# Equality Impact Assessment (EQIA) Screening Form – V2 Template – November 2024

A successful EQIA screening will look at 5 key areas:

1. **Identify the Policy, Project, Service Reform or Budget Option to be assessed.**

A clear definition of what is being screened and its aims.

1. **Gathering Evidence and Stakeholder Engagement**

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

1. **Assessment and Differential Impacts**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

1. **Outcomes, Action and Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

1. **Monitoring, Evaluation and Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

## Section 1: Identify the Policy, Project, Service Reform or Budget Option

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| **Name of the Policy, Project, Service Reform or Budget Option to be screened** | Equality Policy/ Equality Impact Assessment process |
| **Reason for change in Policy or Policy Development** | Refreshed Policy |
| **List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option** | It is important to consider any potential risks to those who will be affected by the policy’s aims or by its implementation by the Council. The Equality Impact Assessment process enables us to assess potential implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, help to develop a better understanding of the community, target resources efficiently, and adhere to the transparency and accountability requirements of our Public Sector Equality Duty.  To clarify the word “policy”, in this context, includes the different things that the Council does. It includes any policy, procedure or practice – both in employment and service delivery. It also includes proposals in HR practice and changes to service provision. |
| **Name of officer completing assessment (signed and date)** | David Bailey |
| **Assessment verified by (signed and date)** | Updated on 25/03/2025 |

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| **If applicable, please provide further details about the name and description of policy being analysed**  *Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required*  The Council recognises the importance of equality, diversity and inclusion. We operate in an increasing evolving diverse community, and in an area of high deprivation, and we understand that the people who provide and use our services have a range of characteristics, varying and different needs, experiences and aspirations and ambitions.  Understanding, valuing and effectively managing these differences ensures that our communities are places were people can get on together and prosper to the maximum of their abilities and have equal opportunities/ chances to do so.  The Council acknowledges with concern the published data on increases in hate crimes and crimes towards people with protected characteristics as defined under the Equality Act 2010. We also recognise that a number of victims of these crimes don’t have the confidence to report these for a variety of reasons e.g. fear of reprisal, not be treated seriously or investigated as this is how things are! The Council is committed to work with the community to increase hate crime reporting and condemns all forms of discrimination and has made a commitment to ensure that all residents, visitors and those working in the district is treated with respect, dignity and with respect.  The focus, aims and principles which underpin our Equality Policy/ Equality Impact Assessment process and accompanying documentation are to:   * Meet the responsibilities placed on the Council via equalities legislation, specially but not inclusively, the Equality Act and the General and Specific duties under the Public Sector Equality Duty. * Ensure that equality, diversity and inclusion issues influence our decision making. * Identify any barriers that our policies, practices and procedures might have caused people to face and take steps to remove them. * Develop measures and actions to tackle discrimination. * Challenge any and all discrimination against people who work for the Council or who use our services or work in the area/ are visiting the district. * Raise staff awareness and understanding of these issues and embed in our Core Competencies.   The Equality Policy sets out our standards and principles on equality and how we will implement these. It’s supporting documents e.g. Equality Impact Assessment process sets out the Council’s commitment to an inclusive and supportive environment for staff, Members, contractors, visitors and all we engage with that is free from discrimination, where all can participate and where everyone has the opportunity to fulfil their potential. It promotes positive attitudes towards inclusivity and valuing diversity, together with working towards inclusion for all. It seeks to ensure that all who are subject to the Council’s policies, practices and procedures are treated fairly.  The policy aims to help us become more inclusive. Underpinning these objectives is a set of actions/ procedures that Council services will aim to follow to steer our work.  **Who are the main beneficiaries** those that will benefit by the policy  Residents and businesses, community groups and associations. Council staff, Councillors, partners (organisations/ agencies) Parish and Town Councils.  It aims to have a positive impact across all of the protected characteristics, ensuring that we:   * Meet the responsibilities placed on us by the equality’s legislation. * Take equality and inclusion issues into account when making decisions. * Identify what barriers people face and take steps to remove them. * Develop policies, practices, measures and actions to tackle discrimination. |

## Section 2: Gathering Evidence and Stakeholder Engagement

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

**Reminder** – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

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| **Name any research, data, consultation or studies referred to for this assessment** | **State if this reference refers to one or more of the protected characteristics** | **Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.** |
| Local population data:   * Cambridgeshire Insight * Office for National statistics 2021 Census * ONS survey on Sexual Orientation in the UK (2017) * Council’s Public Consultation rolling programme * Compliments, Complaints and Comments monitoring programme * Staff Equality Monitoring * Councils Street Scene Officers – Eyes and Ears on the ground * Fenland Diverse Community Forum * Fenland Tension Monitoring Group * Home Office Diversity and Inclusion Strategy 2018-25 * Equality and Human Rights Commission Guidance on the Equality Act 2010 * Government Guidance on the Equality Act 2010 * The Council’s Community Safety Plan * Councils Communications Team | Cross cuts across all protected characteristics |  |
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| **If applicable, please provide further Information about stakeholder engagement or detail used for customer analysis**  *Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible*  A public consultation was conducted at the Fenland Diverse Communities Forum annual community day attended by over 40 partner agencies, staff, Members and those in the community which gathered views on our Equality Policy and general approach to undertaking our work.  In addition voluntary and community groups took part in the consultation. |

## Section 3: Assessment and Differential Impacts

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Optionhas either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

* a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group
* for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
* a definition of disability under the Equality Act 2010 is available on the [gov.uk website](https://www.gov.uk/definition-of-disability-under-equality-act-2010)
* there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

| **Protected Characteristic** | **Specific Characteristics** | **Positive Impact** | **Neutral** | **Negative Impact** | **Socio Economic/Human Rights Impacts** |
| --- | --- | --- | --- | --- | --- |
| Sex or Gender | Women | **X** |  |  |  |
|  | Men | **X** |  |  |  |
|  | Transgender | **X** |  |  |  |
| Race | White | **X** |  |  |  |
|  | Mixed or Multiple Ethnic Groups |  |  |  |  |
|  | Asian | **X** |  |  |  |
|  | African | **X** |  |  |  |
|  | Caribbean or Black | **X** |  |  |  |
|  | Other Ethnic Group | **X** |  |  |  |
| Disability | Physical disability | **X** |  |  |  |
|  | Sensory Impairment (e.g. sight, heading) | **X** |  |  |  |
|  | Mental health | **X** |  |  |  |
|  | Learning disability | **X** |  |  |  |
| LGBT | Lesbians | **X** |  |  |  |
|  | Gay Men | **X** |  |  |  |
|  | Bisexual | **X** |  |  |  |
| Age | Older people (60+) | **X** |  |  |  |
|  | Younger people (18-25) | **X** |  |  |  |
|  | Children (0-16) | **X** |  |  |  |
| Marriage and Civil Partnership | Women | **X** |  |  |  |
|  | Men | **X** |  |  |  |
|  | Lesbians | **X** |  |  |  |
| Pregnancy and Maternity | Women | **X** |  |  |  |
| Religion and belief | See below | **X** |  |  |  |

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| Summary of Protected Characteristics most impacted | All polices, procedures and practices have the potential to cause either a positive, neutral or negative impact on different groups in the community, on the grounds of any protected characteristic.  Our Equality policy |
| Summary of Socio-Economic impacts | As Fenland District Council has the areas of highest deprivation in Cambridgeshire there is the potential to have major impact on all groups especially in the seven out of the ten most deprived wards in Cambridgeshire in Wisbech. |
| Summary of Human Rights impacts | Human Rights impacts considered in all Equality Impact Assessments |
| Summary Explanation of the scoring against the protected characteristics | Our policies, procedures and practices have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics. We therefore explain in our Equality Impact Assessments.   * What we already know about the equality impact and or need. * Is there any evidence of a higher or lower take-up by particular groups. * Is there any evidence that there is a higher or lower take up by particular groups. * Have there been any demographic changes or trends locally. * Are there any barriers to accessing the policy outcomes or service. |

## Section 4: Outcomes, Actions and Public Reporting

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| **Screening Outcome** | **Yes, No or not at this stage** |
| Was a significant level of negative impact arising from the project, policy or strategy identified? | No |
| Does the project, policy or strategy require to be amended to have a positive impact? | No |
| Does a Full Impact Assessment need to be undertaken? | No |

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| **If applicable, please state the overall outcome of the assessment, impacts and customer analysis**  The Council is already doing a number of things to meet our equality duty, identified through completed equality impact assessments and disability access audits.   * Providing accessible buildings and sites through dedicated disabled parking bays, ramps at entrances/ exits, accessible toilets, a hearing loop for people who are hearing impaired and accessible lifts. * Working alongside our sports development team and Leisure centres to support opportunities for people with disabilities and special needs, so that everyone regardless of disability or additional needs, so that everybody, regardless of disability or additional needs, can access sports and physical activity suitable to their needs. * Providing a range of leisure activities for all age groups. * Promoting consultation and engagement through the Council’s communications and community team. * Providing translation services if and interpretation and/ or written translation is needed in another language, or an alternative format, i.e. Audio, Braille, Large Print and/ or community languages. * Supporting the County wide Cambridgeshire Equality Pledge with our partners. * Providing assisted collections to residents that are unable to put out their waste and recycling because of a long-term illness/ disability. * Providing a clinical waste collection service to collect and dispose of this type of waste. * Offering assistance to residents for Disabled Adaptions to enable people to continue living independently at their own homes. * Supporting and encouraging increased reporting of Hate Crimes at Community Hubs and outreach workers at locations where the victims feel both safe and comfortable to do so. Our Third party reporting centre and other staff receive both support and ongoing refresher training. * Providing “Safety Zone” training to school age young people, this will provide these people with the skill sets to be safe in the community. This includes information regarding Radicalisation, Hate Crimes, Modern Day Slavery, Cyber Crimes, Scams, Neglect and Abuse, Exploitation, Abuse, and Health Care.      * Providing “Golden Age” fairs to people aged over 60, to enable people to know what services they can access, enable them to do this and provide ongoing support through partner agencies. * Providing advice and support for men and women affected by domestic violence, including access to a hostel and domestic abuse outreach sessions and contact details of organisations that can help individuals affected by this or those who are supporting people who are affected by domestic violence. * Providing support via our community hubs and Rural Citizens Advice Bureau outreach workers who provide assistance at their offices, outreach centres and food banks. * Providing a booklet for migrant workers and refugee/ asylum seekers to explain to people who are moving to the district from across the world to live and work. Migrants can experience a number of different issues, and they need to know both their rights and responsibilities of living in the UK. * Providing support to Gypsy Roma Travellers who have trouble in accessing services due to literacy and numeracy issues. * Providing confidence building courses to vulnerable people to enable them to build the confidence to enter learning/ education and become job ready. * Provide a range of basic and accredited ESOL courses. |

## Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

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| Arrangements for Monitoring | Feedback from Equality Service Champions, HR, Councils 3C’s process, community team, Outreach Workers, Community Hubs, Partner Agencies |
| Timing of the current review | To sync. With the development of the refreshed Equality Policy. |
| Next scheduled review | Annual review March 2026 |

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| **If applicable, please provide details of the arrangements for future monitoring:**  *Note when analysis will be reviewed; include any equality indicators and performance against those indicators* |

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| **If applicable, please provide details of any supporting data/ research linked to monitoring arrangements** (both FDC & Partners)**:**   * Cambridgeshire Insight * Office for National statistics 2021 Census * ONS survey on Sexual Orientation in the UK (2017) * Council’s Public Consultation rolling programme * Compliments, Complaints and Comments monitoring programme * Staff Equality Monitoring |

## Legislation

**Equality Act (2010) – the Equality Act 2010 (Specific Duties)**

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.