

Equality impact Assessment

Project Information	
Project Name <i>This should clearly explain what service / policy / strategy / change you are assessing</i>	Equalities Forum – Terms of Reference
Service Area <i>Main team responsible for the policy, practice, service or function being assessed</i>	Strategy and Partnerships
EIA Author <i>Name and Job Title</i>	Shivani Davé, Partnerships and Inclusion Manager
Date EIA drafted	30/07/2025
ID number <i>This will be added by the Strategy and Partnerships Team</i>	CP008

Executive summary	
Focus of EIA <i>A member of the public should have a good understanding of the policy or service and any proposals after reading this section.</i> <i>Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'</i> <i>This section should explain what you are assessing:</i> • <i>If the EIA is attached to a report, summarise the report.</i> • <i>Provide information on whether any of the following communities could be affected by the policy, practice, service or function, or by how it is delivered?</i> • <i>(age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) in addition, TRDC recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children, (ex) armed forces personnel.</i>	In May Full Council it was agreed the Equalities Sub Committee would change to an Equalities Forum. This change was agreed to create a Forum where community organisations representing communities with protected characteristics, or under represented, could engage with the council and improve equality, equity and inclusion through diversity. This report presents the terms of reference for the Equalities Forum.

Mitigations		
Protected Characteristic	Potential Issue <i>Against each protected characteristics, make a frank and realistic assessment of what issues may or do occur</i>	Mitigating Actions <i>How can the negative impacts be reduced or avoided by the mitigating measures? Is further engagement with specific communities needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?</i>
Age	Not represented within the Forum	Watford and Three Rivers Trust have been included within the proposed membership as they support lunch clubs within the district, and provide the Community & Voluntary Sector support within the district.
Disability	Not represented within the Forum	Watford Mencap, Mission Employable and Herts Mind Network have been included within the proposed membership.
Gender reassignment (or affirmation)	Not represented within the Forum	Impactful Lives and Herts Pride Society have been included within the proposed membership.
Pregnancy or maternity	Not represented within the Forum	
Race	Not represented within the Forum	Watford African and Caribbean Association, One Vision and Gate Herts have been included within the proposed membership.
Religion or belief	Not represented within the Forum	One Vision, Ark Synagogue, Jummah in Chorleywood and Carpenders Park & South Oxhey Methodist Church have been included within the proposed membership.
Sex	Not represented within the Forum	
Sexual Orientation	Not represented within the Forum	Impactful Lives and Herts Pride Society have been included within the proposed membership.

Marriage and Civil Partnership	Not represented within the Forum	
The council recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children and care leavers, (ex) armed forces personnel.	Not represented within the Forum	Former Players Club CIC have been included within the proposed membership. Many of these groups are already represented through other partnership structures managed by council officers.

Actions Planned
<i>In this section you can add information on additional or proactive steps you are taking that enhance equity, engagement or equality of access to services, as well as those mitigating actions identified in the section above that will be undertaken.</i> <i>The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.</i> None additional

Additional Information
<i>Space to provide any additional information in relation to protected characteristics or equity, diversity, equality and inclusion.</i>

Sign off:

Equalities Lead Officer	Date

