

## Short Equality Impact and Outcome Assessment (EIA)

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups<sup>2</sup>

They help us make good decisions and evidence how we have reached these decisions.<sup>3</sup>

See end notes for full guidance. For further support or advice please contact the Community Partnerships Team

## Equality Impact and Outcomes Assessment (EIA)

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed<sup>4</sup>

<b>Title</b> <sup>5</sup>	Community Safety Partnership (CSP) Annual report	<b>ID No</b> <sup>6</sup>	
<b>Team/Service</b> <sup>7</sup>	Community Partnerships		
<b>Focus of EIA</b> <sup>8</sup>	<p>To ensure that the community safety action plan is inclusive, that the work carried out by the community safety partnership considers the wider community and accessibility.</p> <p>The community safety partnership is a collaborative working environment made up of internal and external service users from Community safety, Community Safety partnership and the Community Safety Board, a mixture of professionals and community organisations who work toward a joint goal.</p> <p>This includes: <b>From the Community Safety Board</b></p> <ul style="list-style-type: none"> <li>Three Rivers District Council – Officer</li> <li>Three Rivers District Council – Councillor</li> <li>Hertfordshire Constabulary</li> <li>Hertfordshire Fire and Rescue</li> <li>County Community Safety Unit</li> <li>Office of the Police Crime Commissioner</li> <li>National Probation Service</li> <li>BeNCH CRC</li> <li>Herts Valley Clinical Commissioning Group</li> </ul>		

Watford Community Housing  
Thrive Homes

**From the Community Safety Co-ordinating group**

Three Rivers District Council – Officer  
Hertfordshire Constabulary – Inspector  
Hertfordshire Fire and Rescue  
Neighbourhood Watch  
HCC - YC Hertfordshire  
CGL  
HCC – Trading Standards  
HCC – Road Safety  
Watford Community Housing  
Thrive Homes  
National Probation Service  
BeNCH CRC  
Herts Mind Network  
Citizens Advice Service

The Actions are carried out by individuals, multiple partners or procured services as deemed appropriate and in accordance with best practice. The purpose being to utilise the shared skill set and resources available to deliver consistent and sustainable services for residents.

**Assessment of overall impacts and any further recommendations <sup>9</sup>**

The responsibilities within the proposed action plan for the community safety partnership are shared between the members and stakeholders within the community safety board. The actions have been devised to encourage, develop and deliver the best for the residents within Three Rivers and in some cases the wider community of Hertfordshire, in line with the priorities set by the community safety partnership (CSP). The CSP priorities were set in March by the Community Safety Board.

The largest new project being undertaken will take place within schools. Due to the nature of this partnership project between Three Rivers, Hertsmeire, Welwyn Hatfield and East Herts local authorities, consideration has been given to the impact on any child that takes part in the project including due consideration for any child with SEND or neurodiverse young people.

It is believed that the benefits for children taking part in the project outweighs any impact that may prove problematic. Any child with SEND or neurodiverse young people are already supported within the school setting as part of their Educational Health care plan (EHCP) and will continue to be supported through the project.

The project is not compulsory enabling parents to withdraw consent for their child to attend should they consider there to be any imminent impact on their child from attendance.

Transportation will be considered to prevent any barriers to access.

Craft & Culture events will be delivered to tackle hate crime. New events will be developed and delivered to celebrate and increase awareness of diverse communities and cultures. These events will take place in area where the census or local knowledge demonstrates representation. The events will be provided for free and aims to encourage understanding and awareness of diverse customs, traditions and dates of significance.

Any event planned will be open and accessible to all, they are intended to celebrate the diverse communities within Three Rivers and communities will be encouraged to participate in all activities.

**Potential Issues**

Adverse impact on any child, specifically any child with SEND or Neurodiversity.

Discrimination – Negative responses to cultural events that differ from the British ‘Norm’ such as Easter or Christmas may be questioned.

**Mitigating Actions**

To ensure that staff within the schools understand the nature of the project.  
For all children with SEND and/or neurodiversity to be additionally supported as part of their EHCP

Ensure events are planned with clear reasons of why that event is being held, ensuring that all events are promoted and open to all and that all members of the community are represented and considered in the planning of said events

**Actions Planned** <sup>10</sup>

Before the project takes place the schools will be fully informed of the nature of the project and potential questions that may be asked by children after attendance.

Schools will be advised that any child with an EHCP should be supported throughout the project as they would be if they were in school lessons.

To address and consider any concerns raised from the school should they arise and make any responsible adjustments to ensure that the project is accessible to all.

Craft and culture events planned in advance for 23-24 by Community Partnerships team utilising local data and following agreement from the Community Safety Partnership.

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

**Equality Impact Assessment officer:**

**Date:**

**Equalities Lead Officer:**

**Date:**

### **Guidance end-notes**

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<sup>1</sup> The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

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- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
  - Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
  - Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process. • Sufficient Information: you must assess what information you have and what is needed to give proper consideration.
    - No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
  - Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
  - Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

## **<sup>2</sup> Our duties in the Equality Act 2010**

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where

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participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary

- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

### **<sup>3</sup> EIAs are always proportionate to:**

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

### **<sup>4</sup> When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

**Do you need to complete an EIA? Consider:**

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?

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- How significant are its impacts?
  - Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

**<sup>5</sup> Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

**<sup>6</sup> ID no:** The unique reference for this EIA. This will be added by Community Partnerships

**<sup>7</sup> Team/Service:** Main team responsible for the policy, practice, service or function being assessed

**<sup>8</sup> Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal serviceusers, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

**<sup>9</sup> Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,

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- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

<sup>10</sup> **Action Planning:** 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.