



Equality Impact Assessment

Template for the Office of the Police and Crime
Commissioner for Norfolk

Directorate:

Policy, strategy, review or function name:

Completion date:

Name of assessment completer:

Office of the Police and Crime Commissioner for Norfolk,
Building 1,
Jubilee House,
Wymondham,
Norfolk,
Nr18 0ww.

Equality Impact Assessments (EIA) – what you need to know

When do we need to undertake EIAs?

EIAs are needed when developing new, or considering changing current policies (this refers to functions, activities or the way we reach decisions). This will relate to most decision notices the Office of the Police and Crime Commissioner for Norfolk (OPCCN) makes. **The EIA procedure should be integrated with the policy creation process from the outset.** It may be the case that a full EIA is not needed. This should be determined by completing the [Initial EIA](#), which will determine the relevance of the policy to equality. The greater the relevance of a policy to equality, the greater the regard that should be paid to it.

What is an EIA?

An EIA is a tool that enables a local authority to assess the impact of a policy on different protected characteristic groups and develop steps that can be taken to promote equality where necessary. This tool ensures that the OPCCN pays due regard to the Public Sector Equality Duty by asking a series of questions that will help identify if a policy impacts on a protected characteristic group.

Who should undertake an EIA?

The officer responsible for the policy should undertake and own the EIA as they have an in-depth knowledge of the policy being created and have the ability to make changes to the policy where necessary. This does not mean that EIAs must be undertaken alone. In fact, a good EIA should be informed by subject matter experts and other key contributors in the policy creation process. The Equality Officer is also able to support those responsible for completing an EIA.

Why is it important?

Undertaking an EIA is not a legal requirement but complying with the Public Sector Equality Duty is, and completing an EIA is a good way to ensure compliance. It also ensures that policies are developed in an informed and effective way. As you will find when working through this document, it encourages thought on the policy landscape, evidence, consultation and, of course, equality. This method of reflecting on a policy when producing it can result in efficiencies being identified, it ensures that policy is evidence based and initiates taking steps to meet equality requirements.

What is the Public Sector Equality Duty?

The Public Sector Equality Duty sets out that local authorities must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and 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.

These are sometimes referred to as the three aims or arms of the general equality duty. The Act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.

- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The equality duty covers the nine protected characteristics:

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

How to undertake an EIA

The first step is to complete the [Initial EIA](#), to make sure that an EIA is needed. If you identify that a Full EIA is needed, you will need to consider the below information and complete the below assessment.

You will need to use your knowledge of the policy you are developing, the evidence surrounding the policy and to consider how this may impact, positively or negatively, on protected characteristic groups. You need to consider the following:

- Age equality – the effects on people because of their age, including young people and the elderly.
- Disability equality – the effects on all disabled people, including deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments.
- Gender identity – the effects on trans people.
- Marriage and civil partnership equality.
- Pregnancy and maternity equality – women who are pregnant or who have recently had a baby, including breast feeding mothers.
- Race equality – the effects on minority ethnic communities, including newer communities, Gypsy, Roma and Traveller communities.
- Religion and belief or non-belief equality – the effects on religious and cultural communities, customers and employees.
- Sex equality – the effects on men, women, boys and girls.
- Sexual orientation equality – the effects on lesbians, gay men and bisexual people.

As previously mentioned, you don't need to undertake this assessment alone. You should work with other key stakeholders in the development of the policy and seek advice on equalities issues where appropriate. You need to identify how you will consult and who with. If you would like support with accessing specific communities then please contact the Equalities Officer. Undertaking consultation

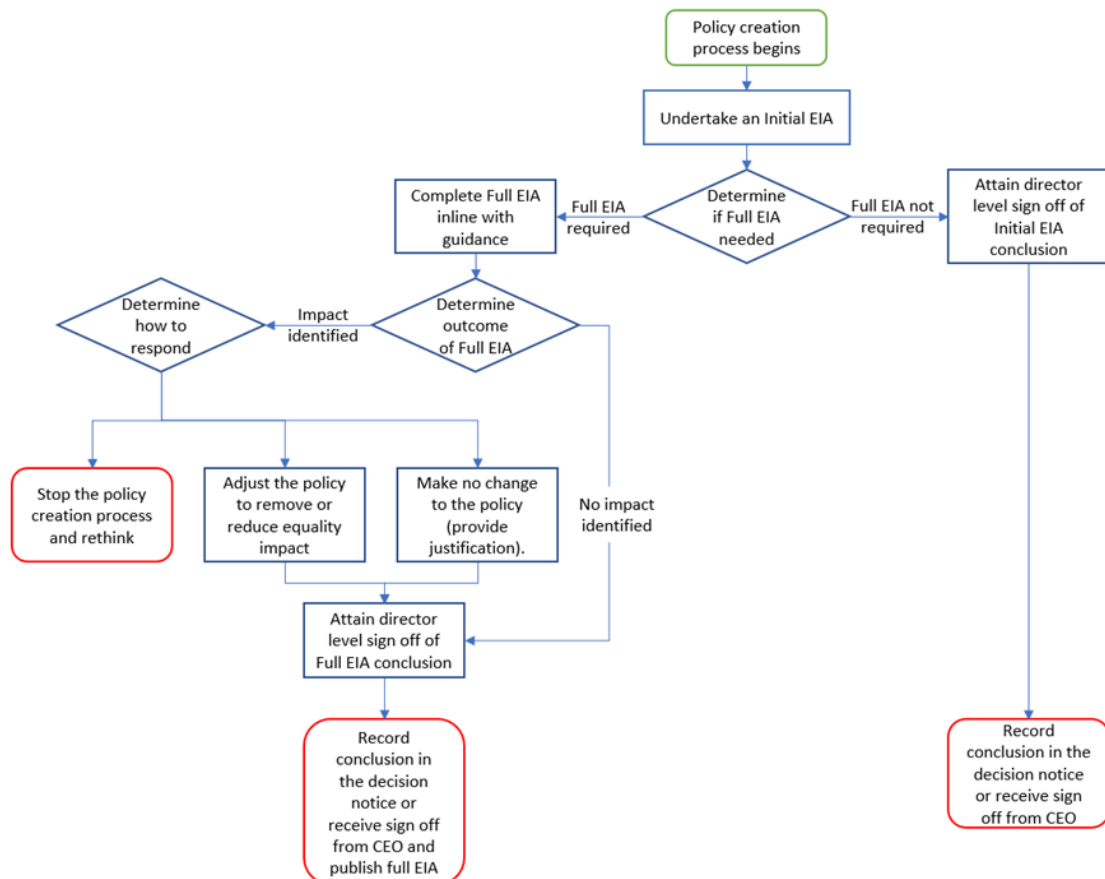
will help you to identify the impact of your policy, positive or negative. It should also be informed by any other relevant sources of information, such as surveys or similar EIAs.

If you have identified negative impacts on equality you will need to identify how you will respond, which in turn will determine the outcome of the EIA. In some cases, you will need to develop an action plan detailing how you will respond to the negative equality impact, who will own this response and how progress will be monitored.

What to do when you have completed the EIA

Ensure the assessment is considered when making decisions on your policy. Final decisions on how to proceed should be recorded in the assessment and you will need to record the outcome of the assessment in the decision notice relating to the policy. Sign off at director level is required to finalise Full EIAs and Initial EIAs that determine a Full EIA is not necessary. Once finalised Full EIAs should be published on the OPCCN’s website. As the completed form will be open access, you should ensure that it is jargon free.

Procedure



The Full Equality Impact Assessment (EIA)

The Assessor/s

	Name	Role
Lead		
Support		
Support		
Support		
Support		
Support		

The Policy (this refers to functions, activities or the way we reach decisions)

Name of the policy:

Description of the policy:

(Include the aims, objectives and purpose. Is there any relevant legislation? Does it relate to the Police and Crime Plan or Business Plan? This box is expandable.)

What will the impact on protected characteristic groups be?

(Please describe the potential impact of this policy on any of the nine protected characteristic groups and/or the aims of the general equality duty then rate the impact of the policy as either high, moderate or none. Consider the impact on internal and external staff, service users, the general public and those implementing the policy.)

Assessing impact

What relevant information already exists

(This could include customer feedback, surveys, national research or data. Good places to look include Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Foundation. This box is expandable)

Who have you engaged with and what did they tell you?

(Please include how you undertook your consultation and how you made it accessible for equality groups. This box is expandable.)

What does this tell us about the equality impact of the policy?

Age

How would this group be impacted by the policy?	Is it positive or negative?

Disability

How would this group be impacted by the policy?	Is it positive or negative?

Gender identity

How would this group be impacted by the policy?	Is it positive or negative?

Marriage and Civil Partnership

How would this group be impacted by the policy?	Is it positive or negative?

Pregnancy and maternity

How would this group be impacted by the policy?	Is it positive or negative?

Race

How would this group be impacted by the policy?	Is it positive or negative?

Religion or belief or none

How would this group be impacted by the policy?	Is it positive or negative?

Sex

How would this group be impacted by the policy?	Is it positive or negative?

Sexual orientation

How would this group be impacted by the policy?	Is it positive or negative?

Are there any gaps in information regarding equality impact?

(This box is expandable)

Next steps

Based on the information you have collected, how are you going to lessen any negative impacts that you have identified?

EIA outcome

Which of the following outcomes does your assessment match?	✓
Outcome 1 – no major change needed – the EIA has not identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken.	
Outcome 2 – Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?	
<p>Outcome 3 – Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:</p> <ul style="list-style-type: none"> • Sufficient plans to stop or minimise the negative impact. • Mitigating actions for any remaining negative impacts. • Plans to monitor the actual impact. 	
Outcome 4 - Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination.	

Why did you feel this was the outcome?

(This box is expandable.)

EIA Action Plan – setting targets and monitoring

Fill in the below table with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.

Age

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Disability

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Gender identity - trans

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Marriage and Civil Partnership

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Pregnancy and maternity

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

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Race

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Religion or belief or none

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Sex

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Sexual orientation

How can we advance equality	What difference will it make	Timescales and lead	Monitoring arrangements

Sign off

Signature

This document needs to be signed off at director level in order for any relevant decision notice to be signed by the Chief Executive Officer and to be published online. Please make sure the appropriate director has signed this off before sharing with the Equality Officer.

	Name	Directorate
Director		
Signature		