



## **Equality Impact Assessment Guidance**

### **Why complete an impact assessment?**

When planning or reviewing our services and policies, we need to demonstrate that we have assessed the impact of any changes on people who are protected under the Equality Act, and that we have taken steps to remove or minimise any potential harm.

The [Equality Act 2010](#) requires the Council to have due regard to the need to eliminate unlawful discrimination as it carries out its activities. It also requires that we work proactively to improve equality of opportunity.

### **When is an impact assessment required?**

If you are considering changes to a service, a new or updated strategy or policy, or if you are starting a new project and people will be impacted by the changes in any way, you need to think about equality issues as part of the process.

### **When is an impact assessment not required?**

- If the proposal does not relate to a new or changing policy, service, project or decision that will have an impact on services.
- If the proposal does not in any way affect people (staff or customers) and therefore has no relevance to equality.

### **How do I carry out an impact assessment?**

You should start working on your Equality Impact Assessment alongside starting work on your activity. If you are completing a Business Case as part of a project or writing a committee report that requires a decision to be made, an impact assessment should be included with this. By 'activity' we mean any plan to change a service, introduce a new or updated strategy or policy or start a new project.

Incorporating consideration of equality issues throughout the development of your activity will help ensure that it makes a positive contribution to improving equality and good community relations.

An Equality Impact Assessment template is available to help you carry out your impact assessment. You will need to complete the template and make it available to the decision maker for your proposal e.g. Head of Service, relevant Board or Committee.

### **Where can I get further information?**

Our latest Equality, Diversity and Inclusion Statement and Action Plan is available on our website.