

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy: Review of Grant to Citizens Advice West Suffolk

Lead Officer (responsible for assessment): Kerrie Wall (Project Coordinator)

Department: Communities and Partnerships

Others Involved in the Assessment (i.e. peer review, external challenge): Lewis Bage
(Communities and Partnerships Manager)

Date EIA Completed: 11 December 2023

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

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 for restructuring, redundancies and changes to service provision.

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

This review has been undertaken to establish whether a future grant to CAWS will ensure that residents have access to services that meet their needs.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Vulnerable residents and the wider community especially in areas located close to Newmarket.

Is the EIA informed by any information or background data (quantitative or qualitative)? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

Performance information illustrating demand and use of services has been obtained to inform the proposal, response to Specification Compliance Checklists

- (c) **Does this policy 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?** (please tick all that apply)

Ethnicity: YES

Age: YES

Gender: YES

Religion and Belief: YES

Disability: YES

Sexual Orientation: YES

Gender Reassignment: YES

Marriage & Civil Partnership: YES

Pregnancy & Maternity: YES

Caring Responsibilities: YES

Please explain any impact identified: i.e. What do you already know about equality impact or need? 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 or service?

Performance information illustrating demand for services is outlined at Appendix 1 and impacts are detailed at Option 1 of the Options Appraisal included within Appendix 1.

(d) Does the policy have a differential impact on different groups? NO

(e) Is the impact adverse (i.e. less favourable)? NO

(f) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful? NO

(g) How have you engaged stakeholders in gathering evidence or testing the policy proposals? Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

Review findings have been shared and CAWS have had the opportunity to feedback and comment. As part of the Service Level Agreement, CAWS is required to provide performance monitoring data which is used to evidence the level of demand for services. The Council's Housing and Community Advice team that also provide similar services has been consulted on the review findings and recommendation.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

(h) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

Findings detailed at Appendix 1

(i) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

Details included within Options Appraisal at Appendix 1

(j) Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1: **No major change** - the evidence shows that the policy is robust and no potential for discrimination. YES

Option 2: **Adjust the policy** - to remove barriers or to better promote equality. NO

Option 3: **Continue the policy** - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate. NO

Option 4: **Stop and remove the policy** – if the policy shows adverse effects that cannot be justified. NO

(k) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified? Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

The recommendation ensures that services remain in place at a time and place where required, as outlined at Appendix 1.

This completed EIA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to the HR Manager**

All completed EIAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to attend a half-an-hour session to summarise the findings of the EIA to the Scrutiny and Verification panel.

Signatures:

Completing Officer:	Kerrie Wall	Date:	11.12.2023
	_____		_____
Head of Service:	Lewis Bage	Date:	11.12.2023
	_____		_____