


## Equalities Impact Assessment (EqIA) Guidance

This document gives you information and guidance on how to carry out an Equality Impact Assessment.

Before carrying out a full assessment as set out under 'stage 2', please complete an initial screening form, 'stage 1,' to see if it is necessary to carry out an equality impact assessment for your decision/ activity/ project.

### STAGE 1– Initial Screening.

Details of Officer completing this form:		
Name:	Suzanne Rowson	Job Title: Head of Corporate Property
Dept:	people	Service: looked after children
Date:	11/8/2022	
What change is being proposed? Provide a brief description (and title if applicable)		
None		
Does the proposal?		
Affect service users, employees or the wider community	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Have a significant impact on how services are delivered	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Plan to withdraw a service, activity or presence	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Plan to introduce a new service or activity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Aim to improve access to, or the delivery of a service	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Involve a significant commitment of resources	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Relate to an area where there are known	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

inequalities		
<p><b>If you have answered NO to <u>all</u> of the questions above then the screening process is complete and you do not need to complete a Full Equality Impact Assessment or Action Plan. This decision must be signed off by your Head of Service.</b></p>		
Sign off by Head of Service:		
Name:	Suzanne Rouson	Signature:  Date: 11/8/2022
<p><b>Please note:</b> If equality issues are identified during the course of the policy, plan or practice development/review, the EqlA Initial Screening will need to be revisited. This may result in a full EqlA being required where it previously was not.</p>		

## STAGE 2- Carry out full EqlA

Before completing the Equality Impact Assessment, (EqlA), it is important to understand what an EqlA is, why it is necessary to carry one out and when you should begin the EqlA.

### What is an EqlA?

The aim of an EqlA is to identify and remove any potential barriers to fairness and equality in a service provision and take all reasonable steps to advance equality, by considering the impact that a proposed change could have on different groups with protected characteristics.

The analysis is not an end in itself but should be used to inform the organisation's decision making and service improvement plans.

### Why is EqlA needed?

Under the Equality Act 2010 Enfield Council has a legal duty, in the performance of its functions, to have **due regard** to the need to:

- eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Equality Act.