

Equality Impact Assessment Proforma

Title:**Lead Officer and Directorate:****Cabinet Member:****What is the EIA about? (Executive Summary):**

Summarise what the EIA covers, why it has been written and what the Council should consider.

Background:

Provide detail on how consideration has been made in relation to the following Protected Characteristics:

Age, Race, Sex, Gender reassignment, Religion/belief, Sexual orientation, Marital status, Disability, Maternity and Socio-economic status (including rurality and low income households)

This should take into account available data, reports and information on the service and feedback from customers.

Focus on what is relevant to the topic.

Actions proposed to address any implications:

Think about changes to service delivery; policy changes; changes to information collection/analysis; engagement with staff, customers, Trade Unions and Members; any actions involving other parts of the Council or partners.

Actions should be proportionate and focused on what is needed in line with Council resources

Recommendation:

Provide a recommendation based on the assessment of implications.

Identify a sign off procedure – ie DMT, CMT, Cabinet. As a minimum ADs should sign off EIAs. Also think about whether we can publish the EIA – advice is available from the Policy Team.