

Equality Impact and Outcome Assessment (EIA) Template - 2019

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

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups². They help us make good decisions and evidence how we have reached these decisions³.

See end notes for full guidance. Either hover the mouse over the end note link (eg: Age¹³) or use the hyperlinks ('Ctrl' key and left click).

For further support or advice please contact:

- **BHCC: Communities, Equality and Third Sector Team on ext 2301**
- **CCG: Engagement and Equalities team (Jane Lodge/Debbie Ludlam)**

1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴.

Title of EIA⁵	Covid-19 Urgent Response Transport Action Plan	ID No.⁶	EEC19
Team/Department⁷	City Transport		
Focus of EIA⁸	<p>The Coronavirus (Covid-19) pandemic has transformed the context in which transport across Brighton & Hove is operating and has highlighted some key challenges:</p> <ul style="list-style-type: none"> • Physical distancing rules have highlighted some of the inadequacies inherent in the way space is allocated on the public highway and in public spaces generally. • A significant reduction in public transport services, at a time when it is vital for key workers to access workplaces safely, has highlighted the currently lack of high-quality routes for cycling for use as an alternative mode which allows physical distancing. • Massively reduced levels of motor traffic are encouraging many people to turn to walking and cycling, but issues remain with road danger as speed has increased on many roads • Local businesses are struggling to survive and will need to find new ways to reach their 		

customers.

- Vulnerable people are unable to leave their homes and many are now relying on the council to provide them with essential supplies.

When planning the transport response to the pandemic a key aim has been to avoid a return to pre-existing motor traffic levels. During the government-initiated lockdown vehicle movements have been as much as 60% lower than usual. There has been an increase in the number of people cycling for pleasure and exercise, fewer journeys made by car and more people choosing to walk, rather than drive short distances.

As more people return to work and restrictions on movement ease there is need for residents to incorporate active travel into their commute. With public transport capacity reduced and a government message to avoid using public transport wherever possible, there is a risk of significant congestion unless an increased range of alternative sustainable options, including cycling, is facilitated.

The Covid-19 Urgent Response Transport Action Plan (the 'Action Plan') identifies transport network measures for the city in the short term that will enable people to travel and exercise safely, and in line physical distancing rules. It also responds to the statutory guidance issued by government on 9 May 2020 which encourages local authorities to consider how towns and cities can ensure transport networks support recovery from the Covid-19 emergency and provide a lasting legacy of sustainable, safer transport. The Action Plan's key principles are:

1. Helping vulnerable people in the city and promoting health and wellbeing;
2. Making essential journeys safer;
3. Supporting the local economy; and
4. Ensuring the transition to a Carbon Neutral city by 2030.

The Action Plan and its resulting transport measures affects all users of the city's transport network – its roads, cycle paths, footways, and public transport services – and the Council's key providers / contractors who help to deliver and maintain the network. The measures are broadly grouped into three categories:

1. Improved and new temporary cycle lanes (including on-carriageway, two and one-way lanes, and improved levels of enforcement)
2. Improved walking facilities to support physical distancing and active travel (including road closures, pavement widening, signs and floor markings)
3. Improved access to cycle parking and cycle hire (including extension of the Bike Share scheme)

2. Update on previous EIA and outcomes of previous actions⁹

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action plan below)
Not applicable	Not applicable	Not applicable

3. Review of information, equality analysis and potential actions

Groups to assess	What do you know¹⁰? Summary of data about your service-users and/or staff	What do people tell you¹¹? Summary of service-user and/or staff feedback	What does this mean¹²? Impacts identified from data and feedback (actual and potential)	What can you do¹³? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Age¹⁴	<ul style="list-style-type: none"> • Residents of Brighton & Hove: <ul style="list-style-type: none"> ○ 45,375 (15.6%) 0-15yrs old ○ 206,515 (71.1%) working age ○ 38,505 (13.3%) aged 65+ • 41% of people aged 65+ live alone. • 18.7% of older people are income deprived. • Over 60s are amongst those most vulnerable to infection and most at risk of inadvertently passing on the virus. • Younger people have a lower risk of contracting and dying from Covid-19. • 4,031 concessionary bus passes have been issued to older people since the scheme was extended at the start of lockdown. • Since 1 March 2020 there have been over 12,508 journeys made by older 	<ul style="list-style-type: none"> • Dedicated cycle lanes make is safer and easier for children to cycle to school. • E-bikes provide an opportunity to get older people cycling. • Opportunities for cycling and walking facilities near schools and nurseries are important, particularly with physical distancing rules in place. 	<ul style="list-style-type: none"> • Covid-19 may be having a disproportionate effect on the elderly, by discouraging them from travelling at the busiest times of day. • More families and children will be travelling on popular routes to education settings as lockdown restrictions ease and there is a risk that car journeys will increase. 	<ul style="list-style-type: none"> • Extension of 24hr concessionary travel scheme to older people has enabled them to use public transport as less busy times of the day. • Seek opportunities to reallocate road space near schools to facilitate active travel and support physical distancing as more children return to education. • Work with local charities / organisations supporting older people to travel more actively.

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	people before 9am.			
Disability¹⁵	<ul style="list-style-type: none"> • 51,000 (22%) of adults in the city have two or more long term health conditions • 19,000 (8%) of adults in the city have mental and physical disabilities • There are c.13,500 blue badge holders in the city • There are c. 6,900 disabled concessionary bus pass holders in the city • Since 1 March 2020 there have been over 6,159 journeys made by disabled bus pass holders before 9am 	<ul style="list-style-type: none"> • Blue badge parking is needed as close as possible if existing bays are removed for temporary / permanent transport measures. • There is a need for better cycle parking for adapted bikes used by disabled people. • Cycle parking should be accessible for disabled people (i.e. not needing to lift bikes, etc.). • Obstructions on the highway and footway (e.g. A-boards and tree routes) are particular issues for disabled road users. • Some disabled people rely heavily on carers to travel 	<ul style="list-style-type: none"> • Partially-sighted and blind people will not necessarily be aware of changed road layouts • Disabled car users may not be able to access areas of the city easily if disabled parking bays are suspended as part of temporary changes • Changes to the transport network may exclude disabled people from areas they were previously able to access easily. • Obstructions and inaccessible cycling infrastructure may discourage disabled people from travelling actively. • Physical distancing rules and the need for more personal protection may make it difficult for carers and disabled people to 	<ul style="list-style-type: none"> • Extension of concessionary travel scheme to 24hrs has enabled disabled people to use public transport whenever they need to. • Reduce, as far as possible, any physical barriers as part of transport changes that would create accessibility issues for wheelchair users and people with mobility impairments e.g. ensuring footway extensions are flush to the existing infrastructure and dropped kerbs are provided where appropriate. • Ensure temporary barriers and signs do not cause obstructions on the

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		safely and easily around the city.	travel safely in the city.	pavement <ul style="list-style-type: none"> • Maintain access in newly pedestrianised areas for disabled people travelling in cars / taxis • Maintain access to existing blue badge bays wherever possible or relocate nearby if suspended. (N.B. Disabled badge holders can park on yellow lines for up to 3hrs if not causing obstruction) • Incorporate accessible crossings into temporary measures wherever possible • Share information about the changes with local representative groups for wider dissemination • Maximise the width of new and existing cycle infrastructure

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				where possible to ensure they are accessible to all types of adapted cycles with appropriate dropped kerbs for easy access. <ul style="list-style-type: none"> • Ensure temporary contraflow cycle lanes on the carriageway do not compromise the safety of existing controlled crossings with the use of low-level cycle signals and cycle stop lines as needed. • Ensure light segregation on temporary cycle lanes has breaks of sufficient width to allow access for larger adapted cycles and that barriers are of a suitable height not to impede sightlines.

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Gender reassignment¹⁶	<ul style="list-style-type: none"> • There are at least 2,760 transgender adults living in Brighton & Hove and many more visit, study or work in the city 		<i>No specific impacts of the Action Plan identified for this group.</i>	
Pregnancy and maternity¹⁷	<ul style="list-style-type: none"> • 25% of households in the city have dependent children 	<ul style="list-style-type: none"> • Cycle lanes should be wide enough to accommodate cycles with child trailers/tagalongs • Dedicated cycle lanes make is safer and easier to cycle with children 	<ul style="list-style-type: none"> • A significant number of people may need / choose to travel as part of a family unit 	<ul style="list-style-type: none"> • Ensure changes are designed with family travel in mind, e.g. space and safety
Race/ethnicity¹⁸ Including migrants, refugees and asylum seekers	<ul style="list-style-type: none"> • 19.5% of the city's population are from BAME groups, 80.5% is White British. • 7.36% of the Council's workforce are from BAME groups. • 8.3% of the population do not speak English as their preferred or first language. • People on low incomes are more likely to be from BAME groups. • People from BAME groups constitute a disproportionately high 		<ul style="list-style-type: none"> • BAME people are more likely to be in roles where travel to work is unavoidable and where they are unable to change their working hours to travel at less busy times. • BAME people are more likely to use the transport network during lockdown as key workers. • People who do not speak / have poor English may struggle to access information about the transport changes that 	<ul style="list-style-type: none"> • Take steps to minimise non-essential travel by others, to make it easier for this group to access the transport network safely for essential journeys. • Ensure interpreting services are available to support customers whose first language is not English. • Share information about the transport

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	<p>number of key frontline workers – public transport drivers, cleaners, carers, Band 5 nurses, etc.</p> <ul style="list-style-type: none"> • People from BAME groups are more likely to have underlying health conditions that make them more vulnerable to Covid-19. • BAME people 4 times as likely to have no outdoor space at home 		<p>would help keep them safe.</p> <ul style="list-style-type: none"> • BAME groups are more likely to use reallocated road space created for daily exercise. 	<p>changes with local groups for wider dissemination to different communities.</p>
Religion or belief¹⁹	<ul style="list-style-type: none"> • 49% of the city's population have a religion. 		<ul style="list-style-type: none"> • A significant portion of the population may wish to travel to places of worship during lockdown and as restrictions ease, and/or to congregate / travel for religious ceremonies (e.g. burials) / events / festivals in the city. 	<ul style="list-style-type: none"> • Ensure there is sufficient pavement space near places of worship for pedestrians to physically distance when they gather.
Sex/Gender²⁰	<ul style="list-style-type: none"> • The gender split of Brighton & Hove's population is even (50/50) • 46% of City Transport are female, 54% are male (Q4, 2019-20) • Women tend to be the primary carer at home and 		<ul style="list-style-type: none"> • Women are more likely to use the transport network during lockdown as key workers. • Women are more likely to be travelling on the network with family members, as primary 	<ul style="list-style-type: none"> • Take steps to minimise non-essential travel by others, to make it easier for key workers to access the transport network safely

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	<p>are less likely to be in full-time employment</p> <ul style="list-style-type: none"> • A majority of the Council's care workforce is female. • In the city, 58% of carers are women rising to 62% of those providing care for 50 hours or more a week. The majority of caregivers, at home and in our communities, are also women. 		carers.	<ul style="list-style-type: none"> • Consider the needs of key workers (e.g. care workers accessing clients' homes) when making changes to the transport network, (e.g. removing parking spaces).
Sexual orientation²¹	<ul style="list-style-type: none"> • 11-15% of the city's population is estimated to be lesbian, gay or bisexual. • The city is known for being a welcoming place for LGBTQ+ people and hosts large-scale annual events such as Pride 		<ul style="list-style-type: none"> • As the city begins to reopen and restrictions on movement ease, there may be calls to reinstate mass gatherings / events / festivals that would affect traffic in the city and increase visitor numbers 	<ul style="list-style-type: none"> • Ensure capacity on the transport network is not compromised by temporary Action Plan measures • Ensure Action Plan measures complement those that are usually required for large-scale events
Marriage and civil partnership²²	<ul style="list-style-type: none"> • There are 8,635 lone parent families in the city – lone parents, in particular, experience problems coordinating work time with childcare and education. 		<ul style="list-style-type: none"> • Lockdown restrictions may have a disproportionate impact on lone parents as safe transport options are more limited / they have to change the way or 	<ul style="list-style-type: none"> • Ensure changes are designed with family travel in mind, e.g. space and safety • Take steps to discourage people from travelling at peak

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			times that they usually travel.	times when lone parents may have no other choice but to.
Community Cohesion²³	<ul style="list-style-type: none"> • Nationally – adults living alone are over 50% more likely to experience loneliness during lockdown. 		<ul style="list-style-type: none"> • There may be an increased desire for communities to gather, particularly as lockdown restrictions ease. • There have already been public gatherings for mass protests in the city. 	<ul style="list-style-type: none"> • Ensure Action Plan measures include a focus on facilitating safe mass gatherings.
Other relevant groups²⁴	<ul style="list-style-type: none"> • Many of those in key worker roles who are under 60, are on low incomes • The largest employment sector in Brighton & Hove is retail (14% of employees), Health and social care (13%), and Education (12%) are the next largest sectors 		<ul style="list-style-type: none"> • At least one quarter of the city's employed population are likely to be key workers and may need to travel for work during lockdown. • People on low incomes may not be able to afford alternative, safer modes of transport that support physical distancing. • As shops begin to reopen from 15/06/20, a significant proportion of the employed population are likely to need to travel for work. This will also mean that there will be more shoppers using the 	<ul style="list-style-type: none"> • Take steps to minimise non-essential travel by others, to make it easier for key workers to access the transport network safely. • Alongside Action Plan measures, ensure Access Fund schemes that promote sustainable transport and support access to employment and education, are publicised. • Making the BTN

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			transport network and trying to access shops.	<ul style="list-style-type: none"> • BikeShare scheme available for free to NHS and council-contracted care workers is supporting safe, active travel for key workers on low incomes. • Ensure there is sufficient space in retail areas and places with heavy footfall for shoppers and other pedestrians to be able to physically distance.
Cumulative impact²⁵	<ul style="list-style-type: none"> • There is a strong link between deprivation and people living with disabilities in the city. • 49,833 (17.2%) of Brighton & Hove residents live in one of the most deprived 20% of areas in England 	<ul style="list-style-type: none"> • Safe walking and cycling routes give people alternatives to increasingly unaffordable car ownership and the rising cost of public transport. 	<ul style="list-style-type: none"> • Disabled people may be more likely to struggle to travel for access to work. • Covid-19 is having a proportionally higher impact on the most deprived areas. 	<ul style="list-style-type: none"> • Work with representative groups in the city to understand the key transport and travel issues for disabled people. • Continue to target travel support, via the Access Fund Programme, at those struggling to access employment • Ensure the Action Plan supports areas

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				that are 'transport poor' and people in areas of multiple deprivation

Assessment of overall impacts and any further recommendations²⁶

The city's transport network is used by everyone and therefore, any permanent or temporary changes to the network have the potential to impact on all groups of people with protected characteristics under the Equality Act.

The Covid-19 Urgent Response Transport Action Plan has been developed in response to the overriding need for people to change the way that they exercise and travel around the city because of the public health crisis created by the coronavirus. The measures in the Action Plan are short-term and designed to be implemented rapidly. Their aim is to help reduce the spread of the virus and support people to follow government rules on physical distancing, whilst keeping the city moving. The Plan continues to evolve as restrictions on movement ease and new government guidelines are released.

As the measures in the Action Plan are implemented the groups most at risk of being disproportionately affected are disabled people, those from BAME groups and women. It is important that any changes made to the network:

- meet physical accessibility standards, so as not to negatively impact on disabled people.
- take into account the essential journeys that need to be made by key workers, who are more likely to be female and from BAME groups.

4. List detailed data and/or community feedback that informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
Blue Badge and Concessionary Travel team database	17 June 2020	Will not reflect the entire disabled resident population of the city	Engage with representative groups to understand the key transport and travel challenges faced by disabled people during the pandemic
Brighton & Hove Joint Strategic Needs Assessment	2019	None identified	
Local Insight profile for Brighton and Hove area, OCSI	June 2020	None identified	
BHCC OPD Known Data	Q4, 2019-20	Staff who have not declared their gender	No action planned – staff have a right to withhold this information
Stakeholder engagement on the developing Local Cycling and Walking Plan	June 2020	Not necessarily reflective of wider resident/visitor/business views – only involved key stakeholders	Launch online public survey to gather a wider range of views on the transport changes
Customer contact via transport.projects inbox	From March 2020 onwards	Largely reflects views of people who are against changes / wish to complain	Launch online public survey to gather a wider range of views on the transport changes
ONS Data – Coronavirus and loneliness	June 2020	National dataset – not available at Local Authority level	No action planned

5. Prioritised Action Plan²⁷

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				
All	Ensure detail of changes to the transport network is published publicly	More people aware of what the council is doing and can plan their journeys accordingly	Fewer public enquiries about the changes	w/c 15 June 2020 for existing measures & updated as and when changes to the transport network are made
All (particularly disabled people and BAME groups)	Share information about transport changes with local community / representative groups to disseminate widely	Wider groups are aware of the changes and can plan their journeys accordingly	Fewer public enquiries about the changes from specific groups of users	As and when changes to the transport network are made
All (particularly underrepresented groups)	Engage further with local charities / representative groups in the city to understand the key transport and travel issues during the pandemic for specific communities / user groups	Feed back from specific communities / user groups will shape future changes.	Fewer negative impacts / complaints about the measures from specific user groups	Throughout the planning and implementation phases of the Action Plan
All	Launch online public survey on the live temporary measures	The Council gains an understanding of the level of support for the transport measures, their impact, and whether they are meeting the aims of the Action Plan	Wider range of views inform the design of future transport changes	w/c 15 June 2020
Parents, People with disabilities	Ensure measures that reallocate road space for walking and cycling meet accessibility standards	Disabled users of the transport network and families are able to utilise the new measures safely	No complaints from these groups about the changes	As and when changes to the transport network are made

	and are an appropriate width to accommodate adapted cycles and child trailers	and without obstruction		
Age – younger people	Seek opportunities to reallocate road space near to schools to facilitate active travel and support physical distancing as more children return to education. (e.g. School Streets programme)	More dedicated walking and cycling space around schools	Children can travel in more healthy and active ways to school, and access education safely whilst adhering to physical distancing rules	As schools begin to reopen
People with disabilities	Ensure that the placement of temporary signs and barriers do not cause obstructions for disabled users	Disabled people are unimpeded when using reallocated space	No complaints about the accessibility of the changes from disabled people or accident/injury caused	As changes to the transport network are planned and implemented
People with disabilities	Ensure essential access for disabled people is maintained in areas where road space is reallocated	Disabled people are not prevented from accessing areas of the city they would otherwise be able to	No complaints about the accessibility of the changes from disabled people	As changes to the transport network are planned and implemented
BAME groups – people whose first language is not English	Set up account with The Big Word Interpreting service to manage requests for information in other languages, and publicise the service	Greater awareness of the transport changes among minority groups	All requests for information in alternative languages are met	w/c 15 June 2020
BAME groups, women, vulnerable people	Specifically consider the needs of key workers, especially those caring for vulnerable residents in the city, as short-term changes to the transport network are planned	Key workers able to fulfil their duties unhindered	No complaints about the transport changes from vulnerable residents or key workers operating in the city	As changes to the transport network are planned and implemented

People on low incomes	Continue to promote and publicise Access Fund schemes for sustainable travel, alongside short-term changes to the transport network	People on low incomes are able to access work and education safely, whilst potentially using an alternative mode of transport	Uptake of support offer via the Access Fund Programme	As changes to the transport network are planned and implemented
All	Ensure short-term transport measures do not undermine the critical capacity of the transport network	Increase in pedestrian, cycle and motor traffic can be safely accommodated as lockdown restrictions ease, there are more visitors to the city, and more public gatherings	Levels of congestion are at expected levels or below Fewer complaints about traffic and congestion in areas where temporary changes have been implemented Physical distancing rules are not compromised in places where people are gathering	As changes to the transport network are planned and implemented
All (particularly people who have a religion/belief, and specific community groups)	Ensure pavement widening measures that support physical distancing take account of people gathering near places of worship, community 'hubs' and shops	People are able to gather whilst physically distancing	No complaints about physical space on the transport network from communities / residents wanting to gather	As changes to the transport network are planned and implemented
Vulnerable groups (most deprived)	Ensure the Action Plan supports areas that are 'transport poor' and people in areas of multiple deprivation	Improved and alternative transport links provided in more deprived areas More connected communities with better links to essential services	Range of alternative transport options provided across the city	As changes to the transport network are planned and implemented

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Staff member completing Equality Impact Assessment: Katie Read

Date: 13 June 2020

Directorate Management Team rep: Mark Prior

Date: 17 June 2020

CCG or BHCC Equality lead: Anna Spragg

Date: 15 June 2020

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and 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 any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people in relation to their 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

The following are the duties in the Act. 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).
- **advance equality of opportunity.** This means the need to:
 - Remove or minimise disadvantages suffered by people due to their protected characteristics
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
 - Encouraging people from protected groups to participate in public life or in other activities where their 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 do not.** This means:
 - Tackle prejudice
 - Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected within the context

The greater the impacts, the more thorough and demanding the process required by the Act will be.

⁴ **When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to a specific group or groups (eg: older people)?
- 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 (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

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

⁶ **ID no:** The unique reference for this EIA. If in doubt contact your CCG or BHCC equality lead (see page 1)

⁷ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

⁸ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, 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? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ **Previous actions:** If there is no previous EIA or this assessment if of a new service, then simply write 'not applicable'.

¹⁰ **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on specific groups of the policy/decision/service is available?¹⁰
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the groups identified above in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: <http://www.bhconnected.org.uk/content/needs-assessments> and Community Insight: <http://brighton-hove.communityinsight.org/#>) and national ones where they are relevant.

¹¹ **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - (a) consult when proposals are still at a formative stage;
 - (b) explain what is proposed and why, to allow intelligent consideration and response;
 - (c) allow enough time for consultation;
 - (d) make sure what people tell you is properly considered in the final decision.

-
- Try to consult in ways that ensure all perspectives can be considered.
 - Identify any gaps in who has been consulted and identify ways to address this.

¹² Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - 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 the proposal advance equality of opportunity and/or foster good relations? If not, could it?

¹³ Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

¹⁴ **Age:** People of all ages

¹⁵ **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

¹⁶ **Gender Reassignment:** 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

¹⁷ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

¹⁸ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

¹⁹ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

²⁰ **Sex/Gender:** Both men and women are covered under the Act.

²¹ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

²² **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

²³ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

²⁴ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

²⁵ **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

²⁶ **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

²⁷ **Action Planning:** 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 equality assessment and consultation are needed.