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**: |
| **Economy and Infrastructure** |  | Adele Poppleton |
| **Service:** |  | **Lead officer responsible for this EIA:** |
| Economy, Regeneration and Culture |  | Martin Gonzalez |
| **Specific service area/policy:** |  | **Date of EIA (Stage 1):** |
| **Sport & Physical Activity Development Team** |  | 8 January 2018 |
| **EIA (Stage 1) reference number:** |  | **Date of EIA (Stage 2):** |
| **EX ER1 & NEW ER5** |  | 8 January 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** | KAL senior managers | To discuss the impact of the increased reductions in funding and how they might be able to absorb that, and to understand the pressures that this may cause KAL. | Meetings with the Chief Executive of KAL | **7th December 2017 plus discussions via e-mail and one to ones during December** | KAL will review their business modelling and targets for 2018 and 2019 to reflect the increased cuts and how they might offset these through increased income and/or reduced expenditure. These are predicated on achieving certain levels of business and may need to be revisited if targets are not being met. There is no suggestion that KAL would be impacting on any protected group more than others as a result of this decision, and any impact would be business wide. |
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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?** |
| **1** | **Continue to review impact with KAL senior officers in regular Operational Management Group meetings, where KAL can keep council officers appraised of how they are performing against targets.** | **Allow the Council to understand at the earliest opportunity how the impact of the funding reduction may affect staff and/or customers, and consider whether any further mitigation can or should be applied.**  **There is no suggestion that any particular or protected groups will be any more affected by this situation than anyone else.** |  |  |  |
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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.