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The Equality Act includes the Public Sector Equality Duty. It consists of General Equality Duty and Specific duties which are imposed by secondary legislation. These duties replace the separate duties relating to race, disability and gender. The general equality duty came into force on the 1st April and the specific duties came into force in September.

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Compliance with the general equality duty is a key objective and compliance should also result in better informed decision making, policy development and better policy outcomes. Overall compliance should lead to services that are more appropriate to the user and services that are more effective and cost effective.

Public Authorities subject to the general equality duty 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 are protected on any characteristic and those who do not
- Foster good relations between people who are protected on any characteristic and those who do not

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Historically this process was referred to as an Equality Impact Needs Assessment (EINA).

Equality Assessment must be systematically carried out across the City Council and Partnership organisations that deliver services on behalf of the City Council consistently and effectively.

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An Equality Assessment is a systematic process that helps councils check their policies and practices to ensure that they are compliant to the Equality Act and in practice demonstrate due regard when executing its functions. The process involves systematically assessing the likely positive effects of policies, strategies, functions or services on people in respect of disability, sex, gender reassignment, race, age, religion and belief, sexual orientation and ethnicity and civil partnership and pregnancy and maternity. The need to make a decision-making processes to eliminate potential discrimination and check for relevance to equality.

This process enables counter-buffers to be taken, which eliminate, minimise or reduce any discriminatory or negative consequences. The process generates evidence which demonstrates due regard is being taken when underpinning business decisions.

ANALCRNNANC Questions of the Assessment For

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The Chairperson of the Equality Assessment Risk Group will need to sign off the Equality Assessment prior to equality check using the Audit Engagement Agreement with service providers in the directorate. The checker will review the responses provided and add comments or observations. The Equality Assessment will only be fully signed off by a senior manager and not the Equality Practitioner.

Your assessment must be published in the following way:

- As a word document or in Portable Document Format (PDF) which is accessible from the Directorate or Council's website and internally.

A copy of the Equality Assessment must be kept by the Directorate Contact Officer within your directorate for recording on the Equality Assessment schedule and for monitoring of the action plan outcomes. The Directorate Contact Officer will be responsible for overseeing the engagements for publishing the Directorate's Equality Assessment.



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Now end of process effectively done

If you answer to question 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, then you should carry out a Full Equality Assessment

Does the Policy, Strategy, Function or Service require a Full Equality Assessment **Yes** **No**

If a Full Equality Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your service. If you are the Director or the Conflict Officer

If a Full Equality Assessment is **No** required, please sign the declaration and complete the Summary Statement. Then forward a copy of the

Step 4: Review and Confirm

Please use the checklist to outline any previous involvement or consultation with the target groups of people who are most likely to be affected or interested with this policy, strategy, function or service. See Appendix 1 for details on each target group.

Have you consulted with the target groups of people who are most likely to be affected or interested with this policy, strategy, function or service? See Appendix 1 for details on each target group.

Are you satisfied with the responses received from the target groups of people who are most likely to be affected or interested with this policy, strategy, function or service? See Appendix 1 for details on each target group.

Have you taken account of the views and concerns of the target groups of people who are most likely to be affected or interested with this policy, strategy, function or service? See Appendix 1 for details on each target group.

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Step 6: Monitor and Review

Before finalising your action plan you must identify how you will go about monitoring the policy function or the proposals, for ongoing assessment and include any changes or proposals you are making

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Before finalising your action plan you must identify how you will go about monitoring the policy function or the proposals, for ongoing assessment and include any changes or proposals you are making

new policy and evaluate the effectiveness of the policy function or proposals

Step 4: Sign Off

The final stage of the Equality Assessment process is to formally sign off the document, ensuring it is complete, rigorous and robust.

Policy Effectiveness and Review Considerations

Completion of Assessment

Name	Title	Directorate	Sign off Date
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Concluding Assessment

Policy Effectiveness and Review Considerations

Name	Directorate	Review Date
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Summary of strengths and weaknesses for improvement

Review and Sign Off

Name	Title	Date
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Definition

Review

A review refers to the systematic assessment of statutory and non-statutory strategies and business development proposals.

Policy

A policy is a written or unwritten, formal or informal strategy. This includes strategies, guides, and a code of conduct. It outlines approved decision-making principles, a set of procedures, its influence, direction and determine the way business is carried out both internally and externally.

Project

A project is a temporary structure or scheme created to achieve a specified business benefit or goal. This includes functions and events that are carried out either internally or externally.

Service

A service is a term usually used to describe facilities, resources or provisions made by the council for its residents. This is made either directly or indirectly through a partnership with the public, or through financing private provision of services with third sector organisations and agencies. For example, leisure, education or working.

Function

A function is the term that is usually referred to as actions and activities assigned to, required by or expected of the council.

Organisational

Organisational change is defined as change that is initiated on the way that work is performed and its significant effects on staff. This could include changes

TO C C A I A C I C I N O N

The **re o** provides you with the information on each of the nine protected characteristics as defined on the EHRC website

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where this is referred to, it refers to a person belonging to a particular age, e.g. young people or young people, e.g. young people

A person's disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities

Gender reassignment

The process of transitioning from one gender to another

Married couple or partner

Marriage is defined as a union between two people who have their relationships legally recognised as civil partnerships. Civil partners must be treated the same as married couples on the grounds of equality matters

Maternity and pregnancy

Pregnancy is the condition of being pregnant or expecting a child. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving

CONTACT DETAILS

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