

Equality Impact Assessment Templates

Quick Guidance Notes

Stage 1. Screening Stage

Stage 1 of the template is classed as the Screening Stage. This should always be completed. **Remember it should be an integral part of policy development not a last minute thought.**

At this stage you should be assessing obvious negative/positive impact or gaps in knowledge about likely impact. It should be a relatively short process which makes use of any previous consultation results, any differences in user satisfaction among groups, personal knowledge and experience, research, reports, existing equality data about service usage, internet searches, internal and external specialist advice, employees with previous experience of similar work, known inequalities etc. **If the likely impact on a particular group is unknown, then action should be taken to acquire this information.**

If the impact is positive (i.e. the outcome will benefit an Equality Group) then no further action is required. If no positive or negative impacts are identified then no further action is required. If the activity has the potential to cause adverse/negative impact or discriminate against different groups in the community it will require a full impact assessment (Stage 2).

In some cases it might be easy to put in place simple adjustments to eliminate any negative impact while you are working through the screening process, especially if you already have clear evidence/consultation and the process is an integral part of your policy development. It should only be done if you are absolutely confident that no other impact will be identified. If you choose to do this you should clearly document the reasons/evidence and put in place monitoring to ensure action is taken if unanticipated impact occurs.

Stage 2. Full Equality Impact Assessment Report

Stage 2 of the EIA process guides officers through the full impact assessment process, ensuring that research/consultation with relevant equality groups has been carried out and leads to an action plan aiming to minimise the negative impact/s.

Consultation involves engaging with representatives from equality groups who are likely to be affected by the activity. It could involve engaging with employees and Members, trade unions, other public bodies, voluntary and community groups. It is important to ensure sufficient time and resources are dedicated to the consultation process to encourage full participation. You should refer to the Consultation Toolkit to ensure your consultation follows good practice. The Focus system should also be used and is able to give you information relating to other consultation activities across the council as well as existing groups/volunteers you may be able to access.

Take a Proportionate Approach

Your approach to assessing the equalities impact of a policy, strategy or service should be proportionate to the likely impact it will have. Issues you should consider include:

- the number of people likely to be affected

- the size of the budget/amount of money involved
- the extent of the proposed change
- wider public policy implications

This means you will assess more rigorously policies which are likely to have a significant impact on the local community.

Additional guidance notes to help you through the process are available in the Equality Impact Assessment Guidance Document.

DRAFT

Stage 1 and 2 Equality Impact Assessment Templates

Directorate: Strategy

Service: Strategy, Performance and Communications

Accountable Officer: Sarah Robson

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Date of assessment: 1 October 2018

Names & job titles of people carrying out the assessment: Sarah Robson (Assistant Director – Strategy, Performance and Communications) / Matt Rain (Communications Manager)

Name of service/function/policy etc: Communications and Engagement Strategy 2018-23
Is this new or existing? New policy

Stage 1: Screening Stage

1. Briefly describe its aims & objectives

The aim of the Communications and Engagement Strategy is to inform, listen and engage with our stakeholders so that they will have a clear understanding and a positive perception of our vision, aims, values, services and achievements, leading to higher levels of satisfaction and engagement.

The objectives of the strategy are to:

- Effectively communicate the Council's vision to residents and other stakeholders
- Maintain a strong and consistent Council identity
- Increase awareness among the local community of Council services and activities
- Raise awareness of Council services to ensure residents can access them
- Help residents better understand local government by explaining what the Council does, how it operates and why it is important to vote
- Improve the process and participation levels of public engagement during consultations, allowing people to have their say on important local issues
- Showcase the district as a great place to live, work and visit
- Support elected members in their role as community leaders, assisting with their communications where appropriate
- Keep staff informed and engaged, promoting Folkestone & Hythe District Council as a great place to work

2. Are there external considerations? (legislation/government directive etc.)

GDPR: New framework for data protection and privacy laws

Equality Act 2010: Protects individuals from unfair treatment and promotes a fair and more equal society

3. Who are the stakeholders and what are their interests?

Folkestone & Hythe District Council (as the Corporate Communications lead, members and staff)
 Local residents– service users / participants in community activities and events
 Business community – service users and partner organisations
 Public services (Kent Police, KFRS, NHS etc.) – partner organisations
 Parish/Town Councils – service users and partner organisations
 Local schools, clubs and societies – service users / participants in community activities and events
 Media – report and promote Council activity and services

4. What outcomes do we want to achieve and for whom?

To be using the appropriate communication channels and engagement activities in order to reach all stakeholders regardless of protected characteristics.

5. Has any consultation/research been carried out or relied upon?

The recommendations provided by the LGA Peer Review of Folkestone & Hythe District undertaken in June 2018 has helped to inform the draft Strategy.

The Council is currently reviewing its Brand Guidelines to ensure Council materials and its website can be better accessed by people with disabilities.

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? (Consider and identify any evidence you have - equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, feedback and issues raised at previous consultations, known inequalities) If so please provide details.

None.

7. Could a particular protected characteristic be affected differently in either a negative or positive way? (Positive – it could benefit, Negative – it could disadvantage, Neutral – neither positive nor negative impact or Not sure?)

	Type of impact, reason & any evidence
Disability	Neutral
Race (including Gypsy & Traveller)	Neutral
Age	Neutral
Gender	Neutral
Transgender	Neutral

Sexual Orientation	Neutral
Religion/Belief	Neutral
Pregnancy & Maternity	Neutral
Marriage/ Civil Partnership Status	Neutral

8. Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?

No		

9. Are there any human rights implications?

No.

10. Is there an opportunity to promote equality and/or good community relations?

Yes – through inclusive communications and engagement and promoting public consultation where appropriate.

11. If you have indicated a negative impact for any group is that impact legal? (not discriminatory under anti-discrimination legislation)

Not applicable.

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

Not applicable.

Please note that normally you should proceed to a Stage 2: Full Equality Impact Assessment Report if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community. (Refer to Quick Guidance Notes at front of template document)

13. Is a Stage 2: Full Equality Impact Assessment Report required?

No

The Stage 1 Initial Assessment does not point to the possibility of unjustifiable differential impact on relevant groups, therefore, it will be unnecessary to proceed to Stage 2.

14. Date by which Stage 2 is to be completed and actions

Not applicable.

Please complete

We are satisfied that an initial screening has been carried out and a full impact assessment **is not required*** (please delete as appropriate).

Completed by: Sarah Robson

Date: 5 October 2018

Role: Assistant Director – Strategy, Performance and Communications

Countersigned by Gavin Edwards

Date: 5 October 2018

Please keep the signed hard copy with your team for auditing purposes and forward an electronic copy to gavin.edwards@folkestone-hythe.gov.uk so that it can be published.