

Equality Impact and Outcome Assessment (EIA) Template - 2019

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

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups². They help us make good decisions and evidence how we have reached these decisions³.

See end notes for full guidance. Either hover the mouse over the end note link (eg: Age¹³) or use the hyperlinks ('Ctrl' key and left click).

For further support or advice please contact:

- **BHCC: Communities, Equality and Third Sector Team on ext 2301**
- **CCG: Engagement and Equalities team (Jane Lodge/Debbie Ludlam)**

1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴.

Title of EIA⁵	Welfare Support and Financial Assistance Workstream – adapted for Household Support Fund	ID No.⁶	
Team/Department⁷	Revenues and Benefits		

Focus of EIA⁸

The following is adapted from an EIA that was drafted in 2020 for the Welfare Support and Financial Assistance (WSFA) Workstream, as part of the Covid 19 response. The contents have gone on to inform similar EIA's, for example concerning Council Tax Reduction.

2. Update on previous EIA and outcomes of previous actions⁹

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action plan below)
Not Applicable		

3. Review of information, equality analysis and potential actions

Groups to assess	What do you know¹⁰? Summary of data about your service-users and/or staff	What do people tell you¹¹? Summary of service-user and/or staff feedback	What does this mean¹²? Impacts identified from data and feedback (actual and potential)	What can you do¹³? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 												
Age¹⁴	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Source: Mid Year Estimates ONS 2018</p> <table border="1" data-bbox="427 954 792 1406"> <tr> <td>Population</td> <td>290,395</td> </tr> <tr> <td>0-15</td> <td>45,375</td> </tr> <tr> <td>Working Age</td> <td>206,515</td> </tr> <tr> <td>Over 65</td> <td>38,505</td> </tr> <tr> <td>Household one pensioner</td> <td>14,468*</td> </tr> <tr> <td>Household claiming Pension Credit</td> <td>6,525*</td> </tr> </table> <p>*Source: DWP Feb 2020</p>	Population	290,395	0-15	45,375	Working Age	206,515	Over 65	38,505	Household one pensioner	14,468*	Household claiming Pension Credit	6,525*	<ul style="list-style-type: none"> • In the event of new restrictions, or increased covid rates, older People are more likely to be shielding (some through choice). Older people also more likely to be asked to shield and prevented from leaving their home, for social or essential needs. • Young people, aged 18-25 less likely to secure employment and so more likely to be applying for Universal Credit. This age group also currently at high risk of contracting C-19. • Mental Health issues are continuing to increase and demand has been identified in Youth Services such 	<ul style="list-style-type: none"> • Those shielding will be shopping less, shopping locally or not shopping in person at all. They may not have access to full variety of goods, or the best deals (if shopping locally). This could mean food costs rise. Older people may be more likely to be digitally excluded, therefore not accessing on-line shopping slots • Young people less financially independent as a result of decrease in employment opportunities. More likely to be 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. Additional C-19 specific additional funds also available – SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes. The LDSF</p>
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Groups to assess	What do you know ¹⁰ ? Summary of data about your service-users and/or staff	What do people tell you ¹¹ ? Summary of service-user and/or staff feedback	What does this mean ¹² ? Impacts identified from data and feedback (actual and potential)	What can you do ¹³ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	¹ https://www.ifs.org.uk/publications/14848	<p>as YAC.</p> <ul style="list-style-type: none"> • Children under 16 long term effects of further school closures having a greater detrimental impact on low income households. • Working age households more at risk of income reduction and therefore increase in debt - furlough scheme ending and potential redundancies. • Older people with limited mobility may be more reliant on public transport and therefore at greater risk of contracting C19 	<p>on a fixed income. If they contract the virus, their household will need to shield, preventing others from accessing work, community, shops etc.</p> <ul style="list-style-type: none"> • Children from low income households will spend less hours in home schooling than better off households and have less access to technology to enable home schooling.¹ This could have long term impact on mental health, educational attainment and long term employment prospects. • Households newly 	<p>team for crisis payments, as well as ongoing support via the 3x3x3 scheme.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to emergency food or help with shopping, if vulnerable. Community Hub is in partnership with Together Co a befriending charity, specialising in supporting older members of the community well through their Ageing</p>

Groups to assess	What do you know¹⁰? Summary of data about your service-users and/or staff	What do people tell you¹¹? Summary of service-user and/or staff feedback	What does this mean¹²? Impacts identified from data and feedback (actual and potential)	What can you do¹³? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			furloughed or made redundant will need to adjust to lower income, regardless of pre-existing financial commitments based on their employed income – mortgage, rent, hire purchase, mobile phones, debt repayments. <ul style="list-style-type: none"> • Older people may make a choice of taking taxis as opposed to using the bus, to reduce risk of contracting the virus. 	Well branch. Cross service response to the Household Support Fund will help to ensure broad points of access for help. Preventative work by Revenues and Benefits to identify households who may be struggling with Council Tax debt and offering early intervention.
Disability¹⁵	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • In the event of increased rates or further restrictions, more likely to be shielding due to pre-existing health conditions. • More likely to be digitally excluded 	<ul style="list-style-type: none"> • Those shielding will be shopping less, shopping locally or not shopping in person at all. They may not have access to full variety of 	Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.

Groups to assess	What do you know ¹⁰ ? Summary of data about your service-users and/or staff	What do people tell you ¹¹ ? Summary of service-user and/or staff feedback	What does this mean ¹² ? Impacts identified from data and feedback (actual and potential)	What can you do ¹³ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 								
	<p>Source: Department for Work and Pensions Feb-Jul 2020</p> <table border="1" data-bbox="427 547 799 884"> <tr> <td>PIP Claimants</td> <td>10,710</td> </tr> <tr> <td>Attendance Allowance</td> <td>5,020</td> </tr> <tr> <td>UC – Limited capability for work</td> <td>1,955</td> </tr> <tr> <td>DLA</td> <td>6,615</td> </tr> </table>	PIP Claimants	10,710	Attendance Allowance	5,020	UC – Limited capability for work	1,955	DLA	6,615	<ul style="list-style-type: none"> • More likely to be living on a fixed income. • Reliant on support that may be limited or stopped due to carers' need to self-isolate or shield themselves. • The visually impaired may find it more difficult to adhere to new protocols in shops, ie one-way systems, written instructions. • Could be at risk of abuse or intolerance from members of the public due to not wearing a mask for health reasons. • May be more reliant on public transport and therefore at greater risk of contracting C19. • Social isolation may restrict access to a support network that is 	<p>goods, or the best deals (if shopping locally). This could mean food costs rise.</p> <ul style="list-style-type: none"> • Those digitally excluded may not be accessing on-line shopping slots. • Those on a fixed income less likely to have savings or financial contingency for increased cost in food expenses if shopping locally etc. • Visually impaired may be more likely to avoid going to the shops themselves due to changes in protocol that they are unable to follow easily. • Those unable to 	<p>Possability People is part of the Moneyworks commission and Advice Matters partnership and so is represented on the WSFA board.</p> <p>Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. Additional C-19 specific additional funds have also been available during the course of the pandemic– SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes and now the Household</p>
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		relied upon, placing a risk on MH	<p>wear a mask may find themselves choosing to go into shops less.</p> <ul style="list-style-type: none"> • Some Disabled people may make a choice of taking taxis as opposed to using the bus, to reduce risk of contracting the virus. • Lack of community contact and support may result in negative impact on Mental Health. Poor mental health can link to greater risk of indebtedness 	<p>Support Fund. The LDSF team for crisis payments, as well as ongoing support via the 3x3x3 scheme.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to emergency food or help with shopping, if vulnerable.</p>
Gender reassignment¹⁶	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • More likely to be financially disadvantaged or living on a fixed income. • Social isolation may restrict access to a 	<ul style="list-style-type: none"> • Those on a fixed income less likely to have savings or financial contingency for increased cost in food expenses if 	Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including

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		support network that is relied upon, placing a risk on Mental Health	shopping locally etc. <ul style="list-style-type: none"> • Lack of community contact and support may result in negative impact on Mental Health. Poor mental health can link to greater risk of indebtedness 	council's own Welfare Rights team. Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. Additional C-19 specific additional have also been available during the course of the pandemic– SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes and now the Household Support Fund. The LDSF team for crisis payments, as well as ongoing support via the 3x3x3 scheme.

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				Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly. Community Hub service to provide households access to emergency food or help with shopping, if vulnerable.
Pregnancy and maternity¹⁷	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • Already reduced income placed under greater pressure due to C-19 rules. • Pregnant women may choose to be more isolated to limit contracting the virus . • Reduced access to post birth support from Community Midwives and Health Visitors. • Reduced access to 	<ul style="list-style-type: none"> • Reduced income risks deepening or newly establishing debt. Unable to comfortably adapt to additional costs associated with isolation, ie additional meals for the whole family, but specifically 	Family Information Service, with links into Children's Centres, Community Midwifery and Health Visiting service, are part of the WSFA board, so issues can be identified and considered strategically across the council.

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		<p>family support due to travel and social distancing rules</p> <p>NB: the needs of and impacts on this characteristic group are being picked up in other workstreams.</p>	<p>children of school age. Less able to buy in more food to manage isolation periods, as well as post-natal period when less able to get out.</p> <ul style="list-style-type: none"> • Self-isolation through choice may result in shopping locally, less economically, relying on others to pick up items for them, may need to use on-line shopping. • Isolation from support network may have a detrimental impact on Mental Health. Poor MH may result in a lack of motivation or ability to face responsibilities, or 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. have also been available during the course of the pandemic– SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes and now the Household Support Fund. The</p>

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			resolve issues. This could lead to worsening debt issues or failure to seek help when necessary. <ul style="list-style-type: none"> • Reduced access to professional support may impact on the wellbeing of the family as a whole. 	LDSF team for crisis payments, as well as ongoing support via the 3x3x3 scheme. Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly. Community Hub service to provide households access to emergency food or help with shopping, if vulnerable.

<p>Race/ethnicity¹⁸ Including migrants, refugees and asylum seekers</p>	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p>	<ul style="list-style-type: none"> • Increase in racially motivated abuse in regards to C19 experienced by South East Asian community. • More serious health implications for BAME residents if C19 is contracted • More likely to be on a low or fixed income or having limited hours of work. • Residents with No Recourse to Public Funds including EU nationals without access to benefits in precarious employment or working in the black economy are already vulnerable to destitution if they lose employment. • Engagement issues with advice, stemming from a reported distrust with government and council departments. • Some communities will have specific dietary needs • Social isolation may restrict access to a community network that is relied upon to provide cultural support. 	<ul style="list-style-type: none"> • Those who choose to shop less, shop local or shield are more likely to be spending more on food and travel. • Lack of community contact and support may result in negative impact on Mental Health. Poor mental health can link to greater risk of indebtedness • Specific dietary needs may be impacted by food shortages or price rises on high demand products (like rice, for example). • Emergency food support available may not include items specific to dietary needs. • Due to distrust in official organisations, some groups may not be aware of support available through grants, additional benefit support or crisis 	<p>Additional funding awarded from central DEFRA grant to fund continuation of food bank /service for the diverse dietary needs of the BAME community, through BMECP.</p> <p>Ensure information about support is accessible to all groups and encourage this information to be distributed through community-based groups. Consider all options of how financial support can be devolved to community-based groups.</p> <p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Standard discretionary funds available to assist with Housing Benefit and Council</p>																				
	<p>Source: Census 2011</p> <table border="1"> <tr> <td>White British</td> <td>220,020</td> </tr> <tr> <td>Non-White</td> <td>29,855</td> </tr> <tr> <td>White Non-British</td> <td>23,495</td> </tr> <tr> <td>Mixed</td> <td>10,410</td> </tr> <tr> <td>Asian</td> <td>11,280</td> </tr> <tr> <td>Black</td> <td>4,190</td> </tr> <tr> <td>Other ethnic group</td> <td>3,985</td> </tr> <tr> <td>Households with multiple ethnicities</td> <td>18,340</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>No members of household have English as first language</td> <td>5,925</td> </tr> </table>				White British	220,020	Non-White	29,855	White Non-British	23,495	Mixed	10,410	Asian	11,280	Black	4,190	Other ethnic group	3,985	Households with multiple ethnicities	18,340			No members of household have English as first language	5,925
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		<p>NB: the needs of and impacts on this characteristic group are being picked up in other workstreams.</p>	<p>intervention routes (eg food banks, LDSF etc</p> <ul style="list-style-type: none"> • NRPF households may be at particular financial risk if not eligible for all support mechanisms that have been put in place. • Residents with insecure immigration status may fear contacting the authorities in case their details are shared with the Home Office. 	<p>Tax shortfalls. have also been available during the course of the pandemic– SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes and now the Household Support Fund. The LDSF team for crisis payments, as well as ongoing support via the 3x3x3 scheme.</p> <p>Information to be made clear and accessible for all, including translated materials in key languages for the city’s migrant populations, and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to emergency food or help with shopping, if vulnerable</p>
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				<p>LDSF webpage clarifies that those on a low income but not eligible for benefits can still apply (ie NRPF)</p> <p>To ensure the needs and eligibility of NRPF households and EU nationals without access to benefits are considered within the allocation of temporary discretionary funds dispersed from central government to support households financially impacted by the pandemic. Each scheme deriving from these funds, in addition to all pre-existing discretionary funds administered by the council, should be inclusive by default.</p>
Religion or belief¹⁹	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published	<ul style="list-style-type: none"> • Engagement issues with advice, stemming from a reported distrust with government and council departments. • Some religious groups will have specific dietary 	<ul style="list-style-type: none"> • Lack of community contact and support may result in negative impact on Mental Health. Poor mental health can link to greater 	Additional funding awarded from central DEFRA grant to fund continuation of food bank /service for the diverse dietary needs of the BAME

since the onset of the pandemic.

Source: Census 2011

Christian	117,275
Buddhist	2,740
Hindu	1,790
Jewish	2,670
Muslim	6,095
Sikh	340
Other	2,410
No religion	115,955

- needs
- Social isolation may restrict access to a community network that is relied upon to provide cultural support.

NB: the needs of and impacts on this characteristic group are being picked up in other workstreams.

- risk of indebtedness
- Specific dietary needs may be impacted by food shortages or price rises on high demand products (like rice, for example).
 - Emergency food support available may not include items specific to dietary needs.
 - Due to distrust in official organisations, some groups may not be aware of support available through grants, additional benefit support or crisis intervention routes (eg food banks, LDSF etc)

community, through BMECP.

Ensure information about support is accessible to all groups and encourage this information to be distributed through community-based groups. Consider all options of how financial support can be devolved to community-based groups.

Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.

Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. have also been available during the course of the pandemic– SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension),

				<p>Council Tax Relief scheme, various Fuel Poverty schemes and now the Household Support Fund. Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to emergency food or help with shopping, if vulnerable.</p>						
Sex/Gender²⁰	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Other data available:</p> <table border="1"> <tr> <td>Total Population:</td> <td>290,395</td> </tr> <tr> <td>Female</td> <td>145,778</td> </tr> <tr> <td>Male</td> <td>144,616</td> </tr> </table> <p>95% of single parents with open HB</p>	Total Population:	290,395	Female	145,778	Male	144,616	<ul style="list-style-type: none"> • Women more likely to be furloughed. • Women are more likely to be working part time, or on a fixed income, than men • Women more likely to be single parents. • Significant increase in reports of domestic abuse and violence throughout the pandemic, disproportionately affecting women. This results in women fleeing their homes and facing 	<ul style="list-style-type: none"> • Additional costs of COVID related social isolation and lockdown could have disproportionate impact on women due to the nature of their employment types. 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. have also been available during the course of the pandemic– SIPS,</p>
Total Population:	290,395									
Female	145,778									
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	claim are women. (Northgate report 15/10/2020)	financial vulnerability through the homelessness process.		<p>DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes and now the Household Support Fund. Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to emergency food or help with shopping, if vulnerable.</p>
Sexual orientation ²¹	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> Social isolation may restrict access to a community network that is relied upon to provide support. 	<ul style="list-style-type: none"> Restrictions placed on the meeting of community groups could place a risk on MH and wellbeing which could have a knock-on effect around financial resilience. 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Standard discretionary funds available to assist with Housing Benefit and Council</p>

				<p>Tax shortfalls. have also been available during the course of the pandemic– SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes and now the Household Support Fund.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to emergency food or help with shopping, if vulnerable.</p>
Marriage and civil partnership²²	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p>	<ul style="list-style-type: none"> • Significant increase in reports of domestic abuse and violence throughout the pandemic, disproportionately affecting women. This results in women fleeing 	<ul style="list-style-type: none"> • Homelessness places women at a significant financial disadvantage as well as impacting on their mental health and the wellbeing of the 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p>

	<p>Source: Census 2011</p> <table border="1" data-bbox="432 643 808 834"> <tr> <td>Married Households</td> <td>28,335</td> </tr> <tr> <td>Co-Habiting</td> <td>15,430</td> </tr> <tr> <td>Lone Parent</td> <td>8,635</td> </tr> </table>	Married Households	28,335	Co-Habiting	15,430	Lone Parent	8,635	<p>their homes and facing financial vulnerability through the homelessness process.</p> <ul style="list-style-type: none"> When fleeing DV, the family is often relocated away from their network of family and friends. 	<p>family, as a whole.</p> <ul style="list-style-type: none"> Without a network of support, increased expenses may follow due to a loss of informal childcare. Or hours of work may need to be reduced. 	<p>Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. have also been available during the course of the pandemic– SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes and now the Household Support Fund. Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to emergency food or help with shopping, if vulnerable.</p>
Married Households	28,335									
Co-Habiting	15,430									
Lone Parent	8,635									
<p>Community Cohesion²³</p>		<ul style="list-style-type: none"> Social isolation may restrict access to a community network that is relied upon to provide 	<ul style="list-style-type: none"> Restrictions placed on the meeting of community groups could place a risk 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as</p>						

		support.	on MH and wellbeing which could have a knock-on effect around financial resilience.	<p>in need of financial support, including council's own Welfare Rights team.</p> <p>Standard discretionary funds available to assist with Housing Benefit and Council Tax shortfalls. Additional C-19 specific additional funds also available – SIPS, DEFRA funds, C-19 Winter Grant Scheme (incl Free School Meals extension), Council Tax Relief scheme, various Fuel Poverty schemes. The LDSF team for crisis payments, as well as ongoing support via the 3x3x3 scheme.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Community Hub service to provide households access to</p>
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				emergency food or help with shopping, if vulnerable.
Other relevant groups²⁴				
Cumulative impact²⁵				
Assessment of overall impacts and any further recommendations²⁶				

4. List detailed data and/or community feedback that informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)

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5. Prioritised Action Plan²⁷

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Staff member completing Equality Impact Assessment:

Date:

Directorate Management Team rep or Head of Service/Commissioning:

Date:

CCG or BHCC Equality lead:

Date:

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **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 any contracted services which provide 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 applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people in relation to their 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

The following are the duties in the Act. 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).
- **advance equality of opportunity.** This means the need to:
 - Remove or minimise 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
 - 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 do not.** This means:
 - Tackle prejudice
 - Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected within the context

The greater the impacts, the more thorough and demanding the process required by the Act will be.

⁴ **When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to a specific group or groups (eg: older people)?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

⁵ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁶ **ID no:** The unique reference for this EIA. If in doubt contact your CCG or BHCC equality lead (see page 1)

⁷ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

⁸ **Focus of EIA:** 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 - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ **Previous actions:** If there is no previous EIA or this assessment if of a new service, then simply write 'not applicable'.

¹⁰ **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on specific groups of the policy/decision/service is available?¹⁰
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the groups identified above in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: <http://www.bhconnected.org.uk/content/needs-assessments> and Community Insight: <http://brighton-hove.communityinsight.org/#>) and national ones where they are relevant.

¹¹ **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - (a) consult when proposals are still at a formative stage;
 - (b) explain what is proposed and why, to allow intelligent consideration and response;
 - (c) allow enough time for consultation;
 - (d) make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all perspectives can be considered.

-
- Identify any gaps in who has been consulted and identify ways to address this.

¹² Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more 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?
 - 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 the proposal advance equality of opportunity and/or foster good relations? If not, could it?

¹³ Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

¹⁴ **Age:** People of all ages

¹⁵ **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

¹⁶ **Gender Reassignment:** A transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected

¹⁷ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

¹⁸ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

¹⁹ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

²⁰ **Sex/Gender:** Both men and women are covered under the Act.

²¹ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

²² **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

²³ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

²⁴ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

²⁵ **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

²⁶ **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

²⁷ **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.

