynn Aisbett
Date: 3 April 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:

[Please ensure that this EIA is publicised on the Internet](#)