

EQUALITY IMPACT ASSESSMENT TEMPLATE

Equality and Diversity UK Ltd

Equality Impact Assessment (EIA) Template

The Equality Act 2010 has outlined Protected Characteristics as covering: **Race, Disability, Sex, Sexual Orientation, Religion or Belief, Marriage and Civil Partnership, Gender reassignment, Maternity and Pregnancy and Age.**

Protected Groups refers to people who share a protected characteristic. The General Equality Duty requires public bodies to have due regard to:

- **Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act.**
- **Advance equality of opportunity between people who share a protected characteristic and those who do not.**
- **Foster good relations between people who share a protected characteristic and those who do not.**

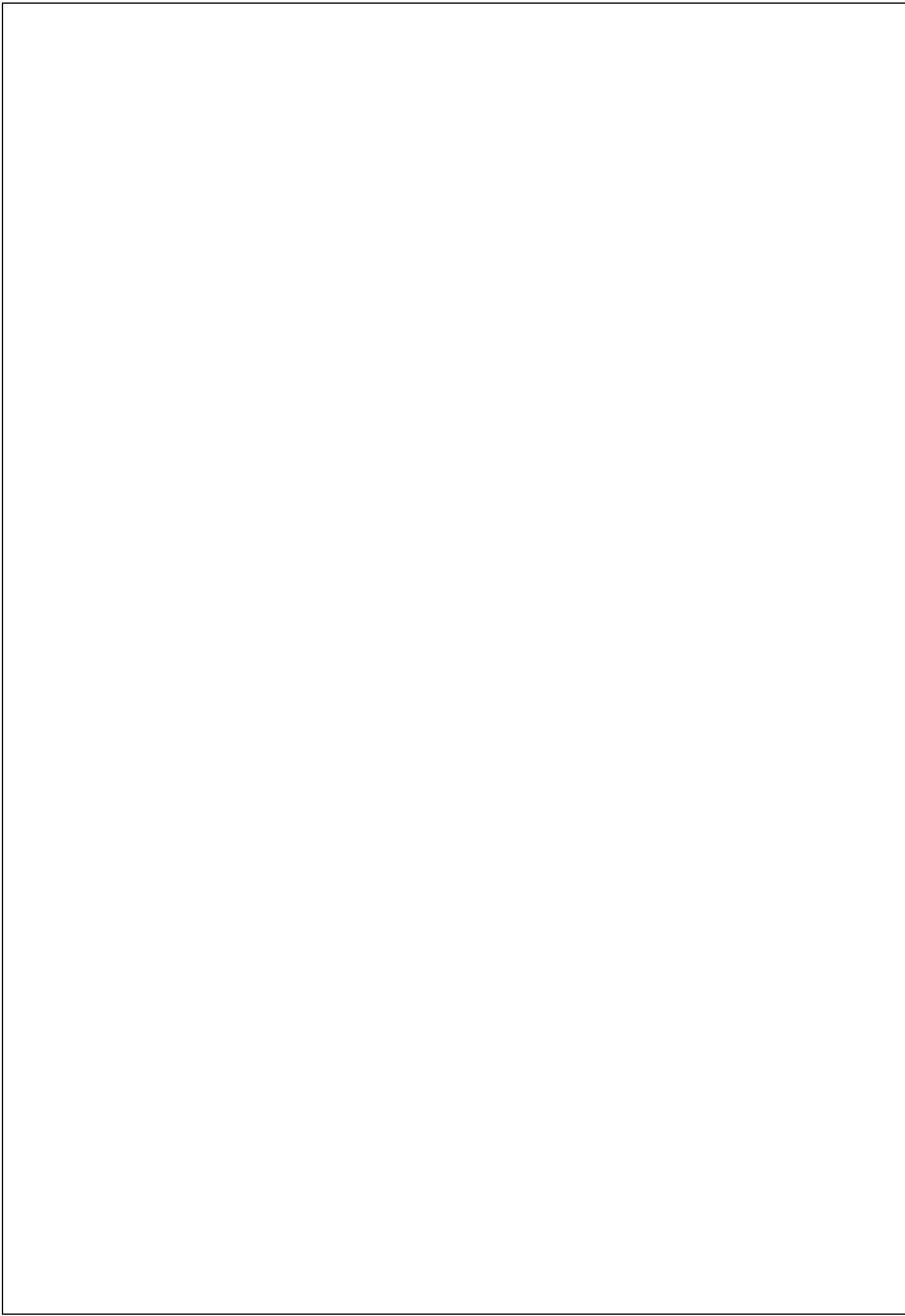
Undertaking an EIA helps organisations comply with the General Equality Duty as it involves proactively considering the three aims of the Duty as part of the decision making process.

This involves considering how organisations act as employers; how they develop, evaluate and review policy; how they design, deliver, and evaluate services, and how they commission and procure services from others.

Policy/Procedure/Function Details

Name of Policy/Procedure/Function*	
Halton Library Service Consultation 2024 on consistent library opening hours.	
EIA Carried out by:	Sally McDonald - Head of Leisure Services Andrew Lucas – Communities Services Manager Joanne Stevens – Library Services Manager Lorna Hulme – Development Officer-Digital
Date:	20.08.2024
Equality and Diversity Coordinator: (QA)	
Date:	
Head of Department:	Sally McDonald – Head of Leisure Services 
Date:	20.08.2024
Date Passed to Governance Services Unit:	

*In this template the term 'policy' is used as shorthand for what needs to be equality impact assessed. Policy needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.



Section 1 – Initial EIA - to be completed for all policies

A.	What is the purpose of this policy. Consider explicit and implicit aims	The overall aim is to continue to provide a comprehensive and efficient library service within a reduced budget.
B.	Does the policy have an impact on staff or the wider community that the organisation has links with? Please give details	Halton residents, community groups, schools, businesses, visitors and other agencies.
C	What results/outcomes are intended? How are these measured? What factors could contribute or detract from the outcome?	HBC internal audit have a rolling programme which audits all services. The service collects postcodes and therefore can identify which disadvantaged communities are accessing the library service. Halton Libraries will continue to provide a variety of channels for customers to inform us of their comments or suggestions regarding any aspect of the service, including any implemented changes. These comments are retained and shared with the Library Service Manager. Monitoring of information requests in other formats due to a language or disability barrier.
D	Is there is any evidence that the policy relates to an area with known inequalities? Please give details	A 12 week exercise was conducted in 2023, in conjunction with Halton Council's Transformation Delivery Unit, at all four library sites to understand

				footfall usage in respect of our current opening hours. There is a neutral impact on each of the equality groups.
E	Will/Does the implementation of the policy result in different impacts for protected groups and the general population of the organisation?			
		Yes	No	Explain your reasons
	Disability		X	All services of the library will be accessible to all.
	Sexual Orientation		X	All services of the library will be accessible to all.
	Sex		X	All services of the library will be accessible to all.
	Gender Reassignment		X	All services of the library will be accessible to all.
	Race		X	All services of the library will be accessible to all.
	Marriage/Civil Partnership		X	All services of the library will be accessible to all.
	Maternity/Pregnancy		X	All services of the library will be accessible to all.
	Age		X	All services of the library will be accessible to all.
	Religion or Belief		X	All services of the library will be accessible to all.
	Others groups identified: i.e. socio economic status; neurodiversity etc		X	All services of the library will be accessible to all.
	If you have answered 'Yes' to any of the questions, then you are required to carry out a full Equality Impact Assessment – please go to section 2			

Section 1: Result of initial Equality Impact Assessment

The above-named policy has been considered and does not require a full equality analysis	
Initial EIA Carried out by:	Sally McDonald – Head of Leisure Services  Andrew Lucas – Communities Services Manager Joanne Stevens – Library Services Manager Lorna Hulme – Development Officer - Digital
Date:	20.08.2024
Agreed by: Equality and Diversity Coordinator: (QA)	
Date:	20.08.2024

Section 2 – Full Equality Impact Assessment

1a. Does the policy impact differently on people from any of the Protected Groups?				
	Negative Impact	Positive Impact	Neutral Impact	Please describe the impact for each of the protected groups and outline the evidence for your conclusion
Disability				
Sexual Orientation				
Sex				
Gender Reassignment				
Race				
Marriage and Civil Partnership				
Maternity/ Pregnancy				
Age				
Religion or Belief				
Socio economic status				
Other impacted groups i.e., neurodiversity				

General Duty

1b. Now consider and detail below how the policy impacts on elimination of discrimination, harassment and victimisation, advances the equality of opportunity and promotes good relations between groups. Where there is evidence, address each protected characteristic (Disability, Sexual Orientation, Sex, Gender Reassignment, Race, Marriage/Civil Partnership, Maternity/Pregnancy, age, Religion and Belief)

Eliminate discrimination, harassment, and victimisation

Advance equality of opportunity

Promote good relations between groups

2. Engagement and Involvement

How have you engaged stakeholders in gathering evidence?

Have you engaged stakeholders in consulting on the policy proposals?

For each engagement activity, please state who was involved, how and when they were engaged, and the key concerns/issues identified.

3. Action Plan

The following action plan should be completed if the EIA exercise has identified that additional steps need to be taken to address adverse outcomes for particular protected groups, maximise positive impact or to collect additional evidence to inform the EIA.

[illegible]

4. Making a decision

An EIA has been undertaken on this policy and meets the requirements of the General Equality Duty. The following decision has been taken: (please tick one box)

	Approve – No major change	Your analysis demonstrates that the policy is robust, and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.
	Adjust the policy	This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect. This should be done before the policy is implemented. Where this cannot happen the action plan must outline
	Continue with the policy	This means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate. In cases where you believe discrimination is not unlawful because it is objectively justified, it is particularly important that you record what the objective justification is for continuing the policy, and how you reached this
	Stop and remove the policy	decision. If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy altogether. If a policy shows unlawful discrimination it must be removed or changed.



5. Sign off and review:

When the actions listed above have been completed a copy of this form should be sent to Equality and Diversity Coordinator.

Full EIA Carried out by:	
Date:	
Equality and Diversity Coordinator: (QA)	
Date:	
Manager:	
Date:	
Date Passed to Governors/Directors:	

Review Date

Unless the policy is reviewed before the date below, the next EIA will be carried out in

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(A maximum of 3 years from date of completion as shown on this template)