

APPENDIX 2: Template for recording an Equality Impact Assessment (EqIA)

EqIA guidance can be found at [https://sstaffsgovuk.sharepoint.com/sites/TheCore/SitePages/Equality-%26-Diversity\(1\).aspx](https://sstaffsgovuk.sharepoint.com/sites/TheCore/SitePages/Equality-%26-Diversity(1).aspx)

Service:	Person responsible for the assessment:	Date EqIA completed:
Governance	Lorraine Fowkes	01/05/23

PART A - Identification

1	Title or name of proposal	Revisions to the Council's Constitution
2	The commencement date of the proposal and approval e.g., CLT, Cabinet, Committee, Council	Council AGM 23 May 2023
3	What are the aims, objectives, and purpose of the proposal?	To have an effective, up to date Constitution
4	Status of the proposal	New proposal/ <input type="checkbox"/> Existing proposal <input checked="" type="checkbox"/> Date Last Reviewed:05/22
5	Are there any other functions, policies or services which might be linked with this one for the purposes of this exercise?	No direct links; other policies listed in the Constitution are subject to separate assessments where appropriate.
6	Who is it intended to affect or benefit (the target population):	The Constitution gives elected members and the public clarity on how the Council operates and rules of procedure.

PART B - Evidence, Research and Stakeholder Engagement

7	List relevant examples of data (qualitative and quantitative) or any consultation information available that will enable the impact assessment to be undertaken	The changes being proposed are minor in nature and no impacts are envisaged. However, an EqIA is being undertaken as it has been some time since the last one was completed.
8	Evidence from the data from Question 7 of any feedback or complaints against the service/policy/procedure on grounds of potential or perceived discrimination	CLT and Cabinet Members have been consulted and no impacts or concerns were raised. The changes are largely procedural with minimal impact on communities.

PART C – Assessment and Differential Impacts

Within this table, state whether the policy or function will have a positive or negative impact across the protected characteristics and provide any comments, reason, and evidence to support this.

What is the effect of the change on each characteristic – tick one				Reason		Action* Required
	Positive impact	Negative impact*	Neutral	Explanation of impact analysis	Is this likely to be unlawful?	Yes / No
Age			x	Changes proposed will not impact on this protected characteristic	No	No
Disability			x	Changes proposed will not impact on this protected characteristic	No	No
Gender reassignment			x	Changes proposed will not impact on this protected characteristic	No	No
Marriage & Civil Partnership			x	Changes proposed will not impact on this protected characteristic	No	No
Pregnancy and Maternity			x	Changes proposed will not impact on this protected characteristic	No	No
Race			x	Changes proposed will not impact on this protected characteristic	No	No
Religion or Belief	x			Proposed adoption of definition of Islamophobia will strengthen position of the Council. The changes proposed around adoption and embedding of such matters into policies and procedures further strengthens the Council's position in this area.	No	No
Sex			x	Changes proposed will not impact on this protected characteristic	No	No
Sexual Orientation			x	Changes proposed will not impact on this protected characteristic	No	No

Other			x	Changes proposed will not impact on this protected characteristic	No	No
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9	Does your proposal link with other proposals to have a cumulative negative affect on particular equality groups?	Yes/ No	If yes, give details
		No	The minor changes proposed do not negatively impact on any group and there are no linkages that may give rise to such an impact.

PART D – Outcomes, Action, and Public Reporting

What Justifiable Action Does the Evidence, Engagement and Consultation Suggest You Take?

	Description	Yes / No
A	No Major Change Required When no potential for discrimination or adverse impact is identified and all opportunities to promote equality have been taken.	Yes
B	Adjustments needed to remove barriers or to better promote equality Are you satisfied that the proposed adjustments would remove the barriers identified?	No
C	Continue despite possible adverse impact For important relevant proposals, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.	No
D	Stop and rethink your proposal Actual or potential unlawful discrimination is identified; the proposal will need reviewing immediately.	No

PART E – Monitor Evaluate and Review

Action and Monitoring Plan - where the assessment in Part C & D indicates a potential negative impact, how will this be reduced or mitigated to reduce impact moving forwards?

Conclusions Reached About Potential Impact		
Possible Impact	Group(s) Affected	Evidence
n/a		
Impact Identified	Action	Responsibility
Timescale	Expected Outcomes	Review Date

PART F – To be completed by Equality Service Group

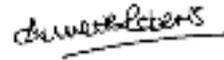
Date Reviewed	Name of Representatives involved in Review (min of 2-3)	
1.5.23	WB, RB, NM	
<p>General Comments</p> <p>The majority of changes relate to membership of meeting and structures and are largely administrative. However, 2 suggestions are below:</p> <ol style="list-style-type: none"> 1) The reduction in committees and changes to the composition of panels, whilst we appreciate this is dictated by whoever is elected, we need to ensure we encourage representation from different groups and backgrounds. 2) The proposed adoption of Islamophobia is adopted, and it is recommended that this is replicated in other relevant council equality policies. 		
Recommendations		
<p>Publish Results <input type="checkbox"/></p> <p>Carry out further impact assessment, if yes state the review date and ensure this is diarised for action <input type="checkbox"/></p>	<p>Specific Recommendations to Consider:</p> <p>See comments</p>	
<p>Confirm that the recommendations have been actioned or explain why if any cannot be actioned.</p> <p>Thank you. I confirm that prior to the changes we ran an event to promote the role of being a councillor and to encourage new potential individuals to come forward and consider being an elected member and representing their community. The event was promoted by outreach work and contact was made with a range of organisations specifically targeting locations where there are likely to be underrepresented groups.</p> <p>I confirm I have asked WB to raise the adoption of Islamophobia with the Equality Steering and Service groups to ensure this is replicated in relevant equality plans/toolkits and training.</p>		

Part G – Corporate Director/Assistant Director Approval

- I am satisfied with the results of this EqIA.
- I have seen the Councils Equality Schemes or Equality Action Plan and am satisfied with the contribution it can make.

Approved

Corporate Director/Assistant Director Signature:



Date: 3.05.23

Once signed the author of the EqIA should attach it to the report.

Please send a copy to Thomas Reynolds, Performance & Customer Insight Manager requesting that the EqIA is published on our internal equality site.

Where the EqIA relates to a member report the EqIA should be sent to Member Support at the same time as issuing your report to ensure it is on the CMIS system prior to the Cabinet/Committee/Council meeting.

If the EqIA relates to an Individual Decision, please ensure that the EqIA is attached to the report.