Equality Impact Assessment  
  
  
  
  
Revised April 2023

***When to use this template***

*Mole Valley District Council (MVDC) celebrates diversity and promotes inclusion for all. The*

*Council aims to be fair and accessible when delivering, designing and evaluating services,*

*buying services from others, developing policies, and considering the needs of Council*

*employees.*

*Equality impact assessments (EIA) help us ensure that our policies, practices and decisions are fair and equitable to everyone and that they do not inadvertently discriminate against any protected or vulnerable group.*

*EIAs are likely to be required in the following circumstances:*

* *Planning or developing a new policy, service, function or strategy*
* *Substantial revision to existing policy*
* *Minor policy change with a major impact on a particular group*
* *Budget change*
* *Service review (including decommissioning of services)*

***Please refer to the MVDC*** [***EIA Guidance***](https://molly.molevalley.gov.uk/at-work/equality-and-diversity/) ***on Molly for more information. Lindsay Hill*** [***lindsay.hill@molevalley.gov.uk***](mailto:lindsay.hill@molevalley.gov.uk) ***and Beth Bloxsome*** [***beth.bloxsome@molevalley.gov.uk***](mailto:beth.bloxsome@molevalley.gov.uk) ***in the Corporate Governance and Strategy Team are also available for advice and assistance.***

**Section 1: Introduction**

| **Describe the proposal/ policy/ strategy/ activity/ function/which is being assessed** |  |
| --- | --- |
| **Name of officer completing assessment** |  |
| **Business unit** |  |
| **Executive Head of Service** |  |

**Section 2: About the proposal**

*The term ‘proposal’ is used here to include any new service(s) proposed for introduction, changes to an existing service, withdrawal of an existing service, any new policy or strategy or change to an existing policy, function or strategy, and any project.*

| **What is the main purpose of this proposal?**  *Provide an overview here. What is the current status and what will change? What do you want to achieve? Who delivers this service/function?* |
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| **Why is it being introduced/ reviewed / changed now?**  *This could be for example because of government legislation or guidance, because of changing service user needs or for financial reasons* |
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| **How does the proposal support the** [**Council Strategy 2019-2024**](https://www.molevalley.gov.uk/sites/default/files/home/council/about-mvdc/council-strategy-2019-24-v6-updated-08072020.pdf) **or other MVDC strategies/ business plans?**  *Please specify all that are supported* |
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| **Who could be affected by this proposal? How could people be affected?**  *Please give an overview of people potentially affected. Please consider the potential impact on both members of the public and also on MVDC employees* |
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**Section 3: Assessment of potential impact of the proposal on people with protected characteristics and other vulnerable groups**

*Will the proposal eliminate unlawful discrimination, advance equality of opportunity and /or foster good relations – the three equality aims. Use the assessment below to consider and record the positive and negative impacts on people with protected characteristics and other vulnerabilities. Please include potential impacts on both members of the public and employees. If there is no impact make this clear by completing the relevant box.*

*There are two Member Equality Champions, one for ethnic minority groups and one for people with disabilities. Please remember to share your EIA with them for their input at an early stage.*

| **Protected characteristic** | **Positive Impact** | **Negative Impact** | **No Impact** | **Explain your answer. Consider evidence, data and any consultation** | **Where a negative impact is anticipated, outline the proposed mitigation** |
| --- | --- | --- | --- | --- | --- |
| Age | ☐ | ☐ | ☐ |  |  |
| Disability | ☐ | ☐ | ☐ |  |  |
| Gender reassignment | ☐ | ☐ | ☐ |  |  |
| Marriage and civil partnership | ☐ | ☐ | ☐ |  |  |
| Pregnancy and maternity | ☐ | ☐ | ☐ |  |  |
| Race | ☐ | ☐ | ☐ |  |  |
| Religion and belief | ☐ | ☐ | ☐ |  |  |
| Sex (gender) | ☐ | ☐ | ☐ |  |  |
| Sexual orientation | ☐ | ☐ | ☐ |  |  |

| **Other Groups** | **Positive Impact** | **Negative Impact** | **No Impact** | **Explain your answer. Consider evidence, data and any consultation** | **Where a negative impact is anticipated, outline the proposed mitigation** |
| --- | --- | --- | --- | --- | --- |
| Carers | ☐ | ☐ | ☐ |  |  |
| Members/ ex-members of the Armed Forces | ☐ | ☐ | ☐ |  |  |
| Low income households | ☐ | ☐ | ☐ |  |  |
| People experiencing domestic and/or other forms of abuse | ☐ | ☐ | ☐ |  |  |
| People experiencing homelessness | ☐ | ☐ | ☐ |  |  |
| Looked after children/ care leavers | ☐ | ☐ | ☐ |  |  |
| Those living in deprived areas | ☐ | ☐ | ☐ |  |  |
| People experiencing digital exclusion (no ready access to a personal computer and the internet) | ☐ | ☐ | ☐ |  |  |
| People who are unemployed or who are experiencing barriers to employment | ☐ | ☐ | ☐ |  |  |
| Offenders/ ex-offenders | ☐ | ☐ | ☐ |  |  |
| Migrants, refugees and asylum seekers | ☐ | ☐ | ☐ |  |  |
| Other (please specify) | ☐ | ☐ | ☐ |  |  |

**Section 4: Data and evidence**

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| **What evidence or data supports your impact assessment in section 3 above?**  *What information is available with respect to usage and take up of services?*  *Does your proposal relate to a service or function that data indicates is important to people with protected characteristics or other vulnerabilities?*  *What research or consultation has been undertaken to understand the impacts of the proposal?* |
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| **Are there any gaps in your evidence/data that may require further research or consultation?**  *These will form actions in the action plan in Section 5* |
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| **How have people with protected characteristics, other vulnerable groups, stakeholders and others been involved in this assessment?**  *Who are they, and what is their view? Specify all engagement activities undertaken* |
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**Section 5: Action Plan; consider alternatives or changes**

*Use the Action Plan below to set out your next steps. The actions should be based on the analysis and assessment in sections 3 and 4 above. Include:*

* *steps you will take to address any negative impacts, or remove barriers for people with protected characteristics and/or other vulnerabilities.*
* *actions you will take to increase the positive impacts for people with protected characteristics and/or other vulnerabilities.*
* *actions to address any gaps in the evidence/ data you have identified*

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| --- | --- | --- | --- | --- | --- |
| **Impact identified** | **Action(s) needed** | **Milestones/ success criteria** | **Owner** | **Deadline for completion** | **Comment** |
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| **Are there any remaining negative impacts for people with protected characteristics or other vulnerabilities?**  *For example physical, cultural or**information access issues that cannot be resolved. Please set out what impacts remain unresolved and your evidence based justification for this.* |
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**What to do with your completed EIA**

Please keep your EIA for reference.

After sharing your draft EIA with the relevant Member Equality Champion, please send a copy to ***Lindsay Hill*** [***lindsay.hill@molevalley.gov.uk***](mailto:lindsay.hill@molevalley.gov.uk) ***and Beth Bloxsome*** [***beth.bloxsome@molevalley.gov.uk***](mailto:beth.bloxsome@molevalley.gov.uk)inthe Corporate Governance and Strategy Team for review; the Corporate Governance and Strategy Team will also agree with you how to monitor and review progress against your Action Plan.

Your EIA will also be published on MVDC’s website to demonstrate how we take equality, diversity and inclusion issues into consideration in our decision making process.

### Document information

Responsible Officer: *[name and job title of officer responsible for completing EIA]*

Approved by: *[name and job title of officer responsible for approving EIA] template]*

Date approved: