



HR Employment Information & Guidance **Completing an Equality Impact Assessment (EqIA)**

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Completing an Equality Impact Assessment (EqIA)

As a public body, Wyre Forest District Council must have due regard under the Public Sector Equality Duty Equality Act, Section 149) to:

- ✓ eliminate unlawful discrimination
- ✓ advance equality of opportunity
- ✓ foster good relations on the basis of protected characteristics such as gender, race, disability or age.

These duties do not prevent us from reducing services where necessary, but they offer a way of developing proposals that consider the needs of all members of our community.

The information below sets out what is expected of Service Managers to ensure that we are meeting the requirements of the Public Sector Equality Duty.

An initial EqIA should be completed when considering any changes to service provision/policy.

Carrying out an Equality Impact Assessment (EqIA) will help us meet our legal duties as well as bringing a number of benefits. It will:

- ✓ **ensure that our decisions impact in a fair way:** where there is evidence that particular groups will be negatively affected by a decision, action should be taken to address this.
- ✓ **make our decisions based on evidence:** EqIA provides a clear and structured way to collect, assess and put forward relevant evidence.
- ✓ **make decision-making more transparent:** a process which involves those affected by the policy and which is based on evidence is much more open and transparent. This is more likely to engender trust in the district council and in our decisions.
- ✓ **provide a platform for partnership working:** EqIA offers an opportunity for organisations to work in partnership to consider the impact on members of their shared communities and how they might best collaborate and co-ordinate financial decisions.

What does a robust EqIA look like?

In deciding whether an EqIA is thorough and robust, it will be helpful to consider the following questions:

- ✓ **Is the purpose of the policy change/decision clearly set out?**
- ✓ **Have those affected by the policy/decision been involved?**
- ✓ **Have potential positive and negative impacts been identified?**
- ✓ **Are there plans to alleviate any negative impact?**
- ✓ **Are there plans to monitor the actual impact of the proposal?**

Further information

The Equality and Human Rights Commission has published extensive guidance on how to carry out equality impact assessments as well as Codes of Practice and Guidance on the Equality Act 2010 which is available on their website: www.equalityhumanrights.com