Equality Impact Assessment (EqIA) Template

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

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for staff and service-users. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010. They help us make good decisions and evidence how we have reached them.

An EqIA needs to be completed as a project starts to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. It must be completed before any decisions are made or policy agreed so that the EqIA informs that decision or policy. It is also a live document; you should review and update it along with your project plan throughout.
1. **Who is completing the EqIA and why is it being done?**

<table>
<thead>
<tr>
<th>Title of service / proposal / project / strategy / procurement you are assessing&lt;sup&gt;5&lt;/sup&gt;</th>
<th>Hertfordshire Serious Violence Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of those involved in completing the EqIA</td>
<td>Gary Ray, Vicki Hamilton</td>
</tr>
<tr>
<td>Head of Service or Business Manager</td>
<td>Gary Ray</td>
</tr>
<tr>
<td>Team/Department</td>
<td>County Community Safety Unit (CCSU)</td>
</tr>
<tr>
<td>Lead officer contact details</td>
<td><a href="mailto:gary.ray@hertfordshire.gov.uk">gary.ray@hertfordshire.gov.uk</a></td>
</tr>
</tbody>
</table>

**Focus of EqIA – what are you assessing?**<sup>6</sup>

What are the aims of the service, proposal, project?  
What outcomes do you want to achieve?  
What are the reasons for the proposal or change?  
Do you need to reference/consider any related projects?

The CCSU were commissioned to produce a Serious Violence Strategy to address the growing issue of serious violence in Hertfordshire. The CCSU first produced a needs assessment to form the evidence base for the strategy. The aim of the needs assessment was to analyse the current situation of serious violence within Hertfordshire using available data and provide an evidence base to inform strategic planning for the prevention of serious violence in Hertfordshire.

This strategy outlines Hertfordshire’s plans for reducing the harms caused by serious violent crime to individuals, families and communities in Hertfordshire. It has been informed by the Hertfordshire Serious Violence Needs Assessment and provides a comprehensive overview of issues relating to serious violence in Hertfordshire. The strategy takes a whole system approach, from prevention to enforcement with a focus on early intervention.

**Stakeholders**

Who will be affected?  
Which protected characteristics *(see end-notes 11-20)* is it most relevant to?  
Consider the public, service users, partners, staff, Members, etc

Key stakeholders:
- General public of Hertfordshire
- Strategic Boards including: Drugs and Alcohol Board; Safeguarding Children Partnership; Safeguarding Adults Board; Community Safety Board; Domestic Abuse Executive Board and Integrated Offender Management Board.
- Public Health, CCSU and Children’s Services
- Hertfordshire Constabulary
- District councils and community safety teams
- Hertfordshire Police and Crime Commissioner
- Hertfordshire schools
2. **List of data sources used for this EqIA** *(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, EqIAs from other projects or other local authorities, etc.)*

*A range of useful local data on our communities can be found on Herts Insight and on the Equalities Hub*

<table>
<thead>
<tr>
<th>Title and brief description</th>
<th>Date</th>
<th>Gaps in data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data cited throughout Hertfordshire Serious Violence Needs Assessment, which includes data from:</td>
<td>August 2018</td>
<td>The findings from the needs assessment have been used to inform the evidence base for the Hertfordshire Serious Violence Strategy. This evidence has been considered throughout this EqIA.</td>
</tr>
</tbody>
</table>
| - Hertfordshire Constabulary  
- Public Health England  
- Hertfordshire Youth Justice  
- National Probation Service |  |  |
| Link to full document can be found [here](#). |  |  |
| Office for National Statistics - [here](https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/crimeinenglandandwales/yearendingmarch2018) | August 2018 |  |
| Herts Insight - [here](https://www.hertfordshire.gov.uk/microsites/herts-insight/home.aspx) | August 2018 |  |
| Hertfordshire Knife Crime Profile  
*This is a restricted document published by Hertfordshire Constabulary.* | June 2018 |  |
| Health Related Behaviour Survey (HRBS) - [here](https://www.healthyyoungmindsinherts.org.uk/sites/default/files/publications/term%3Avocabulary%3Avd/Herts%20Emotional%20and%20Wellbeing%20HRB%20survey%202016.pdf) | 2016 | The limited sample of secondary pupils means that the survey results are not representative of secondary school age pupils from the three districts that were not represented in the survey (Broxbourne, East Herts and Welwyn Hatfield). Consideration has been given to this in the strategy. |
| National Drug Treatment and Monitoring System - [https://www.ndtms.net/](https://www.ndtms.net/) (access restricted for local data) | August 2018 |
### 3. Analysis and assessment: review of information, impact analysis and mitigating actions

<table>
<thead>
<tr>
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- AND, where relevant, staff* | What reasonable mitigations to reduce or avoid the impact can you propose? |
|                                | * if your proposals relate mainly to a staff restructure or reorganisation, you should use the template here | How will you communicate/engage or provide services differently to create a ‘level playing field’ – e.g. consultation materials in easy read or hold targeted engagement events | If there is no current way of mitigating any negative impacts, clearly state that here and consider other actions you could take in the action plan in section 4. |

### Age¹¹

| Serious Violent Crime (SVC) needs assessment: | The increasing population of younger age groups in Hertfordshire suggests that the number of individuals in high risk age groups will increase considerably over the next 25 years. As a result, this suggests that more young people will be at high risk of involvement in serious violence. It may also indicate that more young people will be at higher risk of becoming victims of serious violence in Hertfordshire. | Young people have been identified as a priority group through the Serious Violence Needs Assessment. To mitigate the risk of involvement in serious violence, the Serious Violence Strategy focuses on encouraging partner agencies to target interventions and preventative strategies from an early age to mitigate the risk to young people in later life. This involves a multi-agency approach across different agencies, including Children’s Services, Youth Justice and Public Health. |

The strategy also recommends that partners use a common assessment process to identify young people at risk of involvement in serious violence from an early stage. | Serious Violent Crime (SVC) needs assessment:  
The SVC needs assessment identified that the majority of knife crime offences in Hertfordshire are committed by young individuals aged between 11 and 29. Similarly, the majority of victims of knife crime in Hertfordshire are aged 18-29.  
Furthermore, the number of hospital admissions for under 18s with knife injuries has increased by 51% over the last five years, compared to just 10% of those aged 18 and over.  
Herts Insight:  
Over the next 25 years the population of 10-19 year olds is estimated to increase by over |
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25% in Hertfordshire, which is above the national average.

**Disability**

**Herts Insight:**  
In Hertfordshire, approximately 68,000 people have some degree of physical disability, 26,000 people have a learning disability and approximately 172,448 adults between the ages 18-64 have known to experience some form of mental ill health.

**Public Health England:**  
Approximately 5% of children aged 5-16 in Hertfordshire have a conduct disorder.

**SVC needs assessment:**  
People with poor mental health or physical disability are often targeted by gang members and county line groups and exploited for their vulnerabilities.

High numbers of individuals with disabilities, including poor mental health, indicates that there are a high number of people at increased risk of exploitation by gangs and county line groups in Hertfordshire (e.g. for cuckooing and drug running). In effect, this may entice gangs and county lines groups to Hertfordshire for the purposing of exploiting and recruiting vulnerable children and adults.

Vulnerable people at risk of exploitation have been identified as a priority group in the strategy through the Serious Violence Needs Assessment.

The strategy includes a number of actions aimed at targeting and reducing a range of vulnerabilities in people of all ages, which include those with learning disabilities and mental health issues. These actions include working with partner agencies, including health services, to reduce knife crime and to increase training and awareness of serious violent crime and underlying risk factors to front line practitioners.
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<td>- <strong>AND, where relevant, staff</strong></td>
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<th>What can you do?</th>
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How will you communicate/engage or provide services differently to create a 'level playing field' – e.g. consultation materials in easy read or hold targeted engagement events

*If there is no current way of mitigating any negative impacts, clearly state that here and consider other actions you could take in the action plan in section 4.*

| Childhood behavioural disorders, particularly early onset conduct disorder, have been found to be at higher risk of violent offending compared to those with no history of childhood conduct disorder. |

| Gender reassignment¹³ | Herts Insight: Based on national trends, it is estimated that there are currently around 183 transgender people in Hertfordshire. |

| No specific issues were identified through the Serious Violence Needs Assessment. |

<p>| No mitigation plan required but the position will be monitored. |</p>
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| Pregnancy and maternity<sup>14</sup> | Public Health: Hertfordshire in 2012 had a live birth rate of (13.2) which was slightly higher than England at (13.0).  
**SVC Needs Assessment:** Adverse childhood experiences and disrupted family environments have been found to be an important risk factor for involvement in gangs and violence.  
**Herts Insight:** Over the next 25 years, the population of young people, particularly in the age 10-19 category, is projected to increase above the national average. | While no specific risks were identified around pregnancy and maternity, the increasing involvement of young people in serious violence means that there will be more emphasis on early intervention and prevention from a young age. As a result, this should have a positive impact on families and young people by preventing violence at an early stage. | The strategy has a focus on early intervention initiatives which aim to mitigate the risks of involvement in serious violence to families and young people. This involves joint working across a number of key partner agencies, including Children’s Services and Families First. |
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<td>Race or ethnicity¹⁵</td>
<td><strong>Herts Insight:</strong> In Hertfordshire, the ethnic breakdown of the population is as follows: 81% - White British 5.5% - Asian/British Asian 6.5% - White non-British 2.7% - Black/Black British</td>
<td><strong>SVC Needs Assessment:</strong> Evidence on links between serious violence and race/ethnicity is limited; however there are a number of risk factors for violence and gang involvement that BME communities are often exposed to more than other groups, such as discrimination and social disadvantage. Currently, data is not collected routinely on ethnicity of people involved in alcohol-related violent incidents by A&amp;E.</td>
<td>The prevalence of certain risk factors such as discrimination and social disadvantage has the potential of pushing more people from BME communities towards gangs and violence. Furthermore, inconsistent collection of ethnicity data for people admitted to A&amp;E for alcohol-related violence means that partner agencies will not be able to identify trends in local A&amp;E admissions by ethnicity, meaning that partner agencies are not able to target prevention and intervention initiatives as effectively. The strategy addresses the need for culturally competent practitioners and improved early intervention models focused on building young people’s resilience. In terms of data quality, the strategy includes actions around working with health partners and the ambulance service to enhance data quality to allow for more accurate knife crime profiling across the county.</td>
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| Religion or belief | Herts Insight: The breakdown of religious identification in Hertfordshire is:  
- Christian - 58%  
- No religion or belief - 27%  
- Muslim - 2.7%  
- Jewish - 2%  
- Hindu - 2%  
- Buddhist - 0.49%  
- Sikh - 0.45%  
- Undeclared - 7% | No specific issues were identified through the Serious Violence Needs Assessment. | No mitigation plan required but the position will continue to be monitored |

| Sex/Gender | Herts Insight: In Hertfordshire, 51% of residents are female and 49% are male.  
SVC Needs Assessment: The majority of knife crime | The higher proportion of male perpetrators and victims of serious violence in Hertfordshire means indicates that males are at higher risk than females of being drawn into gangs and violent lifestyles.  
As males and females often display | The Serious Violence Strategy encourages partner agencies to acknowledge gender differences when planning and implementing prevention initiatives for violence. This should involve more focus on underlying risk factors for violence. |
<table>
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| Sex/Gender (continued) | Offenders and victims in Hertfordshire are young males. 91% of young offenders working with Hertfordshire Youth Offending Team are males and 9% are females.  
While significantly fewer females are involved in serious violence in Hertfordshire, female involvement in gangs and serious violence is increasing. The needs assessment identified that females involved in gangs and violence often show a higher prevalence of certain risk factors than males, including family violence and poor mental health.  
Gang-affiliated females are around three times more vulnerable to sexual exploitation than other females. | Considerable differences in risk factors, this means that intervention and prevention initiatives may need to be targeted differently to males and females to address these differences.  
The increasing involvement of females in gangs indicates that more females are becoming increasingly vulnerable to sexual exploitation and other forms of exploitation. | In addition, women and girls at risk of sexual exploitation have been identified as a priority group through the needs assessment. This will involve working with children’s safeguarding teams to deliver interventions based on a contextual safeguarding approach to mitigate the risks to females involved with violence and/or gangs. |
<table>
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|                                | Who uses the service? Who doesn’t and why? Feedback/complaints? Any differences in outcomes? Why? | Homophobic victimisation has the potential to provoke individuals to retaliate with violence or aggression or feel the need to carry weapons for protection, which increases the likelihood of serious violence. | If there is no current way of mitigating any negative impacts, clearly state that here and consider other actions you could take in the action plan in section 4. |
|                                |                                                                           | The Serious Violence Strategy encourages partners to recognise the potential for gang members and/or individuals involved in violence to be from sexual minority groups. In these cases, interventions should be tailored to address the specific risk factors. The strategy also focuses on building young people’s resilience to mitigate the risk to you |

**Sexual orientation**

**Herts Insight:**
There are no accurate figures available for this protected characteristic. However, there are 13,000 of LGBTQ adults in Hertfordshire.

**SVC needs assessment:**
The needs assessment identified that LGBTQ adults are not at higher risk of involvement in serious violence than other groups, however they may be more vulnerable to certain risk factors for serious violence, such as social isolation and peer rejection, which may provoke individuals to retaliate with violence or carry weapons due to perceived need for protection.

Homophobic victimisation has the potential to provoke individuals to retaliate with violence or aggression or feel the need to carry weapons for protection, which increases the likelihood of serious violence.

**Herts Insight:**
Register office marriages, approved venue marriages and

No specific issues were identified through the Serious Violence Needs Assessment.

No mitigation plan required but the position will be monitored.
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|                               | 19 civil partnerships have stayed relatively similar since 2011/12. The number of civil partnerships shows a large increase from 2011/2012 – 2012/2013. | |
| Carers                       | Herts Insight: In the 2011 Census, 108,615 people in Hertfordshire stated that they provide unpaid care, which equated to 9.73% of the resident population. | No specific issues were identified through the Serious Violence Needs Assessment. | No mitigation plan required but the position will be monitored. |
| Other relevant groups         | SVC Needs Assessment: The SVC Needs Assessment identified a number of public health approaches for preventing and understanding the causes of violence which have been evidenced to be effective in violence prevention, such as embedding the violence prevention framework and Trauma Recovery Model in | The emphasis on public health approaches to tackling serious violence involves more cross-agency working across various agencies and departments, such as health and education, and requires senior level commitment from partner agencies to work together and co-ordinate activity effectively. | No mitigation plan required – considerations have been given to multi-agency working throughout the Serious Violence Strategy. |

19 civil partnerships have stayed relatively similar since 2011/12. The number of civil partnerships shows a large increase from 2011/2012 – 2012/2013.

20 Herts Insight: In the 2011 Census, 108,615 people in Hertfordshire stated that they provide unpaid care, which equated to 9.73% of the resident population.

21 Consider if there is a potential impact (positive or negative) on areas such as health and wellbeing, crime and disorder, Armed Forces.

No mitigation plan required – considerations have been given to multi-agency working throughout the Serious Violence Strategy.
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| Community.                   | Intervention initiatives.                     | * if your proposals relate mainly to a staff restructure or reorganisation, you should use the template [here](#) | |

The strategy emphasises the benefits of using public health approaches to tackling serious violence in Hertfordshire.
Opportunity to advance equality of opportunity and/or foster good relations

Raising awareness in the community of the risks associated with serious violence may help the community to understand the needs of certain groups. It should also help to reduce stigmatisation of certain groups in relation to serious violence.

Conclusion of your analysis and assessment - select one of the outcomes below and summarise why you have selected i, ii, iii or iv; what you think the most important impacts are; and the key actions you will take.

<table>
<thead>
<tr>
<th>OUTCOME AND NEXT STEPS</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. No equality impacts identified</td>
<td>No major change required to proposal</td>
</tr>
<tr>
<td>ii. Minimal equality impacts identified</td>
<td>Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate)</td>
</tr>
<tr>
<td></td>
<td>Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality</td>
</tr>
<tr>
<td></td>
<td>No major change required to proposal</td>
</tr>
<tr>
<td>iii. Potential equality impacts identified</td>
<td>The equality impacts identified throughout this assessment have all been assessed based on local evidence from the Hertfordshire Serious Violence Needs Assessment and all necessary mitigations have been considered.</td>
</tr>
<tr>
<td></td>
<td>No major changes are required to the strategy.</td>
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<td></td>
<td>The strategy will continued to be monitored and mitigations considered as necessary.</td>
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<table>
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<tr>
<th>iv. Major equality impacts identified</th>
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<tbody>
<tr>
<td>- The adverse effects are not justified, cannot be mitigated or show unlawful discrimination</td>
</tr>
<tr>
<td>- You must stop and remove the policy</td>
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<tr>
<td>[you should consult with Legal Services]</td>
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<tr>
<td>- Ensure decision makers understand the equality impact</td>
</tr>
</tbody>
</table>

YOU SHOULD INCLUDE THE SUMMARY ANALYSIS ABOVE IN THE ‘Equalities Implications’ SECTION OF ANY REPORT(S) THAT GO TO DEPT. MANAGEMENT BOARDS / MEMBER PANELS / CABINET, AS WELL AS APPENDING A COPY OF THE EqIA
### 4. Prioritised Action Plan

<table>
<thead>
<tr>
<th>Impact identified and group(s) affected</th>
<th>Action planned</th>
<th>Expected outcome</th>
<th>Measure of success</th>
<th>Lead officer and timeframe</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Include actions relating to:</td>
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<td></td>
<td>• mitigation measures</td>
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<td>• getting further research</td>
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<td>• getting further data/consultation</td>
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NB: These actions must now be transferred to service or business plans and monitored/reviewed to ensure they achieve the outcomes identified.

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This EqIA has been signed off by:

- **Lead Equality Impact Assessment officer:** Gary Ray  
  **Date:** 17/10/18

- **Head of Service or Business Manager:** Gary Ray  
  **Date:** 17/10/18

**Review date:** 17/10/19

Please now send the completed EqIA to equality@hertfordshire.gov.uk

Please also ensure that the EqIA is referenced in and included as an appendix to reports to Management Boards, Cabinet Panels and Cabinet so that decision makers can consider equality impacts before making decisions.
Guidance end-notes

1 The following principles explain what we must do to fulfil our duties under the Equality Act when considering the effect of existing and new policies/practices/services on equality. They must all be met or the EqIA (and any decision based on it) may be open to challenge:

- **Knowledge**: everyone working for the council must be aware of our equality duties and apply them appropriately
- **Timeliness**: the duty applies at the time of considering proposals and before a final decision is taken
- **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 anyone who provides 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 continues after proposals are implemented/reviewed.
- **Proper Record Keeping**: we must keep records of the process and the impacts identified.

2 Our duties in the Equality Act 2010
HCC has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with ‘protected characteristics’ (see end notes 11-20 for details of the nine-protected characteristics). This applies to policies, services (including commissioned services), and our employees. **If you are creating an ‘arms-length’ company, seek advice from the Equality Team or Legal.**

We use this template to do this and evidence our consideration. **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.
- **Promote equality of opportunity**: by
  - Removing or minimising disadvantages suffered by equality groups
  - Taking steps to meet the needs of equality groups
  - Encouraging equality groups to participate in public life or any other activity where 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 don’t**: e.g. by promoting understanding.

3 EqIAs should always be proportionate to:
- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact – e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal(s) on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be. Unless they contain sensitive personal/employee data – EqIAs are public documents. They are published with Cabinet and Panel papers and public consultations and are available on request.

4 Who completes the EqIA: The person who is making the decision or advising the decision-maker about a policy. It is better to do this as a team, with people involved who understand the implementation of the policy.
Title of EqIA: This should clearly explain what service / policy / strategy / change you are assessing.

Focus of EqIA: 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. Also explain if there is a particular focus to your equality analysis:

- What are the main aims or purpose of the policy, practice, service or function? How does it fit with other services?
- What outcomes do you want to achieve, why and for whom? e.g. what do you want to provide, what will change/improve?
- Which aspects are most important to equality and should be the focus of your attention?
- You should state all teams/organisations involved in implementing, carrying out or delivering the policy, practice or service
- What are the reason(s) for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

Data & Information: Your EqIA needs to be informed by data. You should consider the following:

- What data relevant to the impact on protected groups is available? (is there an existing EqIA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
- Is the service having a positive or negative effect on particular people or groups in the community?

What have people told you about the service, function, area?

- Use service user feedback, complaints, audits, and/or the results of specific consultation/engagement
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must engage/consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read HCC’s Consultation and Engagement toolkits for full advice on this
- For practical tips and advice on consulting with people from protected groups, see this ‘How-to’ guide

Impact: Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:

- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don’t exaggerate speculative risks and negative impacts.
- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
  - Are one or more protected 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?
  - Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
  - 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 it relate to an area where equality objectives have been set by HCC in our Equality Strategy?
10 Consider actions relating to the following:
   - That specifically address the impacts you’ve identified and show how they will remove, reduce or avoid any negative impacts
   - Explain clearly what any mitigating measures are, and the extent to which you think they will reduce / remove the adverse effect
   - Will you need to communicate or provide services in different ways for different groups in order to create a “level playing field”?
   - State how you can maximise any positive impacts or advance equality of opportunity.
   - If you do not have sufficient equality information, state how you can fill the gaps.

11 Age: People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

12 Disability: When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

13 Gender Reassignment: In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

14 Pregnancy and Maternity: When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and Keeping in Touch days.

15 Race/Ethnicity: Apart from the common ethnic groups, consideration should also be given to Gypsy, Roma and Irish Travellers communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.

16 Religion and Belief: Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical belief(s).

17 Sex/Gender: Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.

18 Sexual Orientation: The Act protects bisexual, heterosexual, gay and lesbian people.

19 Marriage and Civil Partnership: consider married people and civil partners – e.g. do same sex couple in a civil partnership have the same rights and benefits as married people?

20 Carers: From April 2015, carers (people who provide unpaid care to a friend or relative) have been entitled to an assessment of their own needs in the same way as those they care for. Although not a ‘protected characteristic’ HCC Diversity Board has agreed that the impact of proposals on carers should also be considered.

21 Other relevant groups: You should consider the impact on our service users in other related areas, such as health and wellbeing, crime and disorder (e.g. people experiencing domestic abuse), community relations and socio-economic status (e.g. homelessness or low incomes). If the proposal is likely to have an impact on service users in these areas, HCC Public Health and the County Community Safety Unit may be able to help. Also consider whether your policy
or decision will impact current or former Armed Forces personnel living and working in Hertfordshire. The Council is committed to the Hertfordshire Community Covenant, a commitment from public and private organisations in the county to support the active and retired Armed Forces community.

22 **Equality of opportunity and good relations**: summarise anything that will have a potential positive impact over and above the work of your project – e.g. engaging with the community may help raise awareness and community understanding of the needs of certain groups.

23 **Conclusion**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

24 **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.