# Equality Impact Assessment Screening tool

## What is an Equality Impact Assessment (EIA)?

An Equality Impact Assessment identifies the impacts of a new policy/change to a service on staff and residents with 'protected characteristics', or from particularly vulnerable groups/ communities. They enable key decision makers (both Officers and Cabinet Members) to consider these impacts when approving the policy and enable officers to mitigate any negative implications, whilst maximising opportunities for promoting fairness and respect.

This is in compliance with the Public Sector Equality Duty, part of the Equality Act 2010, which seeks to ensure people are not discriminated against because they share certain 'protected characteristics'. If there are any impacts on groups, Equality Impact Assessments should be developed as part of the policy development process.

## Do I need to complete an Equality Impact Assessment?

This tool will help you establish whether you will need to complete a full Equality Impact Assessment (EIA) for a new/updated strategy, policy, service, or function. It will also enable you to evidence that you have paid "due regard" to the different protected characteristics when making your decision.

The key question on whether an EIA is required, is whether any aspect of a new policy, function or service, or changes to an existing one, will have an impact on residents, service users or staff sharing protected characteristics. If it will then it is likely that an EIA will need to be completed.

## Where do I start?

The table included in this document will assist you in thinking about the potential equality impact on all of the protected characteristics listed, as well as those from other vulnerable groups. Completion of the table should inform you as to whether or not am EIA needs to be carried out.

## What next?

If the decision is made that a full EIA needs to be completed, you can proceed to the Template document, which can be found alongside this document and the EIA Guidance on the website. This will outline the steps you need to take to complete the EIA.

The level of detail within the EIA should be proportionate to the issue being considered and the scale of the impact. For example, changes to an adult social care service that supports vulnerable elderly residents are likely to require a detailed EIA. However, changes to highway verge maintenance may not be as lengthy or in-depth.

If you decide not to complete an EIA, you must make a record of this decision. This might take the form of minutes of a meeting, an internal email or a record in a service plan. Most importantly, it must make clear why you have concluded that an EIA is unnecessary. It is advised if you are unsure over whether or not a full EIA is needed based on your understanding of the guidance, then you should reach out to the Equality, Diversity and Inclusion (EDI) and Corporate Strategy and Policy (CSP) teams (via equalityimpactassessments@surreycc.gov.uk), as well as any EIA trained colleagues within your Directorate/ Service for further support.

# Impact of the proposals on residents, service users and staff with protected characteristics

Remember to consider **indirect discrimination**. Indirect discrimination is when there's a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others.

| Protected characteristic | Potentially Impacted? 'Yes'/'No'/'Unsure' | Additional details |
|---|---|---|
| **Age- including younger and older people** *(e.g. are specific age groups excluded? Would the same process affect age groups in different ways?)* | No | Younger and Older network users are considered in other policies and processes that sit underneath the Asset Strategy such as the Highway Hierarchy Policy, Capital Maintenance Policy, Highway Safety Inspection Policy, and are assessed by the EIAs of those policies separately |

| Protected characteristic | Potentially Impacted? 'Yes'/'No'/'Unsure' | Additional details |
|---|---|---|
| **Disability- including hearing and/or visual impairments, physical disability, neurodevelopmental impairments, and long-term conditions** *(e.g. are information/questionnaires/consent forms available in different formats upon request?)* | No | Network users with disabilities are considered in other policies and processes that sit underneath the Asset Strategy such as the Highway Hierarchy Policy, Capital Maintenance Policy, Highway Safety Inspection Policy, and are assessed by the EIAs of those policies separately |
| **Gender Reassignment** *(e.g. Is confidentiality of the resident or staff member maintained?)* | No | |
| **Pregnancy & Maternity** *(e.g. are services suitable and accessible for pregnant and/or breastfeeding women?)* | No | |
| **Race- including ethnic or national origins, colour or nationality** *(e.g. any specific needs identified for certain groups? Are interpretation and translation services required?)* | No | |
| **Religion & Belief** *(e.g. are locations affected by closures or restrictions? Is there equal access to the service or potential barriers to participation?)* | No | |

| Protected characteristic | Potentially Impacted? 'Yes'/'No'/'Unsure' | Additional details |
|---|---|---|
| **Sex** *(e.g. is gender neutral language used in the way the policy or information leaflet is written? Are there different access requirements?)* | No | |
| **Sexual orientation** *(e.g. is inclusive language used? Are there different access rates?)* | No | |
| **Marital status/civil partnership** *(e.g. would there be any difference because the individual is/is not married/in a civil partnership?)* | No | |
| **Socio/economic** *(e.g. would there be any requirement or expectation that may not be able to be met by those on low or limited income, such as costs incurred?)* | No | |
| **Other vulnerable groups as recognised by Surrey County Council** *(refer back to EIA guidance for list of these groups and where relevant include information about positive/negative impacts)* | | |

**Have you identified and potential direct or indirect impacts on people with protected characteristics or other group? If yes, you will need to complete a full Equality Impact Assessment.**

**Yes**  ☐                    **No**      ☐

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**If 'No' please provide an explanation as to why an EIA is not required:**

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As referenced above, Younger and Older network users and those with disabilities are considered in other policies and processes that sit underneath the Asset Strategy such as the Highway Hierarchy Policy, Capital Maintenance Policy, Highway Safety Inspection Policy, and are assessed by the EIAs of those policies separately

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