

## Equality Impact Analysis to enable informed decisions

### The purpose of this document is to:-

- I. help decision makers fulfil their duties under the Equality Act 2010 and
- II. for you to evidence the positive and adverse impacts of the proposed change on people with protected characteristics and ways to mitigate or eliminate any adverse impacts.

### Using this form

This form must be updated and reviewed as your evidence on a proposal for a project/service change/policy/commissioning of a service or decommissioning of a service evolves taking into account any consultation feedback, significant changes to the proposals and data to support impacts of proposed changes. The key findings of the most up to date version of the Equality Impact Analysis must be explained in the report to the decision maker and the Equality Impact Analysis must be attached to the decision making report.

**\*\*Please make sure you read the information below so that you understand what is required under the Equality Act 2010\*\***

### Equality Act 2010

The Equality Act 2010 applies to both our workforce and our customers. Under the Equality Act 2010, decision makers are under a personal duty, to have due (that is proportionate) regard to the need to protect and promote the interests of persons with protected characteristics.

### Protected characteristics

The protected characteristics under the Act are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

### Section 149 of the Equality Act 2010

Section 149 requires a public authority to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by/or under the Act
- Advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share those characteristics
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The purpose of Section 149 is to get decision makers to consider the impact their decisions may or will have on those with protected characteristics and by evidencing the impacts on people with protected characteristics decision makers should be able to demonstrate 'due regard'.

### **Decision makers duty under the Act**

Having had careful regard to the Equality Impact Analysis, and also the consultation responses, decision makers are under a personal duty to have due regard to the need to protect and promote the interests of persons with protected characteristics (see above) and to:-

- (i) consider and analyse how the decision is likely to affect those with protected characteristics, in practical terms,
- (ii) remove any unlawful discrimination, harassment, victimisation and other prohibited conduct,
- (iii) consider whether practical steps should be taken to mitigate or avoid any adverse consequences that the decision is likely to have, for persons with protected characteristics and, indeed, to consider whether the decision should not be taken at all, in the interests of persons with protected characteristics,
- (iv) consider whether steps should be taken to advance equality, foster good relations and generally promote the interests of persons with protected characteristics, either by varying the recommended decision or by taking some other decision.

## **Conducting an Impact Analysis**

The Equality Impact Analysis is a process to identify the impact or likely impact a project, proposed service change, commissioning, decommissioning or policy will have on people with protected characteristics listed above. It should be considered at the beginning of the decision making process.

### **The Lead Officer responsibility**

This is the person writing the report for the decision maker. It is the responsibility of the Lead Officer to make sure that the Equality Impact Analysis is robust and proportionate to the decision being taken.

### **Summary of findings**

You must provide a clear and concise summary of the key findings of this Equality Impact Analysis in the decision making report and attach this Equality Impact Analysis to the report.

## Impact – definition

An impact is an intentional or unintentional lasting consequence or significant change to people's lives brought about by an action or series of actions.

### How much detail to include?

The Equality Impact Analysis should be proportionate to the impact of proposed change. In deciding this asking simple questions “Who might be affected by this decision?” “Which protected characteristics might be affected?” and “How might they be affected?” will help you consider the extent to which you already have evidence, information and data, and where there are gaps that you will need to explore. Ensure the source and date of any existing data is referenced.

You must consider both obvious and any less obvious impacts. Engaging with people with the protected characteristics will help you to identify less obvious impacts as these groups share their perspectives with you.

A given proposal may have a positive impact on one or more protected characteristics and have an adverse impact on others. You must capture these differences in this form to help decision makers to arrive at a view as to where the balance of advantage or disadvantage lies. If an adverse impact is unavoidable then it must be clearly justified and recorded as such, with an explanation as to why no steps can be taken to avoid the impact. Consequences must be included.

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**Proposals for more than one option** If more than one option is being proposed you must ensure that the Equality Impact Analysis covers all options. Depending on the circumstances, it may be more appropriate to complete an Equality Impact Analysis for each option.

**The information you provide in this form must be sufficient to allow the decision maker to fulfil their role as above. You must include the latest version of the Equality Impact Analysis with the report to the decision maker. Please be aware that the information in this form must be able to stand up to legal challenge.**

## Background Information

<b>Title of the policy / project / service being considered</b>	Engagement Strategy	<b>Person / people completing analysis</b>	Sarah Moody
<b>Service Area</b>	Community Engagement	<b>Lead Officer</b>	Nicole Hilton
<b>Who is the decision maker?</b>	Executive Committee	<b>How was the Equality Impact Analysis undertaken?</b>	Desktop exercise initially, including discussions with community representatives
<b>Date of meeting when decision will be made</b>	04/04/2018	<b>Version control</b>	V0.1 27/02/18 typos corrected
<b>Is this proposed change to an existing policy/service/project or is it new?</b>	Existing policy/service/project	<b>LCC directly delivered, commissioned, re-commissioned or de-commissioned?</b>	Directly delivered
<b>Describe the proposed change</b>	A Community Engagement Strategy has been produced on a five-yearly basis. The new draft has been created following discussion with community representatives, and as such, is much more people focussed than previous target-based strategies.		

### **Evidencing the impacts**

In this section you will explain the difference that proposed changes are likely to make on people with protected characteristics. To help you do this first consider the impacts the proposed changes may have on people without protected characteristics before then considering the impacts the proposed changes may have on people with protected characteristics.

You must evidence here who will benefit and how they will benefit. If there are no benefits that you can identify please state 'No perceived benefit' under the relevant protected characteristic. You can add sub categories under the protected characteristics to make clear the impacts. For example under Age you may have considered the impact on 0-5 year olds or people aged 65 and over, under Race you may have considered Eastern European migrants, under Sex you may have considered specific impacts on men.

### **Data to support impacts of proposed changes**

When considering the equality impact of a decision it is important to know who the people are that will be affected by any change.

#### Population data and the Joint Strategic Needs Assessment

The Lincolnshire Research Observatory (LRO) holds a range of population data by the protected characteristics. This can help put a decision into context. Visit the LRO website and its population theme page by following this link: <http://www.research-lincs.org.uk> If you cannot find what you are looking for, or need more information, please contact the LRO team. You will also find information about the Joint Strategic Needs Assessment on the LRO website.

#### Workforce profiles

You can obtain information by many of the protected characteristics for the Council's workforce and comparisons with the labour market on the [Council's website](#). As of 1<sup>st</sup> April 2015, managers can obtain workforce profile data by the protected characteristics for their specific areas using Agresso.

## Positive impacts

The proposed change may have the following positive impacts on persons with protected characteristics – If no positive impact, please state 'no positive impact'.

<b>Age</b>	Michael Bruter, professor of political science at the London School of Economics said in 2017 'It is not just that young people are apathetic while they are young, but that society is creating generations of people who may never vote. If young people don't vote for the first election of their lives, they're not likely to vote in later elections either'. For this reason the strategy is aimed at people of all ages, but the Council has specific engagement methods and opportunities to encourage and include young people. Being able to have their say should have a positive influence on their lives now and in the future because early involvement in democratic processes encourages more active citizenship in later life. The <a href="#">Joseph Rowntree Foundation</a> and the United Nations have also both done work on this subject. Conversely, older people are more likely to participate in democracy and civic activities. This will be able to continue under the new engagement strategy as it encourages the use of more than one type of engagement (to avoid just using online surveys for example).
<b>Disability</b>	The strategy specifically references engagement in relation to service design and development. Many of these services are aimed at vulnerable people with disabilities for example. As well as talking directly to people with disabilities, the strategy states that we will also work with representative organisations and those who advocate on behalf of people with a disability because Public Health research conducted in 2014 revealed that British adults with a learning disability had less favorable perceptions of important neighborhood characteristics and lower levels of social and civic participation than their non-disabled peers. The engagement methods document, which supports this strategy, offers alternative approaches such as Appreciative inquiry to involve people for whom surveys or more formal focus groups are inappropriate. Using this approach will ensure our engagement activities are more inclusive so people with disabilities can actively participate.
<b>Gender reassignment</b>	There are no specific positive impacts on people whose gender is being, or has been, reassigned. We will however ensure that representative organisations, such as Rainbow, are included in engagement on matters that could be of particular interest to this group.
<b>Marriage and civil partnership</b>	There are no specific positive impacts on this group, but they will be included in engagement matters that specifically affect them.
<b>Pregnancy and maternity</b>	There are no specific positive impacts on this group, but they will be included in engagement matters that specifically affect them. We will ensure avenues, such as health visitors and children's centres are used, when required, to reach this cohort. These bodies already use inclusive methods of engagement to reach their clients.

<b>Race</b>	There are no specific positive impacts on this group, but given that Electoral Commission research (below in 'negatives' section) shows that certain BME groups are less likely to participate than others we will make sure that representative organisations are included in the work we do and that translation services are available on request for those who do not confidently speak or read English. The Council's current service is specifically referenced in the strategy.
<b>Religion or belief</b>	There are no specific positive impacts on this group, but they will be included in engagement matters that specifically affect them
<b>Sex</b>	There are no specific positive impacts on this group, but they will be included in engagement matters that specifically affect them
<b>Sexual orientation</b>	There are no specific positive impacts on people of any sexual orientation. We will however ensure that representative organisations, such as Rainbow, are included in engagement on matters that could be of particular interest to this group.

**If you have identified positive impacts for other groups not specifically covered by the protected characteristics in the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.**

Rural residents – the strategy states that we will use more than one method to engage people and this should benefit rural residents as it will reduce reliance on primarily online surveys where broadband connections might still be slower than urban counterparts.

**Adverse/negative impacts**

You must evidence how people with protected characteristics will be adversely impacted and any proposed mitigation to reduce or eliminate adverse impacts. An adverse impact causes disadvantage or exclusion. If such an impact is identified please state how, as far as possible, it is justified; eliminated; minimised or counter balanced by other measures.

If there are no adverse impacts that you can identify please state 'No perceived adverse impact' under the relevant protected characteristic.

**Negative impacts of the proposed change and practical steps to mitigate or avoid any adverse consequences on people with protected characteristics are detailed below. If you have not identified any mitigating action to reduce an adverse impact please state 'No mitigating action identified'.**

<b>Age</b>	There are no perceived negative impacts that will result from the implementation of this strategy as action is proposed to overcome any barriers young and older people might face when trying to engage.
<b>Disability</b>	Public Health research conducted in 2014 revealed that British adults with a learning disability had less favorable perceptions of important neighborhood characteristics and lower levels of social and civic participation than their non-disabled peers so this strategy has been created to overcome common barriers faced by this group, for example using advocate organisations and alternative format documentation.
<b>Gender reassignment</b>	There are no perceived negative impacts that will result from the implementation of this strategy.
<b>Marriage and civil partnership</b>	There are no perceived negative impacts that will result from the implementation of this strategy.
<b>Pregnancy and maternity</b>	There are no perceived negative impacts that will result from the implementation of this strategy.

<b>Race</b>	There are no perceived negative impacts that will result from the implementation of this strategy, but Electoral Commission research shows that certain BME groups are less likely to participate than others we will make sure that representative organisations are included in the work we do and that translation services are available on request for those who do not confidently speak or read English. Action is proposed to overcome barriers people who do not confidently speak, read or write English might face when trying to engage, for example translation services on demand. Example research findings - completeness of the electoral register for White British people is 85.9%, for Asian people it is 83.7%, but for Black people it is 76%, for people of Mixed ethnicity it is 73.4% and for people whose ethnicity falls into the "Other" category it is 62.9%. A survey by Ipsos Mori in 2010 also found that the turnout rate for white voters was 67%, while for non-white voters it was 51%. The Council's current service is specifically referenced in the strategy.
<b>Religion or belief</b>	There are no perceived negative impacts that will result from the implementation of this strategy. Where an engagement topic might have a greater impact on this group we will use our network of contacts to ensure the Council is doing all we can to include and represent people with particular beliefs.
<b>Sex</b>	There are no perceived negative impacts that will result from the implementation of this strategy.
<b>Sexual orientation</b>	There are no perceived negative impacts that will result from the implementation of this strategy.

**If you have identified negative impacts for other groups not specifically covered by the protected characteristics under the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.**

Prisoners are excluded from general engagement due to their inability to attend events or complete online surveys. Additional efforts will be made through the prison on topics which might directly affect this cohort.

## Stakeholders

Stake holders are people or groups who may be directly affected (primary stakeholders) and indirectly affected (secondary stakeholders)

You must evidence here who you involved in gathering your evidence about benefits, adverse impacts and practical steps to mitigate or avoid any adverse consequences. You must be confident that any engagement was meaningful. The Community engagement team can help you to do this and you can contact them at [consultation@lincolnshire.gov.uk](mailto:consultation@lincolnshire.gov.uk)

State clearly what (if any) consultation or engagement activity took place by stating who you involved when compiling this EIA under the protected characteristics. Include organisations you invited and organisations who attended, the date(s) they were involved and method of involvement i.e. Equality Impact Analysis workshop/email/telephone conversation/meeting/consultation. State clearly the objectives of the EIA consultation and findings from the EIA consultation under each of the protected characteristics. If you have not covered any of the protected characteristics please state the reasons why they were not consulted/engaged.

## Objective(s) of the EIA consultation/engagement activity

The first draft of this strategy and EIA was produced in conjunction with the Community Engagement Team, including the Community Collaboration Officers and elected members who represent the interests local people. It is based on the experiences of and feedback to and from the aforementioned when dealing directly with communities of geography and interest. The EIA has been produced to ensure that the strategy considers all residents, employees/ers and visitors to Lincolnshire.

**Who was involved in the EIA consultation/engagement activity? Detail any findings identified by the protected characteristic**

<b>Age</b>	
<b>Disability</b>	
<b>Gender reassignment</b>	
<b>Marriage and civil partnership</b>	
<b>Pregnancy and maternity</b>	
<b>Race</b>	
<b>Religion or belief</b>	

Sex	
Sexual orientation	
<p><b>Are you confident that everyone who should have been involved in producing this version of the Equality Impact Analysis has been involved in a meaningful way?</b></p> <p>The purpose is to make sure you have got the perspective of all the protected characteristics.</p>	<p>No, there will be further work during engagement and consultation to ensure the strategy and its aims are sufficiently robust.</p>
<p><b>Once the changes have been implemented how will you undertake evaluation of the benefits and how effective the actions to reduce adverse impacts have been?</b></p>	<p>All engagement activity and consultation undertaken with advice and guidance from the Community Engagement Team is evaluated using an electronic form, which asks a series of questions to establish value and participation. This is reported on annually and any issues highlighted and addressed.</p>

### Further Details

**Are you handling personal data?**

No  
If yes, please give details.

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Actions required	Action	Lead officer	Timescale
Include any actions identified in this analysis for on-going monitoring of impacts.	Monitor strategy action plan implementation	Bev Finnegan	Annual review commencing in May 2019

Version	Description	Created/amended by	Date created/amended	Approved by	Date approved
V0.1	Pre-Scrutiny version to accompany draft strategy	Sarah Moody	07/02/18		

**Examples of a Description:**  
 'Version issued as part of procurement documentation'  
 'Issued following discussion with community groups'  
 'Issued following requirement for a service change; Issued following discussion with supplier'

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