

## Equality Analysis (Stage 2)

Equality Analysis is a way of considering and analysing the impacts of proposed changes on each of the protected characteristic groups as set out in the Equality Act 2010. Those impacts must be considered for service users, residents and for council employees. Equality Analysis is part of the decision-making process and should begin as soon as sufficient information about the proposed change is known and before any changes have been implemented.

Please complete this **Equality Analysis (Stage 2)** if any potential risks or impacts on the protected groups were identified in the Equality Analysis – Screening (Stage 1), or if you have been advised to do so.

Please remember this document will be read by decision-makers and will be published on the Council Website. Therefore, please use plain English and make sure it is easy to understand.

If this information is particularly sensitive and cannot be published please select the sensitive box. (Sensitive )

**\*Please read the Equality Analysis Guidance before completing this form\***

**\*Please ensure you have completed the Equality Analysis – Screening Tool (Stage 1) before continuing\***

Ref no. of Equality Analysis – Screening (Stage 1)	Click here to enter text.
Start date of Equality Analysis (Stage 2)	Click here to enter a date.
Lead Officer/s	Click here to enter text.
Service Area	Choose an item.
Team/Section	Click here to enter text.
Head of Service	Click here to enter text.
Title of the proposed change	Click here to enter text.
Summary of proposed change <b>including reason</b> (ie. policy, strategy, service change, service review, budget changes, change to terms and conditions, new project)	Click here to enter text.

### Available data and demographics

This section will help build up a picture of who and how many people with a protected characteristic may be impacted by the proposed change.

*Points to consider when answering the below:*

- Have other authorities implemented similar changes or carried out an Equality Analysis?
- Have other teams within the Council worked on similar projects or carried out similar Equality Analyses?
- Is there any external research that may help?
- Are there any demographics/statistics available? (Please see the Equality Analysis Guidance document)
- Is there any case law/judicial review findings that may help?
- Have there been any customer comments/complaints on the service prior to change?

**Is there any existing data that will help you understand the potential impact of the proposed change?  
Please detail this below:**

### Consultation

People with protected characteristics must be consulted on changes they could potentially be impacted by.

*Points to consider when answering the below:*

- Have you followed guidelines for a fair consultation as detailed in the Consultation Guidance?
- Have you consulted with or attended an equality reference group? (East Riding Equality Network or Disability Advisory Group) (It may be helpful to attend these meetings to speak to representatives of the protected characteristic groups. Contact the Policy Team on 1474, or email [equalities@eastriding.gov.uk](mailto:equalities@eastriding.gov.uk) for more information.)
- Have you consulted directly with a protected characteristic group?
- Have you carried out a survey, workshop or focus group?
- When did you consult and how long did the consultation period last?
- What method did you use i.e. online questionnaire, paper survey etc?

**How have you consulted with protected groups? Please detail below and include participation levels.**

From feedback gained as part of the consultation work which has been carried out, does the proposed change have the potential to have any adverse impacts on people with any protected characteristic?

Can these impacts be mitigated or, if this is not possible, what is the justification for continuing with the change?

From feedback gained as part of the consultation work carried out, does the proposed change have the potential to create any benefits for people with protected characteristics?

Can these benefits be maximised? If so, how?

How has the outcome of the consultation and proposals for implementation been fed back to the protected characteristic groups?

### Informing the change

Points to consider when answering the below:

- Has the proposed change been rejected and if so, why?
- Has the proposed change been amended and if so, how and why?
- Will the change be introduced with no alterations and if so, why?
- Will the change be introduced despite adverse impacts and if so, why?

How has this Equality Analysis process informed or developed the proposed change?

### Impact Monitoring

Actual impacts of the change must be monitored during implementation and must be reported to the equality team 6 months after full implementation, or at an appropriate and agreed time.

Proposed change implementation date

Click here to enter a date.

Impact monitoring date (compulsory)

Click here to enter a date.

### Approvals

CMT date (compulsory)

Click here to enter a date.

This Equality Analysis must be emailed to [equalities@eastriding.gov.uk](mailto:equalities@eastriding.gov.uk) for approval. The Policy team will send this form on to the Head of Service/Director identified, for final approval.

Once approvals have been given, a copy of this form will be forwarded to you and this Equality Analysis will be published on the Council website to demonstrate transparency in our decision making processes and also to conform to the Public Sector Equality Duty.

As this Equality Analysis must be made available to decision makers, please provide a copy of this with the CMT and/or The Cabinet report.

Policy team approval

Choose an item.

Head of Service/Director approval (sign)

Click here to enter text.

Following all approvals and the Equality Analysis going to CMT, you will be reminded on or before the proposed implementation date, to complete the final stage below:

### Equality Analysis – Impact Monitoring (Stage 3)

The **Equality Analysis – Impact Monitoring (Stage 3)** records the actual impact of the change during and after implementation and should be carried out 6 months after full implementation of the change that was subject to the Equality Analysis above. Those impacts must be considered for service users, residents and for council employees.

**Title of the approved change**

Click here to enter text.

**Has the change been altered in any way since going to CMT/The Cabinet. If so how and why?**

Click here to enter text.

*Points to consider when answering the below:*

- Customer feedback on the service at point of access
- Service level user data
- Service level equality monitoring
- Attending a further equality reference group meeting to gain feedback
- Feedback gathered by other authorities who have implemented similar changes
- Feedback gathered by other teams within the Council working on similar projects
- Case law or judicial review findings that may provide data
- Focus group

**How will the actual impact of the change on the protected characteristic groups be measured?**

Click here to enter text.

*Points to consider when answering the below:*

- What type of information have you gathered and what has this shown you?
- Have you undertaken any engagement work to understand the actual impact and if so, what?

**Please summarise the findings of the actual impacts on the protected characteristic groups during implementation?**

Click here to enter text.

**Have there been any unforeseen impacts following implementation and if so, what?**

Click here to enter text.

**Can any of these negative impacts be mitigated and if so, how?? If this is not possible, what is the justification for continuing with the change?**

Click here to enter text.

**If any of the actual impacts are positive, can these be maximised and if so, how?**

Click here to enter text.

**Based on your monitoring and findings, are there any further actions to be taken and if so, what?** (This could include further consultation, continued monitoring or amendments to the change)

Click here to enter text.

Please email the completed form to the Policy Team at [equalities@eastriding.gov.uk](mailto:equalities@eastriding.gov.uk).