

## 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.

**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>	CAL Citizens Advice Lincolnshire Services	<b>Person / people completing analysis</b>	Emma Krasinska
<b>Service Area</b>	Public Health	<b>Lead Officer</b>	Anne-Marie Scott
<b>Who is the decision maker?</b>	Executive	<b>How was the Equality Impact Analysis undertaken?</b>	In line with the quality impact assessment guidance, no changes are being made to the service and therefore no negative impacts have been identified.
<b>Date of meeting when decision will be made</b>	Click here to enter a date. 07 November 2023	<b>Version control</b>	0.01
<b>Is this proposed change to an existing policy/service/project or is it new?</b>	Choose an item. Proposed change to an existing grant agreement. Positive impact as cited above.	<b>LCC directly delivered, commissioned, re-commissioned or de-commissioned?</b>	Choose an item. Annual grant agreement of many years standing (re-commissioning).
<b>Describe the proposed change</b>	Moving away from an annual grant to a 3 year grant with an uplift based on National Living Wage increases.		

### **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>	Positive impact. A longer term agreement will provide more secure benefits to people with protected characteristics. People in all protected characteristic categories will continue to be supported. Those in most need will have access to free, impartial, confidential advice, information and support on a wide range of practical and civil legal issues such as debt, benefits, employment and housing. Around 20 of clients are aged over 65 and 5% are under the age of 25 years
<b>Disability</b>	Positive impact. Around 53% of clients report having a disability or long term health condition. Longer term funding helps build a sustainable platform from which to pursue other funding applications that may also enhance existing service access. New reporting will delve into disability and long term conditions so as to better understand the reach, use of the service and needs of clients, with different kinds of disabilities. Civil and legal issues covered include hate crime.
<b>Gender reassignment</b>	Positive impact. Civil and legal issues covered includes hate crimes. Reporting schedule will explore data recording for this protected group.
<b>Marriage and civil partnership</b>	Positive impact. Civil and legal advice provided covers relationship breakdown and domestic abuse.
<b>Pregnancy and maternity</b>	Positive impact. Reporting can cover single parent households likely to suffer disproportionate hardship.
<b>Race</b>	Positive impact. Civil and legal advice provided includes hate crime. Reporting will cover use of the service by this group and will be able to analyse top issues.
<b>Religion or belief</b>	No positive impact.

Sex	Positive impact as cited above. Civil and legal advice provided covers sexual harassment, relationship breakdown and domestic abuse. Many channels of communication help make the service accessible for women whose time is most likely to be dominated by any combination of childcare/ working and caring responsibilities.
Sexual orientation	Positive impact as cited above. Civil and legal advice provided covers hate crimes.

**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.**

Positive impact for individuals and families who are financially vulnerable (Financial Conduct Authority definition) and who experience social and economic deprivation. Layers of vulnerability and disadvantage may make individuals and families more susceptible to financial harms. Potential positive impact for health inclusion groups and health inequalities.

**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.

Type text here

**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'.**

Page 72

Age	In line with the quality impact assessment guidance, consideration was given to the impacts that the proposal was likely to make on people with protected characteristics. It remains the case that no changes are being made to the service, therefore no negative impacts have been identified. A longer term agreement will secure more longer term benefits to people with protected characteristics.
Disability	No perceived adverse impact
Gender reassignment	No perceived adverse impact
Marriage and civil partnership	No perceived adverse impact
Pregnancy and maternity	No perceived adverse impact



<b>Race</b>	No perceived adverse impact
<b>Religion or belief</b>	No perceived adverse impact
<b>Sex</b>	No perceived adverse impact
<b>Sexual orientation</b>	No perceived adverse impact

Page 73

**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.**

## 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 [engagement@lincolnshire.gov.uk](mailto:engagement@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

It remains the case that no changes are being made to the service and therefore no negative impacts have been identified.

Engagement has taken place with District Councils, ICB, Citizens Advice , Public Health SLT, Adult Care DLT and Executive Councillor  
Purpose of engagement has been to explore appetite for partnership approaches to funding Citizens Advice and improving reach and consistency of service offer. No changes have been made to the content, delivery or funding of the service.

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

Age	N/A
Disability	N/A
Gender reassignment	N/A
Marriage and civil partnership	N/A
Pregnancy and maternity	N/A
Race	N/A
Religion or belief	N/A

Sex	N/A
Sexual orientation	N/A
<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>	Yes, all three CAL organisations and all district councils have been fully engaged in this consultation.
<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>	An agreed, simplified monitoring system will be put in place to evaluate the new 3 year grant agreement. Citizens Advise can evidence steps it takes to ensure inclusive access to its services. Where recorded data permits, it is recommended that reporting should capture the service use and benefits to communities with protected characteristics.

### Further Details

<b>Are you handling personal data?</b>	Yes or no – please select No  If yes, please give details.
--	---

Page 77

Actions required	Action	Lead officer	Timescale
Include any actions identified in this analysis for on-going monitoring of impacts.	Monitor service use by protected characteristics and explore monitoring for health inclusion groups and health inequalities	Emma Krasinska	From April 2024

Version	Description	Created/amended by	Date created/amended	Approved by	Date approved
V0.02	Issued following service review and as part of report to Executive recommending longer term funding agreement.	EK	6 October 2024	Anne Marie Scott, Assistant Director for Prevention, and Early Intervention, Public Health,	11 October 2023

**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'

Type text here

This page is intentionally left blank