# 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** | Hybrid Post Project |
| **Reason for change in Policy or Policy Development** | Current equipment is out of service and life expectancy. We are moving from an inhouse process to external supplier for outbound post. |
| **List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option** | Outsourcing outbound post will assist employees with hybrid working and ensure we use public funds in the most efficient way. |
| **Name of officer completing assessment (signed and date)** | David Wright, Jake Brown, Izzi Hurst, Jon Bishop |
| **Assessment verified by (signed and date)** |  |

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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 has procured a new Hybrid Post solution, this will replace our current inhouse method of franking used by all services across the council. The new solution will change the way all services send outbound post to residents/customers. FDC will be removing our current franking machine, and all post requests will go on an online portal to be sent to an external supplier for processing.  The aim of the project is to prevent FDC spending excess money on a replacement franking machine and modernise working within the council. The new system is offered as a software as a service (SaaS) product. This will add resilience to the current process as an external supplier will have extensive business continuity and incident management plans. In addition, we’re not reliant on physical machines within the council offices. The change in process also means we’ll be using public funds in the most efficient way with the identified savings of the project.  Customers will not notice the change in the system as they will still receive their communications in the same manor. New process will only impact the staff actively sending post communications.  Extensive training and on-going user support will be in place during the contract. There are also champions from each service area who have had training and can assist within their service. |

## 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.** |
| Transformation Project Board |  |  |
| CMT – May 2024 |  |  |
| Procurement – September 2024 |  |  |
| Service Areas – October 24 to Feb 2025 |  |  |

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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*  Following a formal tender process and due to the value over the duration of the contract, CONTRACT LENGTH, a report was taken to CMT who have endorsed this approach and agreed the procurement. |

## 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 |  | **X** |  |  |
|  | 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 | This software system is used as a tool to support staff to perform their role as one of the council’s communications tools.  Some individuals may feel the impact of moving from a physical franking method of sending post to using an online service to request post, more than others.  All staff will receive extensive training during the implementation phase. We also have a suite of user guides available in hard copy or on the internet. |
| Summary of Socio-Economic impacts |  |
| Summary of Human Rights impacts |  |
| Summary Explanation of the scoring against the protected characteristics | **Race / Sex / Gender / Age / Sexual orientation / Religion or belief / Pregnancy, Maternity, Paternity / Marriage, Civil Partnership**:  There is nothing to distinguish any of the above and therefore an individual’s ability to make use of this system. Therefore, no further action is required.  **Disability:**  There are no known disabilities affecting sending mail currently. If there were any changes in the future Fenland District Council would act accordingly to assist and support the user. |

## 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** |

## 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 | During the post project review transformation will emphasis the responsibilities of ownership to the service, service has agreed to a yearly review. |
| Timing of the current review | January 2025 |
| Next scheduled review | January 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)**:** |

## 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.