

Equality, diversity and inclusivity policy 2021 to 2022

Introduction

Harlow Council has a continuing commitment to promoting equality, diversity and inclusivity within Harlow. The council celebrates difference and believes that tackling inequality will provide a strong foundation for cohesive and confident communities. The council will work to tackle inequalities throughout its core business within both the services that it provides to the community and in its role as an employer.

The council is committed to ensuring that no person or group of persons living, working or visiting the district will be directly or indirectly discriminated against because they belong to a particular group with protected characteristics. We intend to meet our duties under the Equality Act by making sure that all people who come into contact with us are treated fairly and can access our services on an equal basis.

While the council has made significant progress in advancing equality, diversity and inclusivity within Harlow, it will not become complacent in working towards this goal. This policy therefore sets out our approach. The policy covers:

1. Why the council needs a policy.
2. Our legal responsibilities and obligations.
3. Our equality, diversity and inclusivity objectives.
4. Our equality action plan.
5. How the council will monitor and report on its progress towards its objectives.

Why the council needs a policy

1. Harlow Council recognises that its policies and services will have an impact on different groups and individuals in different ways depending upon their background, culture and lifestyles.
2. The council also has a number of legal responsibilities and obligations which are detailed later on in this policy.
3. This policy explains the council's commitment in eliminating both direct and indirect discrimination and ensuring that everyone in Harlow has the same equality of opportunity.

Our legal responsibilities and obligations

The law

4. S149 of the Equality Act 2010 [the Act] requires the council to have due regard to its public sector equality duty when making decisions, strategic planning and when implementing policies that may impact on those who have protected characteristics.

General equality duties

5. There are three aims under the public sector equality duty. These are:
 - to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - advance equality of opportunity between people who share protected characteristics and those that do not
 - foster good relations between people who share a protected characteristic and those that do not
6. The general equality duty above supports good decision making as it requires public bodies to consider how different people will be affected by their policies and procedures, therefore, helping public bodies to ensure that services are accessible to all and meet the needs of different people.
7. The general equality duty applies to all bodies that carry out public functions, which will include all private companies, voluntary organisations, including the voluntary, community and social enterprise services (VCSEs) and wholly companies.
8. To ensure it is fulfilling its statutory duty, the council looks at how it can positively contribute to the advancement of equality and good relations and

have transparent processes in place when making decisions, delivering services, or implementing policies.

Protected characteristics

9. There are nine protected characteristics covered by the public sector equality duty. These are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Specific duties

10. Listed authorities (such as the council) also have to comply with specific duties under the requirements of the Equality Act 2010 (Specific Duties) Regulations 2011. These are:

- to publish equality data to demonstrate their compliance with the public sector equality duty
- to set specific, measurable equality objectives that should help the council to meet the general equality duties of the public sector equality duty

11. The data published must include information relating to people who share a protected characteristic who are:

- council employees
- people affected by council policies and procedures

12. The council must also publish the objectives that it sets which it believes are needed to achieve any of the aims of the general equality duties.

Our equality, diversity and inclusivity objectives

13. The council's aim is to ensure that people in Harlow can fully participate in the social, cultural and economic life of the town.

14. We are committed to promoting equality in respect of:

- our role as a service provider – ensuring that the council’s services meet the needs of all local people and that people can access our services on an equal basis
- our role as an employer – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination
- our role as a community leader – ensuring that the council leads on promoting equality and inclusivity within the town to improve the quality of life for the residents and businesses of Harlow

15. The council therefore has three key equality, diversity and inclusivity objectives. These are:

- our services are accessible to everyone and do not discriminate on any unjustifiable ground
- our services seek to meet the needs of our customers and local communities can influence our services
- equality, diversity and inclusivity is championed within the council and our workforce, at all levels, is representative of the local community

Our equality action plan

16. The council has created an equality action plan (Appendix A) to support the achievement of the above mentioned equality and diversity objectives.

17. Each action is assigned to a ‘lead officer’ who is accountable for implementing the action by the target date and providing updates on the progress of work.

Decision making

18. The council’s decision making is based on its adopted Corporate Plan, adopted Local Plan and associated action plans. The council will ensure that its Corporate Plan reflects the diverse nature of the town.

19. The council must also comply with the public sector equality duty (PSED) and have regard to relevant equality considerations when exercising its functions.

20. Whilst there is no specific duty to make an equality impact assessment (EIA), when dealing with service provision, policies, procedures, functions and projects where the PSED is a significant factor, the council will complete an EIA form (Appendix D).

21. EIA's help to ensure that the council is properly serving Harlow's diverse local community and that its services are accessible to all.
22. Completed EIA's will be published on the council's website.

How the council will monitor and report on its progress towards its objectives

23. The council will produce an annual equality, diversity and inclusivity information report to report on the progress it has made throughout the year towards its equality and diversity objectives and action plan. The council's action plan is a dynamic document and will be updated when necessary in accordance to changes in the legislation
24. The report will look at the services and events the council has supported or provided.
25. The council will also collect information on its workforce and the percentage of the workforce with shared protected characteristics. These statistics will be published within the equality, diversity and inclusivity information report.
26. The council will also produce a separate annual gender pay gap report as required under the Equality Act (2010) Specific Duties and Public Authorities Regulations.

Appendices

- Appendix A – Equality action plan
- Appendix B – Corporate equalities monitoring form
- Appendix C – Governance
- Appendix D – Decision making tree and equality impact assessment

Harlow's Equality Action Plan

Key Considerations:

- Our role as a Service Provider – ensuring that the Council's services meet the needs of all local people and that people can access our services on an equal basis.
- Our role as an Employer – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination.
- Our role as a Community Leader – ensuring that the Council leads on promoting equality and inclusivity within the Town to improve the quality of life for the residents and businesses of Harlow.

Objective 3: Equality and diversity is championed within the Council and our workforce, at all levels, is representative of the local community

Number:	Action	Reason for Action	Steps to be taken for action to be achieved	What is the desired end state? What realistically can be achieved?	Recommendations from Internal Audit (if any)	Responsibility	Implementation Date
3.1	Publish the Human Resources policies that have been subject to Equality and Diversity review	To ensure that Council Human Resources policies are not discriminatory and equality and diversity is championed within the Council	Documents to be published on website and reviewed annually.		The Council's 'Equality Policy on Inclusion and Diversity' should be reviewed as a priority by the EWG and updated in line with best practice (to incorporate, for example, roles and responsibilities, and review and reporting arrangements). The policy should be published on the Kaonet and the Council's website, and reviewed annually by the EWG to ensure it remains current.	Head of Service and Lead Officer	Sep-21
3.2	Publish gender pay gap information on the website	To show if there is a difference in the average pay between all men and women in the Council's workforce and identify if action needs to be taken to reduce or eradicate this	Gender pay gap information is already collated by Human Resources. Publish report on website.		The Council's 'Equality Policy on Inclusion and Diversity' should be reviewed as a priority by the EWG and updated in line with best practice (to incorporate, for example, roles and responsibilities, and review and reporting arrangements). The policy should be published on the Kaonet and the Council's website, and reviewed annually by the EWG to ensure it remains current.	Head of Service and Lead Officer	Sep-21
3.3	Report annually on the overall performance of the Council including progress of the Equality Action Plan	Ensures that the senior management members of the Council are aware of any equality issues within the Council and encouraged to ensure that the Council promotes equality in respect of its role as a service provider, employer and community leader	Publish annual information report to detail action undertaken throughout the year by the Council. Include section on progress of the Equality Action Plan		To comply with the PSED the Council should publish annually its equality objectives and the progress made towards achieving them. This could be achieved through the publication of an Equalities Annual Report. To enable progress to be evaluated, targets should be assigned to the actions, the action plan monitored by the EWG, and progress reported to the Corporate Governance Group to update the risk register.	Head of Service and Lead Officer	Sep-21
3.4	Training on the Equality Act 2010 and the Council's approach to equality and diversity is provided to Councillors	Members are aware of their responsibilities under the Equality Act 2010 to ensure that decision making takes into account the diversity of the town whilst ensuring that equalities are incorporated so the Council meets its PSED	Training to be included in the induction process for new Councillors. Periodic training would need to be offered to act as a refresher for existing Councillors (could be offered through the Council's online system)		Completion of the equality and diversity e-learning course should be monitored by the EWG and reported as part of the action plan progress report. The process for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) should be clearly communicated as part of tailored training for staff and Members.	Head of Service and Lead Officer	01/09/2021 Would like to extend the date to 31/12/21

3.5a	Carry out an annual workforce analysis	To ensure the Council has up to date information on its workforce profile and that its workforce is representative of the local community that it serves	Conduct research into approaches taken by other Local Authorities. Create a staff survey.			Head of Service and Lead Officer	Mar-22	
3.5b	As Above	To ensure the Council has up to date information on its workforce profile and that its workforce is representative of the local community that it serves	Review the Corporate Equalities Monitoring Form			Head of Service and Lead Officer	Mar-22	
3.5c	As Above	To ensure the Council has up to date information on its workforce profile and that its workforce is representative of the local community that it serves	To review the information gathered under 3.2 (Publish gender pay gap information on the website) to ensure that the opportunities in the work place are fair and transparent			Head of Service and Lead Officer	Mar-22	
3.6	All staff complete Equality, Diversity and Inclusion awareness training. This can form part of the induction process for new Councillors and introduce periodic refresher training for existing Councillors	Staff understand equality and diversity, the protected characteristics groups, the different forms of prohibited conduct and discrimination and the duties required under the Equality Act 2010	Training to be arranged by Human Resources (could be offered through Wisnet/online system). Training would have to be offered regularly to pick up new starters and act as a refresher for existing officers			Head of Service and Lead Officer	Sep-21	

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- Our role as an Employer – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination.
- Our role as a Community Leader – ensuring that the Council leads on promoting equality and inclusivity within the Town to improve the quality of life for the residents and businesses of Harlow.

Objective 1: Our services are accessible to everyone and do not discriminate on any unjustifiable ground

Number:	Action	Reason for Action	Steps to be taken for action to be achieved	What is the desired end state? What realistically can be achieved?	Recommendations from Internal Audit (if any)	Responsibility	Likely Target Timescales
1.1	The Decision Making Tree process (Appendix D) is followed when dealing with service provision, policies, procedures, functions and projects where the PSED is a significant factor and Equality Impact Assessment Forms completed when necessary (Appendix D)	Ensures that decision making is open, transparent and fair and takes into account the diversity of the Town, ensuring equalities are incorporated	The Decision Making Tree process is approved and made available on council website for officer use. Process to also be incorporated into committee report templates with the completed Decision Making Tree document attached to relevant committee report.	That the key characteristics are fairly treated so services can be accessed fairly	In line with the Equality Act 2010, the Council should develop a consistent and proportionate procedure for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) to be completed before a proposed policy is adopted.	Head of Service and Lead Officer	Sep-21
1.2	Ensures the Council's procurement activities promote and further equality of opportunity in line with PSED guidance	Fulfilling the PSED in relation to its supply base	This is defined in stage 3 of the Harlow Council Procurement Framework			Head of Service and Lead Officer	Sep-21
1.3	Ensure the Council's procurement activities in relation to Modern Slavery further equality of opportunity in line with PSED guidance	Fulfilling the PSED in relation to its supply base	As part of the Council procurement process investigate further the Home Office Modern Slavery Assessment Tool (MSAT) as a potential mechanism to assess the risks of modern slavery in the supply base			Head of Service and Lead Officer	Sep-21
1.4	All Committee reports demonstrate that the equalities duties have been considered and the EIA included in the reported if necessary	Members and Managers are informed about the equality impacts of the decisions they are being asked to make	An "equality and diversity" implication is added to the committee report template for consideration	In line with the Equality Act 2010, the Council should develop a consistent and proportionate procedure for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) to be completed before a proposed policy is adopted.	In line with the Equality Act 2010, the Council should develop a consistent and proportionate procedure for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) to be completed before a proposed policy is adopted.	Head of Service and Lead Officer	Sep-21
1.5a	Ensure Council documents, reports, policies and procedures are written in Plain English with standards regarding font size and accessible standards	To ensure that documents can be accessed and understood by all	Deliver "report writing and plain english writing" training to officers who write reports	To ensure that documents can be accessed and understood by all		Head of Service and Lead Officer	Sep-21
1.5b	Review council services, processes and council buildings to ensure they are accessible for all the community	To ensure that a full assesment is completed on all council buildings	Carry out a review on the Council buildings, processes and services	All Council services, processes and buildings should be assessible to the community		Head of Service and Lead Officer	Mar-22
1.6	Provide customers with access to a translation and alternative format service e.g. video	Equality of Opportunity is advanced for those accessing Council information and services	Braille, sign language, translation of key documents	All Council information is available in format required for access to council services and advice	A review of document accessibility should be carried out as and the information regarding how to access these should be prominently publicised on the Council's website.	Head of Service and Lead Officer	Dec-21

1.7	Investigate including the translation and alternative format strapline on all publications relating to information and services provided by the Council and review the translation options in this strapline annually	All customers can benefit from Council information and services	Braille, sign language, translation of key documents	As above	A review of document accessibility should be carried out as and the information regarding how to access these should be prominently publicised on the Council's website.	Head of Service and Lead Officer	Dec-21	
1.8	Review the use of translation and alternative format services to establish if documents are accessible on screen readers for the visually impaired	A better understanding of the communication needs of customers can be obtained and services adapted to make them more inclusive if needed	Braille, sign language, translation of key documents	As above	A review of document accessibility should be carried out as and the information regarding how to access these should be prominently publicised on the Council's website.	Head of Service and Lead Officer	Dec-21	
1.9	The Council actively promotes National and International awareness events in order to promotes Equality, Diversity and Inclusivity	To raise the profile of issues such as Hate Crime, LGBTQ, Disability and Mental Health etc awareness days	Work with the Communications Team to achieve this.	People can gain a greater understanding of these issues.		Head of Service and Lead Officer	Mar-22	

Harlow's Equality Action Plan

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- Our role as an Employer – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination.
- Our role as a Community Leader – ensuring that the Council leads on promoting equality and inclusivity within the Town to improve the quality of life for the residents and businesses of Harlow.

Objective 2: Our services seek to meet the needs of our customers and local communities can influence our services

Number:	Action	Reason for Action	Steps to be taken for action to be achieved	What is the desired end state? What realistically can be achieved?	Recommendations from Internal Audit (if any)	Responsibility	Likely Target Timescales
2.1	Clearly publish and promote any comments or compliments received and the complaints process and positively encourage our customers to use the system	Customers have awareness of the complaints process and the means of raising equality issues through this process	Complaint process is already available on website. Review complaints procedure to ensure PSED is considered when dealing with complaints.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	Head of Service and Lead Officer	Mar-22
2.2	Respond to and ensure positive and proactive learning from complaints	Appropriate changes made to services to reflect needs of service users	Review complaints procedure to ensure the Council considers what it has learnt from the complaint.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	Head of Service and Lead Officer	Mar-22
2.3	Develop a central database of local community groups which is reviewed annually for officers to access when planning consultation activity	To ensure that the Council receives a wide range of feedback on its services and proposals for service and policy developments	Discuss with teams across the Council as to who they already consult with. Compile database of all groups who should be consulted with. This would be a fluid, long term document which could be reviewed annually.	Gather information on the socio economic breakdown of Harlow so services can be accessed fairly		Head of Service and Lead Officer	Dec-21
2.4	Involve the Residents, Stakeholders and the Youth Council in the development of Council services	To ensure that the Council receives a wide range of feedback on its services and proposals for service and policy developments	Use central database of local community groups to consult with local residents. Develop a consultation framework to agree what matters the Council should regularly consult on. Consider resurrection of the resident survey.	Consultations cover all characteristics so services can be accessed fairly		Head of Service and Lead Officer	Mar-22
2.5	Continue to develop the Council's information base in terms of the socio-economic profile of the District and publish this information annually in the Equality, Diversity and Inclusion Information Report	To ensure that the Council has a robust knowledge of the socio-economic breakdown of the District which can be used to underpin service and policy development	Consider resurrection of the resident survey. Information could be published in annual information report.	Gather information on the socio economic breakdown of Harlow so services can be accessed fairly		Head of Service and Lead Officer	Dec-21

Appendix B - Draft

Corporate Equality Monitoring Form

Harlow Council is committed to ensuring that equality and diversity is championed within the Council and that its workforce, at all levels, is representative of the local community. In its role as an employer, the Council is committed to promoting equality in respect of ensuring that its recruitment processes are fair and that the work environment is safe and free from discrimination.

PRIVACY NOTICE

This form will be treated in the strictest confidence and will be stored securely by the Human Resources section. It will be retained by Human Resources purely for monitoring purposes.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please complete the below application form.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background (please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background (please give details):

Appendix B - Draft

C. Asian or British Asian

Indian

Pakistani

Bangladeshi

Any other Asian background (please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background (please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background (please give details):

F. I do not wish to provide this information

Appendix B - Draft

Gender

I do not wish to provide this information

Age Group

16-17 18-25 26-35 36-45

46-55 56-65 65+

I do not wish to provide this information

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No

If yes, please give details:

I do not wish to provide this information

Sexual Orientation

I do not wish to provide this information

Harlow Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

Appendix C – Governance

The Council's Equality activities is also governed by the following statutory legislations:-

Modern Slavery Statement

The Modern Slavery Act 2015 is a UK act of Parliament designed to tackle slavery and human trafficking through the consolidation of previous legislation and the introduction of new measures. Specifically it introduces new requirements for organisations in regard to their business and supply chains. The Act came into force on 29 October 2015.

In accordance with Government's guidance, organisations are required to comply with the Act provision, including producing an annual statement setting out the steps taken to ensure there is no slavery in the business and the supply chains. The annual statement must be published on the organisation website.

Further details about the Modern Slavery Act and the Council annual statements can be viewed by clicking the link below.

<https://www.harlow.gov.uk/modern-slavery>

Harlow's Procurement Strategy

The Council has a duty to secure best value and continuous improvement in the way that functions are carried out, having regard to a combination of efficiency, economy, and effectiveness.

Procurement is an important tool for the Council as it provides the framework through which the Council can deliver its wider social, economic, and environmental aims; and ensure the procurement of goods, works and services are open, fair, ethical, lawful, and transparent.

When procuring goods, works, or services officers will consider the corporate principle '*Equalities & Fairness*' and address the question – "*How will the Council's equalities duty be met and furthered during and as a result of the process?*"

The Procurement Strategy can be viewed by clicking the link below.

<https://www.harlow.gov.uk/business/procurement/procurement-strategy>

Decision Making Tree - Equality Impact Assessment

Equality Impact Assessment (EIA) is the process by which organisations examine their activities in order to minimise the potential for discrimination. They can help ensure that equality, social inclusion and community cohesion issues can be considered when drawing up policies or proposals which affect the delivery of your services.

The process is also used to monitor interventions designed to have a positive impact on a particular group.

What are the aims of an EIA?

Discrimination can occur due to unforeseen reasons. It is also often the case that organisations sometimes unintentionally overlook or exclude certain groups by not specifically considering their needs. By carrying out an EIA you can obtain a profile of how your policies, services or activities will affect different equalities groups. The potential for discrimination is reduced when undertaking EIA's and awareness among staff who may have little or no experience is raised. Most importantly, your organisation will be complying with legislation by identifying and designing-out discrimination.

Who has to carry out an EIA?

The Equality Act 2010 requires all public bodies to carry out EIA's. They have proved to be so effective in practice that the principles have been extended to cover the nine protected characteristics:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The Process

There are effectively two different levels of impact assessment. The first is the Initial Screening which should be carried out in all cases. Depending on the result of the Initial Screening you may then need to move on to carry out an Equality Impact Assessment (EIA).

Appendix D – Part A

Stage One – Initial Screening

By carrying out an initial screening you will be able to determine whether a full Equality Impact Assessment is needed. It should identify positive, neutral or negative impact.

Screening must be done during the development or design of the policy and before it goes to any group or committee for approval. If it is going to the Board for approval, then it is a requirement of the Board that a full EIA is carried out where the policy is found to be relevant to equality and diversity.

Screening is a short easy process which makes use of statistics, consultation outcomes, results of ethnicity monitoring, complaints, analysis of PALS, audit reports, research information, and reviews demographic data. If there is no data, take action to collect the evidence of likely impact and revisit the document (it could be through PPI, research, consultations, desk research/interview, public health data).

When screening a policy or undertaking a full assessment you can involve your team, other colleagues or partners in the sector and together consider the full implications of the policy and improvements to be made.

Before you start screening do the following:

- Be clear about policy aims, purpose, objectives and outcomes and beneficiaries
- Use the evidence/data you have. However, if you have none or require additional information to make an informed decision, the put monitoring in place/gather some data to support the process
- Ask the following questions and in conjunction with the evidence/data you have, your knowledge, expertise, partnership input, past experiences or research about how your policies have affected certain groups, national information about how some groups are affected by our activities/policies/decisions.

Once you have screened the policy or activity to establish if it has any relevant to equality and diversity, answer the questions below to find out whether an EIA is needed:

Questions to be used during the Screening Process	Yes	No
1) Does/will the policy or activity affect the public directly or indirectly?		
2) Have there been or likely to be any public concerns about the policy or proposal?		
3) Does the evidence/data show an existing or likely differential impact for the different strands of diversity? Age, gender, disability, race, religion, sexuality		
4) Do/will people who belong to the different strands of diversity have different needs, experiences, issues or priorities in relation to this policy or activity (use evidence)		

Appendix D – Part A

5) Could the policy or activity affect how services, commissioning or procurement activities are organised, provided, where and by whom?		
6) Could the policy or activity affect our workforce or employment practices?		
7) Have complaints been received from different equality groups about the effect of this policy, proposal or our activities in general (having no complaints does not always mean there is no issue – always advisable to find out)		
8) Does the policy involve or will it have an impact upon eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between diverse groups		
9) Is there likely to be an adverse/negative impact or risks to the organisation, for users, equality groups and staff if the policy or activity is implemented in its current format?		

Nil impact (no yes's) – The process stops here.

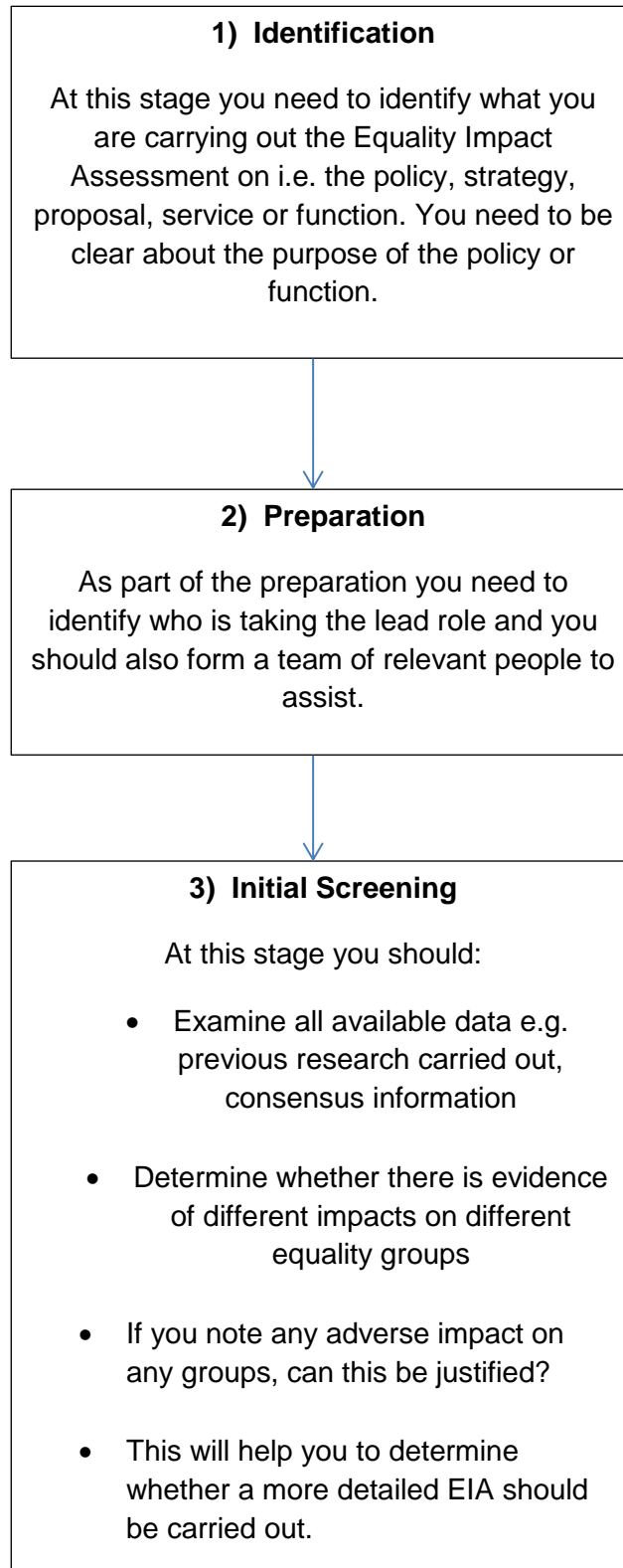
Low impact (1 to 3 yes's) – A full EIA is required but is not an immediate priority, you can prioritise for later on in the year.

High impact (4 to 9 yes's) - A full EIA is required immediately. The EIA should be carried out in consultation with affected groups.

Stage Two – Completing the Equality Impact Assessment

If the initial screening reveals that there may be a negative impact on any particular group, then you should carry out an Equality Impact Assessment (EIA) using the Equality Impact Assessment Form (Appendix D – Part C) and EIA Guidance Sheet (Appendix D – Part B).

Step by step guide to an EIA



4) Gather further data and research

At this stage you should consider all of the information used for the initial screening and then identify and gather other relevant information. You may need to consider new mechanisms for gathering data.



5) Consultation

At this stage you should involve all relevant stakeholders, this might include service users, other community groups etc. It is important that you explain to people what you are doing and think about accessible ways of consulting with people. You might use focus groups, postal questionnaires etc.



6) Assess impact

You should now consider all of the data you have gathered including findings from the consultation to assess the impact. You should assess whether there is, or is likely to be, a positive impact or negative impact for different groups. You should assess and determine the nature of this negative impact.



7) Eliminate or reduce negative impact

Once you have determined the nature of the impact, you should examine why it has occurred or is likely to occur. You will then be able to explore ways to reduce or eliminate the negative impact.





8) The Action Plan – Monitor & Review

This is where you develop an action plan to implement what is needed and set up arrangements for monitoring and review.



9) Publish results

It is important that you make the results of the EIA available so you should consider how you will publish the results. It is also important to identify the people that need to know the results.

Appendix D – Part B

Equality Impact Assessment Form Guidance Sheet

General Guidance

The Equality Impact Assessment (EIA) form should be completed as part of an assessment or screening process involving a minimum of the Project Lead plus at least one other officer. It is strongly recommended that it not be completed by one person working on their own.

EIA's are used to remove barriers in services which might stop people from knowing about or using the service. EIA's also open services up to new groups and help to make services better.

Consultation

It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process.

You must ensure that you record all the main areas of concern raised by equality and customer groups during consultations and how you aim to address these concerns.

Assessment of impact

Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list how the policy or function will or does work for each of the equalities groups.

Identify any differential impact and consider whether the policy/function meets any particular needs identified for each of the six equalities groups.

If you do identify any adverse impact you must:

- a) Seek appropriate advice as to whether it is highlighting unlawful discrimination or is potentially discriminatory, and
- b) Identify steps to mitigate any adverse impact
- c) Include any examples of how the policy or function helps to promote race, disability, age and/or gender equality.

Action Plan

It is essential that you complete an action plan based on your assessment. This is a vital component of the equalities impact assessment process.

In the action plan include all of the measures that you will take to improve the policy/function for the different equalities characteristics, e.g. staff training, positive action, revisions to policy, monitoring of your action plan, etc.

Completion of EIA

Once you have completed the EIA please sign and date and:

- a) Send a copy to your Head of Service

Appendix D – Part B

b) Keep a copy as a record of the processes you have been through in carrying out the EIA

c) Send a PDF copy of the signed and endorsed EIA form and action plans to the Corporate Equalities Group at equalities@harlow.gov.uk

Note

If you are unsure of any aspect of this Equality Impact Assessment process you can seek guidance from:

Your service representative on the Corporate Equalities Group:

- Michael Pitt
- Bev Thomas
- Justin Hopwood
- Mike Fulcher
- Janet Jackson

**HARLOW DISTRICT COUNCIL
EQUALITY IMPACT ASSESSMENT FORM**

Title of EIA	
Focus/Aim of EIA	
Service/Department	
Names and roles of officers completing the assessment (indicate Lead officer)	
Contact telephone number of Lead officer	
Date assessment completed	

Appendix D – Part C

Aims of the policy/service/function and how implemented

Key Questions	Notes
Is this a new policy/service/function or a review of an existing one?	
What is the purpose of the strategy/project? (describe the aims, objectives and purposes of the strategy/project)	
Who are the key stakeholders?	
Are there any other documents/strategies linked to this strategy/project?	
Who is affected by the strategy/project? Who are the main beneficiaries?	

Appendix D – Part C

Who has been involved in the development of the strategy/project?	
Which staff carry out the policy/service/function?	

Appendix D – Part C

Information Gathering and Data Collection

Data Type	What data do you already have about those who use or will use the policy or service?	What gaps are there in the data?	What other data do you need? – state by whom, when and how is it going to be done?	Copies of relevant data attached
<p>Quantitative (numerical) data</p> <p>(E.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service?</p>				
<p>Qualitative data</p> <p>(E.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or</p>				

Appendix D – Part C

service?				
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Consultation - List of formal or informal consultation that has taken place or that you are planning to hold with appropriate stakeholders in relation to this policy/function

Title of consultation	Date consultation took place	Who did you consult with?	What were the main issues raised?	Were there gaps in the data?	If further consultations are needed to fill these gaps – state with whom, by whom, when and how is this going to be done?

Appendix D – Part C

Assessment of Impact – Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list below how the policy or function will or does work for each of the following equalities groups.

Protected characteristic groups from the Equality Act 2010	What do you know? – Summary of data and feedback received	What does this mean? – Impacts identified from data and feedback (actual and potential)	What can you do? – proposed measures to mitigate any adverse impacts: <ul style="list-style-type: none"> • Advance equality of opportunity • Eliminate discrimination • Foster good relations
Age			
Disability			
Gender reassignment			
Pregnancy and Maternity			
Race/ethnicity			

Appendix D – Part C

Religion or belief			
Sex/gender			
Sexual orientation			
Marriage and civil partnership			
Other relevant groups			

Appendix D – Part C

Action Plan

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe

Appendix D – Part C

Signed
Project Manager

Countersigned
Head of Service

Print Name

Print Name

Date

Date

Under the Freedom of Information Act, this completed EIA form will be placed on the website and be available on request to the general public.