

Annex F – EIA for Philip Southcote School

This tool will help you decide whether you will need to complete an Equality Impact Assessment (EIA) for a new policy, function or service or change to an existing one. You may also use this template to conduct a full functional EIA.

If you complete the tool, and this identifies either negative or positive impacts for residents, people who use services or staff with protected characteristics - you will need to complete a full EIA, which can be found on [SCC Info](#). If you decide not to complete an EIA, you must record this - explaining why an EIA is not necessary. This might take the form of minutes of a meeting, an internal email or as part of a service plan.

While working through the tool, think about the protected characteristics including: age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnerships, pregnancy and maternity **and any other relevant social identity characteristics** (for example part time and full time contract types, socio-economic status, social class, income, education and skills, unemployment, residential location or family background and education or skills levels). Consideration of all of these characteristics should be applied to both residents and staff.

Consider involving your project team or Directorate Equality Group in completing this.

Name of policy, function or service change being assessed:	Proposal to expand Philip Southcote School	
	YES	NO
1. Does any part of this policy, function or service pose any impact based on a person's protected characteristics?	x	
2. Are there any proposed changes that could lead to impacts (both negative and positive) and reduced or improved satisfaction levels on staff or residents, who share a person's protected characteristics?	x	
3. Based on your answers to questions 1 and 2, which protected and or other groups could be affected? (Please tick or specify) <p>Protected Groups: Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender reassignment <input type="checkbox"/> Pregnancy and maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion and belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage and civil partnerships <input type="checkbox"/> Carers (protected by association) <input type="checkbox"/></p> <p>Other Groups: Part Time and Full Time contract types <input type="checkbox"/> Socio-economic status (social class) <input type="checkbox"/> Income <input type="checkbox"/> Education and Skill <input type="checkbox"/> Unemployment <input type="checkbox"/> Residential Location <input type="checkbox"/> Family background <input type="checkbox"/></p>		
4. Are there likely to be any adverse impacts for people based on their socio-economic status?		x
5. Have there been or likely to be any public concerns about the policy or proposal?	x	
6. Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	x	
7. Could the proposal affect our workforce or employment practices?		x
8. Does the proposal involve or will it have an impact on: <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		x

If you have answered **yes** to any of the questions above, you will need to complete a full EIA using the pro forma [provided by Surrey County Council](#).

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