

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