Understanding our impact on our communities and workforce

Equality Impact Assessment (EIA) guidance and template

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| **EIA STAGE 2 – FURTHER ASSESSMENT AND ACTION PLAN** | | |
| * The purpose of this further assessment is to help you consider how you will: * avoid, reduce or minimise negative impact * promote equality of opportunity * foster good relations between people who share a protected characteristic and those who do not   for proposals/activities that have been assessed as potentially having a negative impact on communities/protected characteristic groups.   * Considering what you will do to help address the above is your responsibility as a service and the Stage 2 EIA will help you to think this through. If you need expert advice (e.g. from Legal or HR) then this is available, but this process is ultimately about empowering you as a service to better understand and meet the needs of local people. * Please provide the reference to your stage 1 assessment, to then complete sections  1. Further evidence and consultation with key stakeholders 2. Action planning 3. Publishing your EIA | | |
| **Directorate:** |  | **Senior officer responsible for service/policy**: |
| **Adults & Health** |  | Dave Thompson |
| **Service:** |  | **Lead officer responsible for this EIA:** |
| Libraries |  | Carol Stump |
| **Specific service area/policy:** |  | **Date of EIA (Stage 1):** |
| **Libraries** |  | 27/09/2018 |
| **EIA (Stage 1) reference number:** |  | **Date of EIA (Stage 2):** |
|  |  | 27/09/2018 |

1. **Further evidence and consultation with employees, residents and any other stakeholders**

As part of your Stage 1 EIA you identified evidence/intelligence you had available to support your assessment of the impact of your proposal on different groups.

**Stage 2 is different to Stage 1. It is a live process that needs to be your companion throughout the whole of the proposal considerations.**

At Stage 2 you need to document the evidence you **already have** to show you have undertaken consultation. You also need to document what you are **planning to do too**. This section needs to be regularly updated when you have completed a piece of consultation activity. This helps to support the work you are doing to understand the impact of your proposals.

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| **CONSULTATION WITH KEY STAKEHOLDERS** | | | | **COMPLETE THIS DETAIL WHEN YOU HAVE DONE YOUR CONSULTATION** | |
| **REF No.** | **Which key stakeholders have you/are you consulted/ing with?** | **Why have you/are you consulted/ing them (or not?)** and what were you/are you looking to find out? | **How did you/are you planning to consult them?**  Date and method of planned consultation | Actual Date of Consultation | **Outcome of consultation**  What have you learned?  Do you have actions to complete that will help mitigate any unnecessary negative impact on groups?  [move to section B if you do] |
| **1** | **Staff** | Potential changes to their locations | Informal conversation and staff briefing | October 2018 | Staff offered alternative location to work hours that previously covered at Birkby Fartown |
| **2** | **Users** | To make them aware of the potential changes and to alert them to other possibilities | Informal conversations with users | October 2018 | Some groups already meeting elsewhere in Birkby.  Children encouraged to use Huddersfield Library. |
| **3** | **Councillors** | To discuss the impact of the need for more classroom space at Birkby School  To make them aware of potential changes and to seek their support to attempt to mitigate the effects upon their constituents | Service Director/Portfolio Holder/Chief Librarian met with the Ward Councillors  Attendance at ward forum to provide updates of current situation | September 2018  Ward meeting 28.09.18 is the first official opportunity to confirm plans | Councillors understood the need to look for alternative accommodation for the library  Councillors are working hard to locate alternative space. |
| **4** | **Volunteers** | To make them aware of the potential changes and to alert them to other possibilities | Informal conversation | October 2018 |  |
| **5** | **Partners e.g. Public Health** | To make them aware of the potential changes | Informal conversation | October 2018 |  |

1. **Action planning**

If you identified that you needed to take further action after you consultation activity in section A, you need to now complete this action plan.

It needs to include: a list of actions that you will take, what you think will be the projected outcome from doing this, record what you ended up doing, when you did this and what the actual outcome was.

Actions need to cover your next steps AND specific actions that you will need to take to help mitigate the impact against protected groups that is being identified through your consultation.

THIS IS A LIVE PLAN – YOU WILL NEED TO REVIEW & CONTINUE TO UPDATE IT

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| **EIA - ACTION PLAN** | | | **Complete this section when you have actually carried out some actions** | | |
| **REF.No [from section A]** | **What actions are you going to do as a result of carrying out your consultation?** | **What do you think these actions will achieve? Will they mitigate any adverse impact on protected groups? Will they foster good relations between people? Will they promote equality of opportunity?** | **What did you actually do?** | **When did you do this?** | **What was the actual outcome?**  **Have you mitigated any negative impact? Have you ensured good relations exist? Have you promoted equality of opportunity?** |
|  | **Continue to find a permanent solution for housing the library** | **Reassure users and the community that we intend to maintain a library service** | **Discussions with PRP and communities.** | **ongoing** |  |
|  | **Provide book drops within the community at various locations** | **Users having local access to a books** | **We have identified the potential following sites - laundrette, community access point, Birkby I & J School, Fixby I & J School, Umar Mosque, Riza Mosque, St Cuthbert’s Church, St Johns Church, Hillhouse Centre, Sharan Deli café & Buddhist Centre** | **ongoing** |  |
|  | **Source alternative free IT provision within Birkby Fartown** | **Provide access for protected groups** | **To have discussions with the school** |  |  |
|  | **Signpost users to alternative library locations** | **Access to full services** | **Groups – including the Asian Ladies group have found an alternative venue.** | **By October 2018** | **The impact has been positive, in that groups are still meeting – a walking group has been set up and community+ are working with groups.** |
|  | **Signpost users to on-line resources** | **Access to wider services** | **We have an e-book collection that users can access.** | **ongoing** |  |
|  | **Supported school visits at Huddersfield Library to both familiarise children but also to continue the class visits via Librarian outreach** | **Awareness of services available at nearest location** | **Supported school visits at Huddersfield Library to both familiarise children but also to continue the class visits via Librarian outreach** | **ongoing** | **Children can still access a wide range of resources and activities at other libraries.** |
|  | **Produced double sided information leaflet in English and Urdu advising of the change and need and signposting users to alternative location** | **All elements of the community have access to the information** | **Leaflet produced 27.09.18 and will be distributed to Councillors and the public both in ward meetings and various community points** | **ongoing** |  |
|  | **Wider communication via school newsletter updating partners and carers of changes affecting the library** | **Reassure users and the community that we intend to maintain a library service** |  | **ongoing** |  |
|  | **Working with Community Plus to share information with wider community on library move** | **Reassure users and the community that we intend to maintain a library service** | **Community+ working with us to ensure communities are aware of the changes and the mitigations.** | **ongoing** | **Positive outcomes for groups who are being supported to continue.** |

1. **Publishing Your EIA**

ALL Equality Impact Assessments must be published. They are public documents. As you update your EIA, you will need to re-publish this to show the changes you are making. This will allow stakeholders in your proposal to be more informed and talk to you in a more knowledgeable way about your proposal.