



ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

ESSENTIAL INFORMATION										
Item being assessed (Please tick):	Strategy		Policy	✓	Plan		Project		Service/Procedure	
Responsible Officer:	Strategy Officer				Service:	Strategy and Commissioning				
					Directorate:	Corporate				
STAGE 1: EqIA SCREENING (MANDATORY)					STAGE 2: FULL ASSESSMENT (IF APPLICABLE)					
Date created:	10 April 2018				Date created:					
					Date reviewed by Law & Governance:					
Approved by Head of Service / Overseeing group/body / Project Sponsor:	<i>I am satisfied that an equality impact has been undertaken adequately.</i>									
	Signed:	Hilary Hall								
	Date:	13 April 2018								

GUIDANCE NOTES

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups.

What are the “protected characteristics” under the law?

The following are protected characteristics under the Equality Act 2010: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

STAGE 1: SCREENING (MANDATORY)

1.1 What is the overall aim of your proposed *strategy/policy/project etc* and what are its key objectives?

The council is committed to promoting equality and diversity and promoting a culture that actively values diversity and ensures equality that residents, visitors and council staff will benefit from. The council is also committed to compliance with relevant equality legislation and this policy pursues and builds on the statutory position to ensure effective policies and practice of promoting equality.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics?

*Consider each of the protected characteristics in turn and identify whether your proposal is **Relevant** or **Not Relevant** to that characteristic. If **Relevant**, please assess the level of impact as either **High / Medium / Low** and whether the impact is **Positive** (i.e. contributes to promoting equality or improving relations within an equality group) or **Negative** (i.e. could disadvantage them). Please **document your evidence** for each assessment you make, **including** a justification of why you may have identified the proposal as “Not Relevant”.*

Protected characteristic	Relevance	Level	Positive / Negative	Evidence
Age	Relevant	High	Positive	The Royal Borough of Windsor and Maidenhead is a diverse place with a vibrant cultural mix. Whilst this brings many benefits including different experiences, skills, cultures and approaches to life, it is important to acknowledge that this can mask inequalities in society. The council’s vision is to build “a borough for everyone”. By valuing diversity and ensuring equality, residents and visitors alike will benefit from strengthened local communities where all people have the opportunity to participate and to reach their full potential.
Disability	Relevant	High	Positive	
Gender reassignment	Relevant	High	Positive	
Marriage and civil partnership	Relevant	High	Positive	
Pregnancy and maternity	Relevant	High	Positive	
Race	Relevant	High	Positive	
Religion or belief	Relevant	High	Positive	
Sex	Relevant	High	Positive	
Sexual orientation	Relevant	High	Positive	

OUTCOMES, ACTION & PUBLIC REPORTING

Screening Assessment Outcome	Yes / No / Not at this Stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	None	Strategy and Performance Team	Not applicable
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	None	Strategy and Performance Team	Not applicable

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

All completed EqIA Screenings are required to be publically available on the council’s website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

EqIA Process

