

# Stage 2 Completing the Assessment

<b>Project / policy name:</b>	
<b>Date:</b>	
<b>Officer responsible:</b>	
<b>Department:</b>	
<b>Date Stage 1 completed:</b>	
<b>Date Stage 2 completed:</b>	
<b>Head of Service:</b>	
<b>Directorate:</b>	

## Points to consider

What relevant equality information do I have available and where can I get this from?

Who can support me/am I relying on to gather data?

Does my data display a blend of quantitative and qualitative evidence?

Can I use data from national and/or local research reports, the Census, ward profiles, customer profile or feedback data, complaints, recommendations from inspections/audits etc?

What previous data collection/research/engagement exercises can I draw on?

Have I gathered as thorough a body of relevant evidence as possible?

Do I have any gaps in my data and what can I do to fill these?

Will a desk-top research exercise fill the gaps?

Will a focused engagement process fill the gaps?

**Reminder:**

If you have gaps in your information that can't be easily filled, consider what longer term measures you will take to fill these gaps. Ensure that actions to achieve this are referenced in the EqlA action plan.

**Analysing the equality information:**

- Using the evidence that you have gathered, you should now be able to interrogate it to answer the question, “If I take action X, what will the actual or potential outcomes of this activity be on equality?”
- It is important that your EqlA specifically identifies disproportionate impacts on equality; an impact that affects all users in the same way, regardless of whether they have a protected characteristic or not, would not be a disproportionate impact. The test is, “Does this scheme affect different groups of people differently?”
- Where your EqlA identifies a disproportionate impact, it will be important for you to state the nature of this impact and identify any actions to be taken in response; this might mean adjusting some aspects of the scheme or could involve signposting to other services.

**Following your analysis, your EqlA will be able to identify:**

Which characteristics will be impacted and how, including an analysis of cumulative/cross-characteristic impacts where applicable.

Which aims of the equality duty relate to your scheme and how they are affected.

How any disproportionate impacts can be mitigated as required.

## Documenting your conclusions

**The conclusions of your analysis should be recorded on the EqlA. Be aware that this document will be published and so it should:**

Provide the context and detail of your scheme clearly, in a way that a member of the public can relate to.

Demonstrate your point clearly, evidencing how the data was analysed and what it told you.

Where actions have arisen from your EqlA, ensure that these are recorded on the EqlA Action Plan, or that you indicate which other action plan if elsewhere.

**Monitor and evaluate:**

It is important to monitor the impacts that your EqlA has highlighted and to evaluate whether the actions in your EqlA Action Plan have been implemented and are effective. Where actions have not been effective, they should be revisited and revised accordingly.

It is recommended that your EqlA review takes place 12 months after the scheme that was originally being assessed has become implemented. Your EqlA Action Plan should timetable this review in.

# 1 About your scheme

**Briefly describe the key delivery objectives of the scheme being assessed:** (please link to any associated SharePoint documents)

**What are the desired outcomes from this scheme?** (please link to any associated SharePoint documents)

## 2 About the users of the scheme

**Do you currently have existing data, completed consultations and engagements about the scheme in relation to each protected characteristic?**

**If Yes**, what information has been analysed to inform the content of this EqIA? Please include details of any data compiled by the service, any research that has been undertaken, any engagement that was carried out etc.

**Please add links to associated SharePoint documents**

<b>Age</b>	
<b>Disability</b>	
<b>Gender reassignment</b>	
<b>Race</b>	

<p><b>Religion / belief (or lack of)</b></p>	
<p><b>Sex</b></p>	
<p><b>Sexual orientation</b></p>	
<p><b>Marriage / civil partnership</b></p>	
<p><b>Pregnancy / maternity</b></p>	
<p><b>Please add links to associated SharePoint documents</b></p>	

**If No,** please explain why this is the case and / or note how you will prioritise gathering this equality data – who will you consult with and how?

**How did you /  
are you planning  
to consult them?**

**Date & method  
of planned  
consultation:**

### 3 Analysis of the evidence

**Does your analysis indicate a disproportionate impact relating to age?**  
(please link to any associated SharePoint documents)

Yes

No

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.



### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

**Does your analysis indicate a disproportionate impact relating to disability?** (please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.

### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

**Does your analysis indicate a disproportionate impact relating to gender reassignment?** (please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.

### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.



**Does your analysis indicate a disproportionate impact relating to race?**  
(please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.

### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

**Does your analysis indicate a disproportionate impact relating to religion or belief (or lack of)?** (please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.

### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

**Does your analysis indicate a disproportionate impact relating to sex?**  
(please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.

### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)



**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

**Does your analysis indicate a disproportionate impact relating to sexual orientation?** (please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.

### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

**Does your analysis indicate a disproportionate impact relating to marriage and civil partnership?** (please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.

### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

**Does your analysis indicate a disproportionate impact relating to pregnancy and maternity?** (please link to any associated SharePoint documents)

**Yes**

**No**

**What does the data tell you?**

Describe the nature of any disproportionate impact/s or potential impacts as indicated by the data. If no impact is identified, please explain your rationale based on the data.



### What can you do?

**Negative impacts** – What are the potential actions you can take to avoid, reduce or mitigate any negative impacts/potential negative impacts?

Are there opportunities to:

- Advance equality of opportunity
- Foster good relations between people in any protected group and those who are not? (See guidance)

**What are your next steps?**

Please indicate what actions will be taken to address these impacts.

# Head of Service sign off

<b>Name:</b>	
<b>Service:</b>	
<b>Date:</b>	
<b>Signature:</b>	