

Equalities Impact Assessment (EqIA)

EqIAs make services better for everyone and support value for money by getting services right first time.

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for service users and staff¹. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010². They help us make good decisions and evidence how we have reached them.³

An EqIA needs to be started as a project starts to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. A full EqIA must be completed before any decisions are made or policy agreed so that the EqIA informs that decision or policy. It is also a live document; you should review and update it along with your project plan throughout.

You should first consider whether you need to complete this full EqIA⁴.

Other key points to note:

- Full guidance notes to help you are embedded in this form see the End Notes or hover the mouse over the numbered notes.
- Please share your EqIA with your Equalities Champion and the final/updated version at the end of the project.
- Major EqlAs should be reviewed by the relevant Head of Service.
- Examples of completed EqIAs can be found on the Equalities Hub

1. Responsibility for the EqIA						
Title of proposal ⁵	Enforcement and Prosecution Policy					
Name and job title of completing officer	Declan Khan Assistant Director Counter Fraud, Community Safety and Protection					
Head of service area responsible	Declan Khan					
Equalities Champion supporting the EqIA	Rosie Evangelou					
Performance Management rep	N/A					
HR rep (for employment related issues)	N/A					
Representative (s) from external stakeholders	N/A					

2. Description of proposal	
Is this a: (Please tick all that apply)	
New policy /strategy / function / procedure / service	Review of Policy /strategy / function / procedure / service
Budget Saving	Other
If budget saving please specify value below: £139,000	If other please specify below:
Please outline in no more than 3 paragraphs ⁶ :	
The proposal which is being assessed	

What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff? Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

What does the data tell you⁷? What do people tell you 8? Provide a summary of any relevant demographic data about the borough's Provide a summary of relevant consultation **Protected** population from the Joint Strategic Needs Assessment, or data about the and engagement including surveys and other group council's workforce research with stakeholders, newspaper articles correspondence etc. Data source: ONS mid-year estimates of the population or Census Maps 2021 ONS RESIDENTS' PERCEPTION SURVEY 30-44 year groups are the largest cohorts for both female and male residents. Autumn 2021 / Spring 2022: For children, whilst the 15-29 cohort is the smallest, the youngest three cohorts are Feeling safe at night is in-line with the previous successively smaller, with there being over 1,000 less 0-4 years than 5-9 years. survey, whilst concern for anti-social Barnet has twice as many female residents that are 90+ than male residents. behaviour (ASB) indicators have decreased across the board. Barnet population by age&gender in 5 year groups census 2021 Female • Over two thirds (64%) of residents feel safe Male Age ΑII 1.047 2.325 90+ 3,372 when outside in their local area after dark 3.052 2.067 85-89 5,119 3,170 which is in-line with 2020 (63%). The 80-84 80-84 4,171 7,341 5,779 4.682 75-79 10.461 result is lower than the National (75%) and 7,757 8,022 70-74 6.604 70-74 14,361 7.425 65-69 15,447 London (72%) average but higher than the 9.891 60-64 9.249 19,140 60-64 latest Young Persons Survey (49%). 11,971 Age⁹ 10,903 55-59 22.874 13,207 14,081 50-54 12,438 50-54 25,645 • When compared with the 2020 survey, fewer 13,388 45-49 27,469 residents are concerned with: people using or 15,652 40-44 14,436 40-44 30.088 16,124 14,665 35-39 30,789 dealing drugs (28%; down ten 15,673 30-34 14,502 30-34 30,175 14,686 11,631 percentage points), teenagers hanging around 13,358 28,044 25-29 10,767 20-24 20-24 22.398 on the streets (20%) down seven percentage 10,382 11,081 15-19 21,463 12,524 10-14 13,284 10-14 25,808 points) and, vandalism and 12,218 13.034 25.252 5-9 graffiti (28%; down five percentage points). 11.660 12,446 0-4 24,106 15.000 10.000 15.000 5.000 5.000 10.000 ■ Female ■ Male

	What does the			ship data about the b	arough's	What do people tell you 8?
Protected group		m the <u>Join</u>		phic data about the bosessment, or data abo		Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.
Disability ¹⁰	14.2% of people of which 6.4% of which 7.8%	in Barnet a 6 day-to-da 6 day-to-da	— Health - Disability, Our are disabled under the y activities limited a low y activities limited a liter not disabled under	Those who are Muslim or Christian and those without a disability are all significantly more likely to agree that Barnet supports them to live a healthier life. Residents who have a disability and those who live in areas of high deprivation are significantly less likely to agree that their local area is a place where people from different backgrounds get on well together.		
Gender	Barnet have a go in North Finchle Broadway (1.41 (0.25%), West F	ender ident y (2.16%), E) all in 2 nd h inchley (0.3	aps, ONS 0.82% of peity different from their Brent Cross & Staples Cighest quintile. Lowest 1%), Hampstead Gardhill East (0.39%) – all i	. Highest ill et Gate	N/A	
reassignment ¹¹	Sexual orientation	All-Barnet	Highest MOSAs	Lowest MOSAs		
	Straight or Heterosexual	87.27% (middle quintile)	Totteridge&BG (90.81%) Mill Hill Oak (89.98% EdgewarePark (89.90%)	Golders G North (80.90%) Golders G South (83.82%) Temple Fortune (83.889		

Protected group		mary of ar m the <u>Join</u>	you⁷? ay relevant demograp t Strategic Needs Ass	What do people tell you ⁸ ? Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.		
	Lesbian, Gay, Bisexual, or Other (LGB+)	2.79% (2 nd lowest quintile)	East Finchley (5.18% Golders G South (4.75%) Colindale W&S (4.59% Childs Hill (4.59%	(1.42%) Totteridge&BG(1.43% Osidge (1.81%)		
	Not answered	9.94% (middle quintile)	Golders GNorth (16.90 Temple Fortune (13.17%) Hendon Park (12.74%)	New Barnet West (7.63%) Totteridge&BG(7.76%) Oakleigh Park (8.00%)		
Marriage and Civil Partnership ¹²	47.2% of peop	le aged 16	Census Maps, ONS years and over in Ba nip, 52.8% have anotl	arnet are married or in a ner status		N/A
Pregnancy and Maternity ¹³	Conception and	fertility rat	es - Office for Nationa	N/A		

What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff? Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

Protected
group

Race/ Ethnicity¹⁴ What does the data tell you⁷?

Provide a summary of any relevant demographic data about the borough's population from the Joint Strategic Needs Assessment, or data about the council's workforce

What do people tell you 8?

Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.

Ethnic group - Census Maps, ONS

Race/ Ethnicity	All-Barnet	Highest MOSAs	Lowest MOSAs
Asian, Asian	19.3%	Colindale W&S (36.7%)	Hampstead GS (11.2%)
British	(middle	Colindale East (30.0%)	Hadley Wood (11.2%)
	quintile)	West Hendon (29.6%)	High B& Hadley (11.6%)
Black, Black	7.9%	Grahame Park (23.6%)	Hampstead GS (2.5%)
British,	(middle	Burnt Oak& WP(16.2%	Golders G North (2.9%)
Caribbean or African	quintile)	Mill Hill Broadway (14.7	Golders G South (3.5%)
Mixed or	5.4%	Colney Hatch (7.6%)	Golders G North (2.5%)
Multiple	(2 nd highest	NBT& E Barnet (7.5%)	Hendon Park (3.0%)
ethnic groups	quintile)	Brent Cross SC (7.2%)	Edgeware Park (3.6%)
White	57.7%	High B& Hadley (73.6%)	Colindale W&S (36.1%)
	(2 nd lowest	Hadley Wood (70.3%)	Grahame Park (36.3%)
	quintile)	Oak Hill (69.7%)	Colindale East (39.8%)
Other ethnic	9.8%	N. Cricklewood (18.2%)	High B& Hadley (4.6%)
group	(highest	Brent Cross&SC (15.7%	Handley Wood (5.2%)
	quintile)	N. Hendon&SH (13.8%)	Ducks Is.&Un (6.1%)

N/A

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What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff?

Protected group	population from the council's workforce	of any releve e Joint Strat	vant demographic da egic Needs Assessme	What do people tell you ⁸ ? Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.	
	Religion - Census M	aps, ONS			
	Faith	All-Barnet	Highest MOSAs	Lowest MOSAs	N/A
	No religion	20.2% (lowest quintile)	High B& Hadley (32.6%)	Golders G North (8.9%) Edgeware Park (9.1%) Edgeware Crl. (10.8%)	
	Christian	36.6% (lowest quintile)	Ducks Is.&Un (48.1%)	Golders G North(14.7%) Hampstead GS (19.6%) Edgeware Park (21.9%)	
Religion or belief ¹⁵	Buddhist	1.1% (middle quintile)		Oak Hill (0.4%) Hendon Park (0.5%) Edgeware Park (0.5%)	
	Hindu	5.7% (2 nd lowest quintile)		Golders G North (2.9%) Hampstead GS (2.9%) Childs Hill (3.1%)	
	Jewish	14.5% (2 nd after Hertsmere)	2 nd after Broughton Park	Burnt Oak& WP (0.9%) Colindale W&S (1.0%) Grahame Park (1.4%)	
	Muslim	12.2% (2 nd lowest quintile)	Grahame Park (26.8%)	Handley Wood (5.5%) High B& Hadley (5.6%) Golders G North(5.9%)	

Protected group	What does the dat Provide a summary population from th council's workforce	of any rele e Joint Stra	What do people tell you ⁸ ? Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.		
	Other religion	0.4% (lowest quintile) 1.3% (middle quintile)	Friern Barnet (1.0% Totteridge& BG (0.9% West Finchley (3.2% Edgeware Park (2.9%)	Hendon Park (0.6%) Golders G North (0.6%)	
Sex ¹⁶	Sex Female Male	quintile) 48.4%	Temple Fortune (53.2%) Hampstead GS (53.1%) Oakleigh Park (52.5%) Golders G North (50.3%) Colindale W&S (49.9%)	Lowest MOSAs Golders G North (49.7% Colindale W&S (50.1%) Hendon Park (50.5%) N. Hendon& SH (50.5%) Temple Fortune (46.8%) Hampstead GS (46.9%) Oakleigh Park (47.5%)	Female residents, those aged 18-44, those with at least 1 child in the household, private renters, those who are Christian and those living in more deprived areas are all more likely to say drunk/rowdy behaviour is a problem. Male residents, those aged 65+, owner occupiers, residents who are Jewish or who have no religion, and residents in less deprived areas are significantly less likely to say this

Protected group		ry of any rele he <u>Joint Stra</u>	evant demographic do tegic Needs Assessmo	What do people tell you ⁸ ? Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc. N/A	
	Sexual orientation	All-Barnet	Highest MOSAs	Lowest MOSAs	N/A
	Straight or Heterosexua	87.27% (middle quintile)	Mill Hill Oak (89.98%)	Golders G North (80.90%) Golders G South (83.82%) Temple Fortune (83.88%)	
Sexual Orientation ¹⁷	Lesbian, Gay Bisexual, or Other (LGB+)	(2 nd lowest		1 ' '	
	Not answere	9.94% (middle quintile)	Temple Fortune (13.179	New Barnet West (7.63% Totteridge&BG (7.76%) Oakleigh Park (8.00%)	
Other relevant groups ¹⁸	e.g. <u>Proficiency in 1</u>	English langua	age - Census Maps, ON	<u>S</u>	N/A

Protected group	Prov popu		of any rele	vant demographic da tegic Needs Assessme	What do people tell you 8? Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.	
		Proficiency in English Language	All-Barnet	Highest MOSAs	Lowest MOSAs	
		Main language is English	77.1% (2 nd lowest quintile)			
		Main language is English – can speak English well or very well	18.8% (highest quintile)			
		Main language is English – cannot speak English or cannot speak English well		Colindale East (7.8%) West Hendon (7.0%) Brent Cross&SC(6.9%)		

4. Assessing impact What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁹? **Protected** For **each** protected characteristic, explain in detail what the evidence is **Negative** Positive impact suggesting and the impact of your proposal (if any). Is there an impact on service impact characteristic No impact deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis. Minor Major Barnet council will not enforce or prosecute any offenders under the age of 18 \boxtimes П Age The effects of this policy are Limited to only those who commit offences \boxtimes П Disability The effects of this policy are Limited to only those who commit offences Gender П \boxtimes reassignment The effects of this policy are Limited to only those who commit offences **Marriage and Civil** П \boxtimes **Partnership** The effects of this policy are Limited to only those who commit offences **Pregnancy and** \boxtimes **Maternity** The effects of this policy are Limited to only those who commit offences Race/ П \boxtimes **Ethnicity** The effects of this policy are Limited to only those who commit offences \boxtimes **Religion or belief**

Sex	The effects of this policy are Limited to only those who commit offences		
Sexual Orientation	The effects of this policy are Limited to only those who commit offences		

5. Other key groups		Positive impact	Negative impact		pact
Are there any other vulnerable groups that might be affected by the proposal? These could include carers, people in receipt of care, lone parents, people with low incomes or unemployed			Minor	Major	No imp
Key groups					\boxtimes

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Considering what else is happening within the council and Barnet could your proposal contribute to a cumulative impact on groups with protected characteristics?

Yes No 🛛

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

7. Actions to mitigate or remove negative impact

Only complete this section if your proposals may have a negative impact on groups with protected characteristics. These need to be included in the relevant service plan for mainstreaming and performance management purposes.

Group affected	Potential negative impact	Mitigation measures ²¹ If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	Monitoring ²² How will you assess whether these measures are successfully mitigating the impact?	Deadline date	Lead Officer
Any / all members of a group with protected characteristics who commit criminal offences within the borough of Barnet	Fixed Penalty notices, Cautions and formal prosecution (or other suitable sanctions) of offenders will be pursued	All cases where criminal activities are investigated will be conducted under the Criminal Procedures and Investigation Act (CPIA) codes of practice ensuring that any actions are taken against an offender are evidenced, justified, auditable, proportionate, authorised and necessary.	EDI data will be collected where possible in all cases resulting in Enforcement or prosecution	Ongoing	

 All UK enforcement legislation is based on offence committed and is not dependant on any protected characteristics. Positive impacts include the overt tackling and reduction of crime making Barnet a safer place. 		

8. Outcome of the Equalities Impact Assessment (EqIA) 23 Please select one of the following four outcomes
Proceed with no changes The EqIA has not identified any potential for a disproportionate impact and all opportunities to advance equality of opportunity are being addressed
Proceed with adjustments Adjustments are required to remove/mitigate negative impacts identified by the assessment
Negative impact but proceed anyway This EqIA has identified negative impacts that are not possible to mitigate. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below
Do not proceed This EqIA has identified negative impacts that cannot be mitigated and it is not possible to continue. Outline the reasons for this and the information used to reach this decision in the space below
Reasons for decision This Policy is merging existing enforcement and prosecution policies

Sign-off

9.Sign off and approval by Head of Service / Strategic lead ²⁴				
Name Declan Khan Job title Assistant Director		 Counter Fraud, Community Safety and Protection 		
Tick this box to indicate that you have approved this EqIA		Date of approval: 13/02/23		
Tick this box to indicate if EqIA has been published Date EqIA was published 13 th February 2023 Embed link to published EqIA:		Date of next review:		

Footnotes: guidance for completing the EqIA template

¹ The following principles explain what we must do to fulfil our duties under the Equality Act when considering any new policy or change to services. They must all be met or the EqIA (and any decision based on it) may be open to challenge:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately
- Timeliness: the duty applies at the time of considering proposals and before a final decision is taken
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and must influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that anyone who provides services on our behalf complies with the equality duty.
- Review: the equality duty is a continuing duty it continues after proposals are implemented/reviewed.
- Proper Record Keeping: we must keep records of the process and the impacts identified.

² Our duties under the Equality Act 2010

The council has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (see end notes 9-19 for details of the nine protected characteristics). This applies to policies, services (including commissioned services), and our employees.

We use this template to do this and evidence our consideration. You must give 'due regard' (pay conscious attention) to the need to:

- **Avoid, reduce or minimise negative impact**: if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately.
- Promote equality of opportunity: by
 - Removing or minimising disadvantages suffered by people with a protected characteristic
 - Taking steps to meet the needs of these groups
 - Encouraging people with protected characteristics to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- Foster good relations between people who share a protected characteristic and those who don't: e.g. by promoting understanding.

³ EqIAs should always be proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be. Unless they contain sensitive data – EqIAs are public documents. They are published with Cabinet papers, Panel papers and public consultations. They are available on request.

⁴ When to complete an EqIA:

- When developing a new policy, strategy, or service
- When reviewing an existing service, policy or strategy

- When making changes that will affect front-line services
- When amending budgets which may affect front-line services
- When changing the way services are funded and this may impact the quality of the service and who can access it
- When making a decision that could have a different impact on different groups of people
- When making staff redundant or changing their roles

Wherever possible, build the EqIA into your usual planning and review processes.

Also consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people who will be affected?

If there are potential impacts on people but you decide <u>not</u> to complete an EqIA you should document your reasons why.

⁵ Title of EqIA: This should clearly explain what service / policy / strategy / change you are assessing.

⁶ **Focus of EqIA:** A member of the public should have a good understanding of the proposals being assessed by the EqIA after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EqIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the proposed change?
- Who implements, carries out or delivers the service or function in the proposal? Please state where this is more than one person or group, and where other organisations deliver it under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the service, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? E.g.: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the service tell you?
- What is the reason <u>for</u> the proposed change (financial, service, legal etc)? The Act requires us to make these clear.

⁷ Data & Information: Your EqIA needs to be informed by data. You should consider the following:

- What data is relevant to the impact on protected groups is available? (is there an existing EqIA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate.
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?

Is the service having a positive or negative effect on particular people or groups in the community?

8 What have people told you about the service, function, area?

- Use service user feedback, complaints, audits
- Conduct specific consultation or engagement and use the results
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read LBB <u>Consultation and Engagement toolkit</u> for full advice or contact the Consultation and Research Manager, <u>rosie.evangelou@barnet.gov.uk</u> for further advise
- ⁹ **Age**: People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.
- ¹⁰ **Disability**: When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.
- ¹¹ **Gender Reassignment:** In the Act, a transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.
- ¹² Marriage and Civil Partnership: consider married people and civil partners.
- ¹³ **Pregnancy and Maternity:** When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and 'keeping in touch' days.
- ¹⁴ Race/Ethnicity: Apart from the common ethnic groups, consideration should also be given to Traveller communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.
- ¹⁵ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical beliefs.
- ¹⁶ **Sex/Gender:** Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.
- ¹⁷ **Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.
- ¹⁸ Other relevant groups: You should consider the impact on our service users in other related areas.
- ¹⁹ **Impact**: Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:
- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.

- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
- Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
- Is there evidence of higher/lower uptake of a service among different groups? Which, and to what extent?
- Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
- If there are likely to be different impacts on different groups, is that consistent with the overall objective?
- If there is negative differential impact, how can you minimise that while taking into account your overall aims?
- Do the effects amount to unlawful discrimination? If so the plan **must** be modified.
- Does it relate to an area where equality objectives have been set by LBB in our <u>Barnet 2024 Plan</u> and our <u>Strategic Equality Objective</u>?

²⁰ Cumulative Impact

You will need to look at whether a single decision or series of decisions might have a greater negative impact on a specific group and at ways in which negative impacts across the council might be minimised or avoided.

²¹ Mitigating actions

- Consider mitigating actions that specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
- Explain clearly what any mitigating measures are, and the extent to which you think they will reduce or remove the adverse effect
- Will you need to communicate or provide services in different ways for different groups in order to create a 'level playing field'?
- State how you can maximise any positive impacts or advance equality of opportunity.
- If you do not have sufficient equality information, state how you can fill the gaps.

²³ Outcome:

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

²² **Monitoring:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further monitoring, equality assessment, and consultation are needed.

²⁴ **Sign off:** Your will need to ensure the EqIA is signed off by your Head of Service, agree whether the EqIA will be published, and agree when the next review date for the EqIA will be.