



Equality Impact Assessment Guidance

Equality, Diversity & Inclusion

October 2021

Guidance Owner	
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VERSION CONTROL

This guidance will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

Version	Date	Author	Reason for Change	Senior Management Team Approval (please include date)
1.1	27/09/2020	JS	Document formatted and updated with learning from initial pilot.	
1.2	12/10/2021	Rachelle Kipling	Document updated following review by the Temporary Assistant Chief Executive	

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INTRODUCTION

What is an EIA?

Equality Impact Assessments (EIAs) are a risk management tool to enable us to gather evidence and lived experience to inform the development and implementation of procedures, business cases, policies and strategies (referred to as products hereafter). EIAs can be used to assess whether the policies that guide your work, the procedures you operate and the day-to-day working practices you have developed are likely to have a positive or negative impact across the diverse communities we serve in Cleveland.

Why have an EIA?

They help us meet our people's and communities' needs:

“An organisation that is able to provide services to meet the diverse needs of its users should find that it carries out its core business more efficiently. A workforce that has a supportive working environment is more productive. Many organisations have also found it beneficial to draw on a broader range of talent and to better represent the community that they serve. It should also result in better informed decision-making and policy development. Overall, it can lead to services that are more appropriate to the user, and services that are more effective and cost-effective. This can lead to increased satisfaction with public services.” **Equality and Human Rights Commission Website April 2020.**

STAGE ONE – EARLY THINKING

Who is likely to be affected?

Considering and completing an EIA should be done from the start of the product development process. This allows us to identify the potential impact of our work on different parts of the community and any impact on our own workforce.

This requires thinking about characteristics covered by the [Equality Act 2010](#):

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and / or belief
- Sex
- Sexual Orientation

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Depending on your product, people who may not have a protected characteristic but may face disadvantage could be considered:

- Ex-Service Personnel (Further Government information)
- Socio-economic inequality (for example people from low income backgrounds, people experiencing homelessness, care leavers, people who have recently left prison, refugees and asylum seekers)

If you aren't sure how your product may impact people with these characteristics please use our **Equality Consideration Checklist**.

Once different groups where there is likely to be an impact have been identified, we can take action to address any disadvantage and recognise any positive impact by the changes proposed.

Examples of when you should carry out an EIA include when we:

- Propose a change to how we provide services or are considering offering a new service (Example – linked to OPCC commissioning strategy)
- Propose to stop a service
- Propose to change functionality or how we deliver a service
- Update one of our policies or change one of our policies. (If this incorporates significant change for the public or our workforce)
- Adopt new strategy, priorities, process or action plans
- Develop a new policy or guidance document

STAGE TWO – IDENTIFY SCOPE

Research

An EIA relies on the effective analysis of both qualitative and quantitative data from external and internal sources.

Sources of data and insight include (but are not limited to):

- HR workforce data
- Community Impact Assessments
- Previous EIAs
- Using service specific knowledge and expertise
- Previous customer satisfaction surveys and research
- User feedback and satisfaction reports
- Workforce monitoring (Example - Corporate Governance meetings)
- Staff surveys, opinions
- Complaints and comments

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- Outcome of public consultation exercises
- Feedback from focus groups
- Feedback from individuals or organisations representing the interests of key target groups or similar
- Information from formal audits
- Demographics and ward profiles if available
- Press coverage
- Community and voluntary sector reports
- Academic, qualitative and quantitative research
- National, regional and local statistics.

In this section you must list the specific sources of evidence that you have used within the EIA, including links and details of any consultation work you have undertaken.

Consultation

The next stage is to complete the checklist in the EIA Summary to define who you need to consult with to get views and ideas about your product. The information you have previously collated can be used as evidence of consultation. To help you decide whether to consult, who to consult with and the methods to be adopted, you should ask yourself the following questions:

1. Is there any existing consultation information that can be used?

You should gather all the relevant evidence you have before carrying out any consultation. There are various ways of consulting which may not involve undertaking any or much additional work. For example, results from customer satisfaction or other surveys, discussions with community, Key Individual Network (KINS) or other groups and liaising with our staff networks.

2. Who are the groups, organisations and individuals most likely to be affected by the function, both directly or indirectly?

Refer back to the early thinking and the Equality Consideration Checklist at Stage One mentioned at the beginning of this guidance.

3. What methods of consultation are most likely to reach the people or organisations you need to speak to?

You should consult with groups who we are and are not reaching. Consultation should be used to find out what barriers people within groups perceive and what can be done to make engagement easier. You can also consult with staff groups and networks. Consultation can be carried out in a variety of ways including surveys, focus groups and consultation events. Consultation events are only necessary if you are impact assessing a proposal for a significant change.

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STAGE THREE – IMPACT

Evaluate the impact the product has on each characteristic, taking account of consultation findings. Refer to the Equality Consideration Checklist. This provides an additional list of prompts for each characteristic that will help ensure your decision is fully informed. Impact can be positive as well as negative; positive impact should still be recorded. Where no impact is identified this should be explicitly stated in the assessment.

STAGE FOUR – MITIGATION

Where possible negative impacts should be assigned mitigating actions. Summarise what actions need to be taken to deliver a product that is inclusive by design. This should include the things that need to be done to remove barriers, to improve outcomes for particular groups, and to meet the needs of our people and our communities.

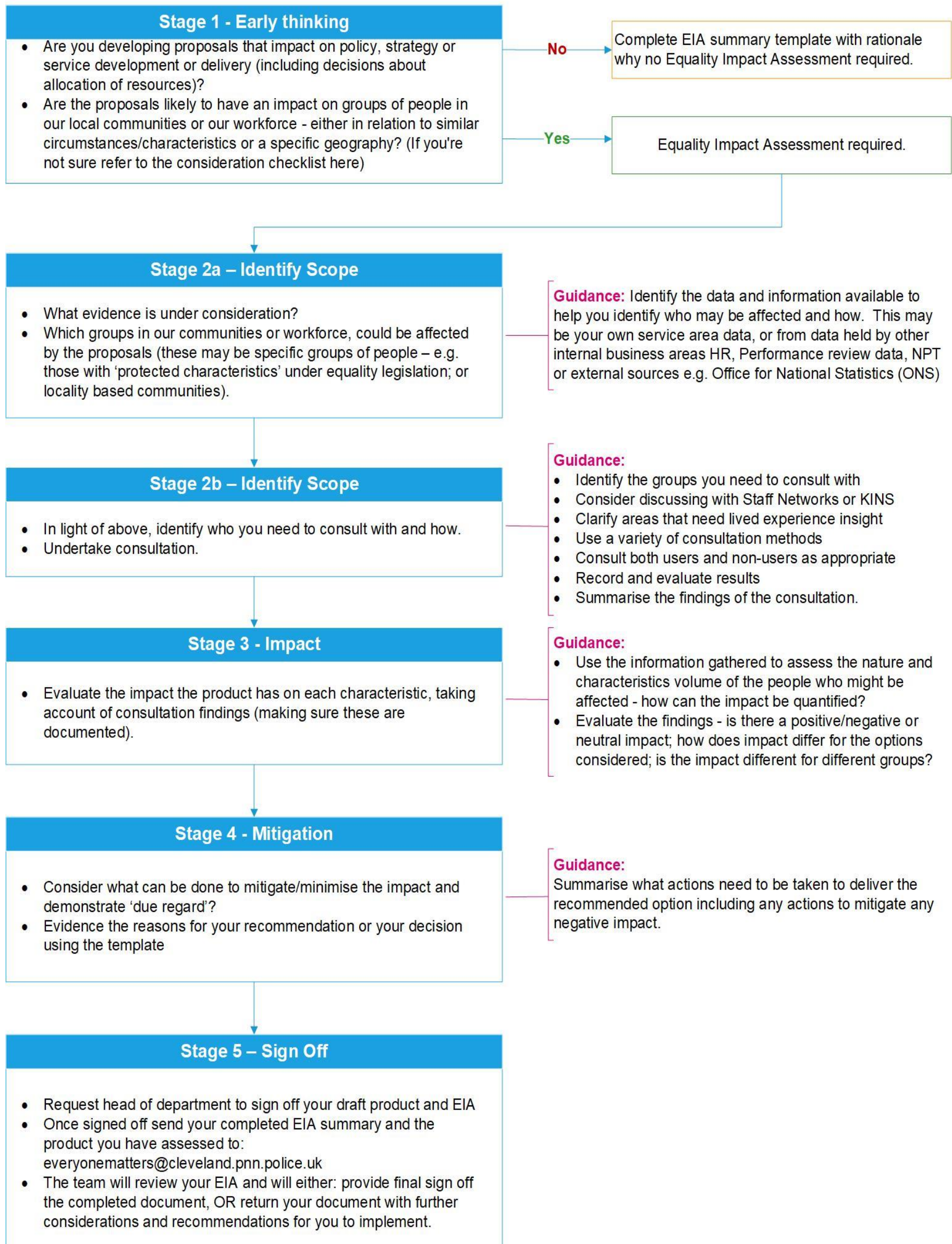
Any negative impacts that cannot be assigned a mitigating action must be escalated to the Assistant Chief Executive (ACE) who must agree that tolerating the risk to deliver the product is appropriate, and add it to the relevant organisational risk register for the business area.

STAGE FIVE – SIGN OFF

Once you have summarised the impacts and actions, a request should be made for the Chief Executive or Assistant Chief Executive to sign off on your draft product and EIA. On receipt of their sign off please send your completed EIA summary and the product you have assessed to: edi@cleveland.pnn.police.uk

The EDI Team will review your EIA and will either: provide final sign off for the completed document, **OR**, return your document with further considerations and recommendations for you to implement. As part of this process the EDI team will also agree an initial review period with you to support you to assess and strengthen the effectiveness of with any actions.

Equality Impact Assessment Process





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