

Equality Analysis Template

Equality analysis is the process of looking at a policy, service, strategy or function and making a decision about whether or not it has an adverse impact on groups. Ask yourself the 2 key questions in relation to all the protected characteristics: race, gender, disability, sexual orientation, age, religion or belief, marriage or civil partnership and gender reassignment.

1. **Could this policy/service/function/strategy and the way we deliver it affect some groups in society differently?**
2. **Will this policy/service/function/strategy and the way we deliver it promote equal opportunities?**

There are 2 types of negative impacts that screening could identify. The first is **discrimination**. Discrimination means to treat a person or group unfairly or less favourably than another and it can be direct or indirect.

- **Direct discrimination** is when someone is deliberately treated unfairly due to an irrelevant characteristic, such as their race, gender, age, disability, religion/belief or sexual orientation. An example is to not employ someone who is qualified for the job because he or she is disabled.
- **Indirect discrimination** occurs when a criterion or practice is applied to everyone but has the effect of putting a particular group at a disadvantage. An example is an organisation having a requirement that all its jobs are full time. This could prevent those groups who are likely to want part time hours, such as women, from working for the organisation.

The second type of negative impact is **unmet needs**.

- Unmet needs are specific requirements of particular groups that might be overlooked. Whilst overlooking specific needs may not be against the law, doing so may have a negative effect on different groups, preventing them from accessing a service, applying for a job or taking part in society for example.
- An example of unmet needs could be not asking about dietary requirements when organising a meeting or event. This could mean that people who cannot eat certain foods for religious or health reasons are not provided for.

If you identify unmet needs you should consider how you can make your service or policy more inclusive and accessible for all groups.

For example:

- Providing information in different formats
- Delivering the service in a different way for different groups
- Publicising the service in different ways and in different places so more people can learn about it
- Attending corporate equality and diversity training, particularly those implementing the policy or delivering the service.

Ensure that you **consider** how the policy, service, strategy or function fits with relevant issues e.g. community cohesion, social inclusion, access to services community engagement. **Consider** communication difficulties, physical access, accessibility of information, use of language, carer responsibilities.

Examples of mitigating circumstances could be that the service is income generating therefore there are financial limits on what can be done; health and safety implications of making changes; or the policy is a positive action initiative intended to benefit one particular group.

Examples of actions could include:

- Make changes to the policy or service to address the negative impact. These changes should be individually detailed.
- Put policy on hold and conduct full EIA to understand and remove identified potential discrimination
- Gather more data to understand the impact on specific group further
- Screen the policy/service again in 6 months
- And any other actions arising from the screening exercise

Key points to remember

- Equality analysis is an integral part of policy development and review, informing policy as it develops. If integrated well, equality analysis will be a tool for improved decision-making and it should not mean unnecessary additional activity.
- The objective is not to complete a form or template, but to understand the effects of a policy on equality and any actions needed as a result.
- The time and effort involved should be in proportion to the importance of the policy to equality and good relations.
- Equality analysis involves looking for what steps could be taken to advance equality as well as eliminate discrimination, including any action to meet the needs of those affected or to remove or minimise disadvantage.
- Without good evidence, good equality analysis will be difficult to achieve. A lack of information is never an excuse for not analysing the effect on equality, as some evidence will almost always be available. Where it isn't available, take steps to gather it.
- The insights from engagement with employees, service users, trade unions and others affected are important evidence for your equality analysis.

Name and description of policy/service/function/strategy :

Feedback Policy

Is this a new or existing policy?

This is a new policy that has been designed to replace the existing Complaints Policy and to encourage people to tell the council what they think in the way of feedback.

What equality data/information did you use to inform the outcomes of the policy/service/function? (Note any relevant consultation who took part and key findings)

There have been no complaints made previously regarding the Council's use and application of the existing complaints policy. The Local Government Ombudsman have approved this policy and throughout the consultation period, there have been no comments made in respect of equality issues.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

By collecting data using our "getting to know you form" – either at the point of acknowledgement/finalisation of the feedback process,

Protected Characteristic	May benefit	May adversely impact	Reasons	Details of actions planned
Race: people from different ethnic groups	Yes	No	This policy may be made available in other languages upon request.	
Sex: men and women	Yes	No	No issues identified	
Disability: physical or mental	Yes	No	Issues relating to the accessibility and availability of this policy have been considered. This policy may be made available in other formats upon request. Officers will be available to discuss the content of this policy upon request.	
Religion/belief: people from different faith groups with or without a belief	Yes	No	There are both male and female officers available to discuss the content of this policy.	
Sexual orientation: lesbian, gay or bisexual people.	Yes	No	No issues identified.	

Age: older or younger people	Yes	No	Officers will be available to discuss the content of this policy upon request.	
Gender reassignment: the process of transitioning from one gender to another	Yes	No	No issues identified.	
Pregnancy or maternity	Yes	No	No issues identified.	
Marriage or civil partnership	Yes	No	No issues identified.	
Other groups (e.g. those from deprived (IMD) communities; those from rural communities)	Yes	No	No issues identified.	

Outcomes of analysis and recommendations to Equality Board (please note you will be required to provide evidence to support the recommendations made):

- **No major change needed: equality analysis has not identified any potential for discrimination for adverse impact and all opportunities to promote equality have been taken**
- **Adjust the policy to remove barriers identified by equality analysis or to better promote equality.** **Please provide an explanation.**
- **Adverse impact but continue** **Please provide an explanation that clearly sets out your justification for continuing**

with the policy. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

- **Stop and remove the policy/proposal as equality analysis has shown actual or potential unlawful discrimination**

Signed (Lead Officer): Kelly Clarke – Customer Relations Manager

Date completed: 09.12.11