

APPENDIX 3

Equality Impact Assessment (EqIA)
Proforma

Equality Impact Assessment (EqIA) Proforma

An EqIA is a tool to assess whether a decision, policy, service or function pays 'due regard' to the Public Sector Equality Duty (PSED).

This Duty requires public bodies to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

The Equality Duty covers the following **9 protected characteristics**:

Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership. In addition, this EqIA process includes; **care experience, rurality, socio-economic status** and the **armed forces community**.

The EqIA process has two stages:

- **Screening EqIA:** This checks whether a decision, policy, service or function pays due regard to the Equality Duty; to provide any high-level advice or take immediate action; to determine if a full EqIA is required.
- **Full EqIA:** Sometimes called Equality Analysis, this looks at a decision, policy, service or function with supporting data, information, research and evidence from consultation/engagement. The EIA covers the nine protected characteristics as well as rurality, socio-economic status, care experience and armed forces personnel/ veterans. A full EqIA includes an action plan.

Where an EqIA relates to a Council Member Decision it should be included as an appendix to the committee report.

Equality Impact Assessment – Screening

1) Decision/Policy/Service/Function

Policy – Westmorland and Furness People Plan 2024-2027.

2) Background and summary of Equality Advice

The People Plan 2024 – 2027 will be available to, and relevant for, the whole workforce at Westmorland and Furness Council.

Within this population, it is highly likely that there will be individuals covered by all of the protected characteristics covered by the Equality Act. It is important that we consider content, accessibility and delivery to ensure inclusivity of the whole workforce, to ensure that no groups are put at a disadvantage and that we are compliant with all relevant employment legislation.

This is an overarching EIA linked to the People Plan. More detailed and full EIA's will be required for some specific strategies, policies and procedures.

3) Consultation

Engagement sessions have taken place with the following groups and stakeholders to gain initial feedback and ideas on approach to development of the People Plan and its content:

Corporate Management Team (CMT), Senior Leadership Team (SLT), HR and OD Team, Trade Unions, Change Champions, Staff Network Groups, Cabinet, Corporate Overview and Scrutiny.

A draft of the People Plan will be shared with the following stakeholders:

CMT, SLT, HR and OD, Trade Unions, Change Champions, Staff Network Groups.

CMT and Corporate Overview and Scrutiny to review the People Plan and Delivery Plan and then recommend to Cabinet for decision and approval.

4) Equality screening

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
Age	Y Positive	<p>We want to be ‘a caring council’ and consider the health and wellbeing of our people, so we need to be considerate of all age groups when developing and implementation People policy, practice and solutions.</p> <p>People will be at different parts of their employment journey, different ages, and different aspects of the People Plan will be relevant at different times to different people.</p> <p>People may also have differing levels of skills and abilities in accessing the People Plan.</p>	<p>People Plan/Strategy Document: Ensure all age groups are considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>Ensure the People Plan and associated documents are accessible in a number of different ways to enable different groups of people to access it, for example, in digital and paper format.</p> <p>Employee life cycle covers every part of an individual’s employment lifetime for all, so we will think of all age groups.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>of age and undertake an EIA where required.</p> <p>Examples - Develop ways of working policy that provides a 'needs led' approach with principles underpinning a flexible, modern, agile work style for staff in all stages of life, which also puts the customer and our communities at the heart of delivery.</p> <p>EDI training is provided to the workforce.</p>	
Disability	Y Positive	<p>We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>People with dyslexia, visual impairment, colour blindness may require additional support or resources to access the People Plan.</p>	<p>People Plan/Strategy Document: Ensure disability is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures,</p> <p>Offer reasonable adjustments and solutions such as a different mouse/keyboard, screen readers, software to users to help with accessibility, test different screen colours/images, branding and</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
		<p>Content/priorities within the People Plan must take physical and mental disabilities into account during development and implementation. Additional support or resource may be required.</p>	<p>design styles. Design content to suit needs – simple language, bullet points.</p> <p>Ensure the People Plan is accessible in a number of different ways to enable different groups of people to access it, for example, in digital and paper format.</p> <p>People Plan/Strategy Delivery:</p> <p>Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of disabilities and undertake an EIA where required.</p> <p>Examples - In addition to the above reasonable adjustments, explore further options for users with hearing impairments – sign language, through Cumbria Deaf Association.</p>	

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Ensure buildings and work equipment is suitable/accessible.</p> <p>EDI training is provided to the workforce.</p>	
Gender reassignment	Y Positive	<p>We want to be ‘a caring council’ and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>We want to promote an environment and culture where individuals feel safe and confident to be themselves.</p>	<p>People Plan/Strategy Document: Ensure gender reassignment considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>Consider terminology and references to individuals.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of gender reassignment and undertake an EIA where required.</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Example - Consider terminology and references to individuals in policy and process.</p> <p>EDI training is provided to the workforce.</p>	
Marriage or civil partnership	Y Positive	We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.	<p>People Plan/Strategy Document: Ensure marital/civil partnership status is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of marital status and undertake an EIA where required.</p> <p>EDI training is provided to the workforce.</p>	N
Pregnancy or maternity	Y Positive	We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be	People Plan/Strategy Delivery:	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
		<p>considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>If on maternity leave during implementation, we need to ensure individuals receive any communication or relevant training.</p>	<p>Ensure pregnancy or maternity is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>Line managers to ensure access to those on maternity leave.</p> <p>People Plan/Strategy Delivery:</p> <p>Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of pregnancy/maternity and undertake an EIA where required.</p> <p>Example – Line manager to provide updates during maternity leave including access to all relevant documents, changes, news and developments to maintain the sense of belonging and engagement with the work and colleagues.</p> <p>EDI training is provided to the workforce.</p>	

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
Race	Y Positive	<p>We want to be ‘a caring council’ and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>If English isn’t an individual’s first language there may be some challenge in understanding the People Plan; our processes, policies and systems.</p> <p>Potential for unconscious bias and indirect discrimination in recruitment, managing change etc.</p>	<p>People Plan/Strategy Document: Ensure race/language is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>Offer the People Plan in different languages.</p> <p>Explore language interpretation and support where required – via the LMS provider, or through contract with DA Languages, or Google Translate, or through colleagues internally.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of race and undertake an EIA where required.</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Examples - Offer policies and processes in different languages. Offer language interpretation as required.</p> <p>Monitor key policies and procedures to ensure no bias. For example, recruitment and retention, Pay Gaps, etc.</p> <p>EDI training is provided to the workforce.</p>	
Religion or belief	Y Positive	We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.	<p>People Plan/Strategy Document: Ensure religion/belief is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>religion or belief and undertake an EIA where required.</p> <p>Examples - Understand and support different religious requirements and provide reasonable adjustments to accommodate.</p> <p>EDI training is provided to the workforce.</p>	
Sex	Y Positive	<p>We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>Potential for unconscious bias and indirect discrimination in recruitment, managing change etc.</p>	<p>People Plan/Strategy Document: Ensure sex is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>Consider language/reference to individuals in documents.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of sex and undertake an EIA where required.</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Examples - Monitor key policies and procedures to ensure no bias. For example, recruitment and retention, pay and grading, pay gaps etc.</p> <p>Develop ways of working policy that provides a 'needs led' approach with principles underpinning a flexible, modern, agile work style for staff, which also puts the customer and our communities at the heart of delivery.</p> <p>EDI training is provided to the workforce.</p>	
Sexual orientation	Y Positive	We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.	<p>People Plan/Strategy Document: Ensure sexual orientation is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>sexual orientation and undertake an EIA where required.</p> <p>Examples - Consider terminology and reference to individuals and promote an environment and culture where individuals feel safe and confident to be themselves.</p> <p>EDI training is provided to the workforce.</p>	
Care Experience	Y Positive	We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.	<p>People Plan/Strategy Document: Ensure individuals that have experienced care are considered when developing and implementing the People Plan, as well as its aims and objectives.</p> <p>Offer the People Plan in different formats for accessibility, e.g., digital and paper.</p> <p>People Plan/Strategy Delivery: Ensure any workstreams / policies / processes / solutions in the People</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Plan Delivery Plan are considerate of carers and undertake an EIA where required.</p> <p>Examples - Support during recruitment and selection processes for jobs.</p> <p>EDI training is provided to the workforce.</p>	
People in rural areas	Y Positive	<p>We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>Accessibility to the People Plan.</p>	<p>People Plan/Strategy Document:</p> <p>Ensure geographical location of people is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>Test digital communication and WiFi/internet access.</p> <p>Ensure alternative copies are available to those with limited/no ICT access.</p> <p>People Plan/Strategy Delivery:</p> <p>Ensure any workstreams / policies / processes / solutions in the People</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Plan Delivery plan are considerate of people in rural areas and undertake an EIA.</p> <p>Examples - Think about digital communication and WiFi/internet access, and ensure alternative copies are available to those with limited/no ICT access.</p> <p>Consider access to sites, travel and public transport options.</p> <p>EDI training is provided to the workforce.</p>	
Socio-economic status	Y Positive	<p>We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>In some areas, there may be a lower skill and knowledge base.</p>	<p>People Plan/Strategy Document: Ensure socio-economic status is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>People Plan/Strategy Delivery: Accessibility to learning and development. Support digital capability where needed.</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of socio-economic status and undertake an EIA where required.</p> <p>Examples - Identify opportunities for learning and development. Apprenticeships can offer those leaving school and others a supported programme to gain skills, knowledge and qualifications.</p> <p>EDI training is provided to the workforce.</p>	
Armed-forces personnel/veterans	Y Positive	<p>We want to be 'a caring council' and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>May not have used digital / laptops / smartphones in role or received training on this previously.</p>	<p>People Plan/Strategy Document: Ensure armed forces personnel/veterans are considered when developing and implementing the People Plan, as well as its aims and objectives.</p> <p>People Plan/Strategy Delivery:</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Ensure any workstreams / policies / processes / solutions in the People Plan Delivery Plan are considerate of armed forces personnel/veterans and undertake an EIA where required.</p> <p>Examples - Accessibility to learning and development. Support digital capability where needed. Guaranteed interviews in the recruitment process.</p> <p>EDI training is provided to the workforce.</p>	
General (other considerations)	Y Positive	<p>We want to be ‘a caring council’ and consider the health and wellbeing of our people, so we need to be considerate of all groups when developing and implementation People policy, practice and solutions.</p> <p>Employees with no or limited access to laptops / smartphones / computers in the workplace.</p>	<p>People Plan/Strategy Document: Ensure digital access/capability is considered when developing and implementing the People Plan, the Delivery plan and associated policies and procedures.</p> <p>Ensure non-digital ICT learning solutions offered, as well as IT hardware offered where required.</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
			<p>Ensure good quality training and support is offered to all system users.</p> <p>People Plan/Strategy Delivery:</p> <p>Ensure any workstreams / policies / processes / solutions in the People Plan Delivery plan are considerate of digital access and capability and undertake an EIA where required.</p> <p>EDI training is provided to the workforce.</p>	

5) Full EqIA required (evidence of substantial impact)? **No**

Full Equality Impact Assessment template

Section 1: About the Decision, Policy, Service or Function

Name and relevance of Decision/Policy/Service/ Function being assessed to the PSED	
Job Title of Officer completing EIA	

Department/service area	
Telephone number and email contact	
Date of Assessment	
Objectives of decision/policy/service/function. Which objectives relate to the PSED?	
Key stakeholders and consultees	

Section 2: Information Gathering

What **relevant** information, evidence, data and research have you used to build up a picture of the likely impacts of your decision/policy/service/function on the protected characteristic and other groups listed below.

Information source	Location of information (give a link here if applicable)	What does the data/information tell us?

Add rows as necessary.

Section 3: Assessment of impact

From the information above identify the impacts on each of the groups below of your proposal.

Equality group	Positive (tick)	Adverse (tick)	Neutral (tick)	What is the impact?	Mitigating actions proposed (to address adverse impact)
Age					
Disability					
Gender reassignment					
Marriage and civil partnership status					
Pregnancy and maternity					
Race					
Religion and/or belief					
Sex					
Sexual orientation					
Care Experience					
People in rural areas					
Socio-economic status					
Armed-forces personnel/veterans					

Section 4: Action Planning

What is the negative/adverse impact or area for further action	Actions proposed to reduce/eliminate the negative impact	Who will lead on the actions?	Resource implications/ resources required	When? (target completion date)	Monitoring Arrangements

Add rows as necessary.

Section 5. Outcome of Equality Impact Assessment (tick appropriate box)

No major change needed - the analysis shows the policy is robust and evidence shows no potential for discrimination.	<input type="checkbox"/>
Adjust the policy/service/function - alternatives have been considered and steps taken to remove barriers or to better advance equality.	<input type="checkbox"/>
Complete the action plan.	<input type="checkbox"/>
Adverse impact(s) identified but continue - this will need a justification or reason. Complete the action plan.	<input type="checkbox"/>

Section 6. Review

Date of next review of the Equality Impact Assessment	Who will carry out this review?