​**Liverpool City Region Combined Authority**

**Equality Impact Assessment - Template**

**Introduction**

An Equality Impact Assessment (EIA) is an evidence-based tool that helps us to put Equality, Diversity and Inclusion at the heart of all of our projects, policies or services. As a public sector organisation we are required to comply with the [Public Sector Equality Duty](https://www.gov.uk/government/publications/public-sector-quick-start-guide-to-the-public-sector-equality-duty). This means that we need to carry out equality analysis of new projects, policies or services and changes to existing projects, policies or services. The analysis should identify what positive or negative equality impacts the project, policy or service may have and if mitigating actions are needed, what these would be.

You should start the Equality Impact Assessment at the beginning of the process and continue to develop it throughout. Once an EIA has been drafted, it is recommended to engage with the Liverpool City Region Combined Authority Equality Panels for expert feedback and recommendations on equality impacts [Equality Panel Engagement Document Template.docx](https://lcrca.sharepoint.com/:w:/s/EqualityImpactAssessmentHub/EV9ke4qLkpRKnccOjC67T4QB9yzR-ZUb4ZFmztY8kDk83w?e=HgP7Oy) (see the Equality Panels Guidance for more information [Engaging with Equality Panels Guidance.docx](https://lcrca.sharepoint.com/:w:/s/EqualityImpactAssessmentHub/EWz4e5kQWWpPnXnklxg4kNsB5JJPjuimO8yImp4SQC_E8Q?e=Npo2kQ))

There is detailed guidance available [LCRCA EIA Guidance\_final.docx (sharepoint.com)](https://lcrca.sharepoint.com/:w:/r/sites/EqualityImpactAssessmentHub/_layouts/15/Doc.aspx?sourcedoc=%7B8DA3681A-A4AA-4E41-A1BD-E5C5708331C0%7D&file=LCRCA%20EIA%20Guidance_final.docx&action=default&mobileredirect=true) to support you to complete an EIA. We also have a Community of Practice, made up of Equality Champions who can provide advice and feedback throughout the process. You can contact them by emailing [equality.champions@liverpoolcityregion-ca.gov.uk.](mailto:equality.champions@liverpoolcityregion-ca.gov.uk. )

In order to be marked completed, Equality Impact Assessments must be signed off by a Head of Service or Assistant Director. Once completed, all EIAs are to be sent to the Equality Champions to be stored, [equality.champions@liverpoolcityregion-ca.gov.uk.](mailto:equality.champions@liverpoolcityregion-ca.gov.uk)

**Proposal Information**

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| --- | --- |
| Title of project, policy or service: | |
| The proposal is a:  ​​☐​ **Policy or strategy ​☐​ Project ​☐​ Programme ​☐​ Funding decision ​☐​ Commissioned Service ​☐​ Internal service or change ​☐​Other [please state]** | |
| The proposal is:  **​​☐​ New ​☐​ A review of an existing proposal ​☐​ A change to an existing proposal** | |
| Does this proposal require a Combined Authority or Committee decision?  **☐​Yes ☐No​** | |
| Directorate: | Head of Service: |
| Service Area: | Lead Officer: |
| Date the EIA process started: | |

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| **SECTION 1: What do we want to do?** |

**What are the aims and objective of this proposal?**

Use the box below to provide a short, clear summary of the proposal. Include the purpose and intended aims and outcomes. Remember to use plain English (<http://www.plainenglish.co.uk/)> and avoid any jargon and acronyms. Equality Impact Assessments are read by a wide range of people including decision-makers and the wider general public.

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**Who will the proposal have the potential to affect?**

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| ​​☐​ The LCRCA Workforce  ​☐​Businesses  ​☐​ Partner Organisations  ​​☐​ Residents / Service Users / Beneficiaries / Customers |
| Additional Comments |

**Will the proposal have an equality impact?**

Could the proposal have any impact, positive or negative, on people with protected characteristics? If you are unsure the EIA guidance sets out an overview of protected characteristics.

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| ​​☐​ Yes –  Please complete the remaining sections | ​​☐​ No – If you are certain there will be no Equality impact, the remaining sections do not need to be completed. Please state why no EIA is required below, sign and send this form to [equality.champions@liverpoolcityregion-ca.gov.uk](mailto:equality.champions@liverpoolcityregion-ca.gov.uk) |
| *State reasons no Equality Impact Assessment is required.* | |
| **Signed Officer responsible for Assessment:**  **Signed Head of Service/Assistant Director:**  **Date:** | |

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| **SECTION 2: Fact finding – What information do we have or need?** |

Use this section to set out the data, evidence and intelligence you will use to understand the Equality Impact of the proposal. The EIA guidance sets out how you can access evidence and complete engagement activity. The evidence and intelligence you will need should be proportionate to the impact of the proposal.

**What data sources have you used and considered in developing the Equality Impact Assessment?**

Use the table below to detail what data sources you have used (e.g. Census data). You don’t need to say what the data has told you about any potential impacts, you will do this in the next section. There is a useful source of data and intelligence available here [Census 2021 results - Census 2021](https://census.gov.uk/census-2021-results). Evidence relating to the City Region can also be found on the [LCRCA Evidence Hub](https://lcrca.sharepoint.com/sites/AnalystTeam).

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| --- | --- |
| Protected Characteristic | Data Sources Used |
| All protected characteristics |  |
| Age (Young people) |  |
| Age (Older people) |  |
| Disability |  |
| Sex |  |
| Sexual orientation |  |
| Pregnancy / maternity |  |
| Gender reassignment |  |
| Race |  |
| Religion or Belief |  |
| Marriage & Civil Partnership |  |
| Socio-economic status |  |

**How have you involved communities and groups that could be affected?**

Use the box below to set out how you have, or will, engage with people who could be affected by the proposal. This can include previous engagement exercises for example statutory consultation.

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**Are there any gaps in the evidence base?**

Based on the data you have and the engagement you have completed are there any gaps in the evidence base? Use the box below to set out any information you do not have. This doesn’t mean that you can’t complete the assessment without the information, but you should include how you will get this information as an action in Section 4.

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| **SECTION 3: What impact could the proposal have?** |

**Does the proposal have any impacts on people based on their protected characteristics?**

Use the table below to set out the potential impacts for each of the protected characteristics. There is a description of each protected characteristic in the Guidance. Where available include any charts, maps or data tables that help demonstrate the potential impacts. Where there is an adverse impact you should set out how this could be mitigated. Mitigations should have a follow-on action in Section 4. Consider how people who share a protected characteristic may experience a project or service in different ways, for example someone with a physical impairment will have a different experience to someone with a sensory impairment. You should also think about intersectionality; the way in which inequality can compound when people have multiple protected characteristics (e.g., a young woman, a black gay man). There is more information on intersectionality in the [LCRCA EIA Guidance\_final.docx (sharepoint.com)](https://lcrca.sharepoint.com/:w:/r/sites/EqualityImpactAssessmentHub/_layouts/15/Doc.aspx?sourcedoc=%7B8DA3681A-A4AA-4E41-A1BD-E5C5708331C0%7D&file=LCRCA%20EIA%20Guidance_final.docx&action=default&mobileredirect=true).

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| Equality Impact Analysis | |
| Age: Young People | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated | |
| Age: Older people | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Sex | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Sexual Orientation | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Pregnancy / Maternity | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Gender reassignment | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Race | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Religion or belief | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Marriage or civil partnership (Note this only applies to employment) | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Disability | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on this group by promoting equality of opportunity? If yes, please provide details: | |
| Does your analysis indicate a potential positive impact on this group by fostering good relations? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |
| Socio-Economic Status | |
| Summary of evidence | |
| Does your analysis indicate a potential positive impact on tackling socio-economic disadvantage and reducing inequality of outcome? If yes, please provide details: | |
| Does your analysis indicate a potential adverse impact | ☐Yes ☐No |
| If yes, what is it and how could this be mitigated? | |

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| **SECTION 4: Equality Impact Action Plan** |

**Action Plan**

In this section you will develop the action plan to mitigate any potential negative impacts. If you have not identified any negative impacts, you do not need to complete this section.

Use the below table, set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group, please specify this.

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| **Improvement / Action Required** | **Responsible Officer** | **Timescale** |
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**Proposed way forward**

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| **Actions** | **Decision – please select** |
| **Continue unchanged** – the proposal does not cause any disproportionate impacts and can proceed with no major change required. |  |
| **Justify and continue** – the proposal could cause some disproportionate impacts but these can be avoided by mitigating actions. |  |
| **Change**–the proposal requires some changes to ensure it does not adversely affect certain groups of people or miss opportunities to affect them positively. |  |
| **Stop –** the proposal will cause a sustainable risk to equality and should not continue. |  |

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| Date for Action Plan to be reviewed and progress evaluated: |  |

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| **SECTION 5: Sign off** |

**Sign- Off Process**

**Engagement**

It is recommended to engage with the Liverpool City Region Combined Authority Equality Panels and Equality Champions during the drafting of EIAs.

Guidance on this can be found [here](https://lcrca.sharepoint.com/:f:/s/EqualityImpactAssessmentHub/EnohkfoyMG9Omquo0cyu8hMBr3r7XXeGmzP147NKy_HJDQ?e=oISSNj) and EIA Support and Training sessions facilitated by Equality Champions can be booked through the Learning Portal.

Ahead of seeking sign-off for this Equality Impact Assessment, please consider and confirm the below:

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| --- | --- | --- | --- |
| **Activity** | | **Yes** | **No** |
| 1. Have you engaged with the LCRCA Equality Champions during the drafting of this EIA? | |  |  |
| 1. Have you engaged with the LCRCA Equality Panels during the drafting of this EIA? | |  |  |
| 2a. If so, which panels? |  | | |

**Seeking Sign-Off**

In order to be marked completed, Equality Impact Assessments must be signed off by a Head of Service or Assistant Director. This includes any subsequent updates to completed Equality Impact Assessments.

Once completed, all EIAs including those that have been updated are to be sent to the Equality Champions to be stored centrally [equality.champions@liverpoolcityregion-ca.gov.uk.](mailto:equality.champions@liverpoolcityregion-ca.gov.uk.)

You should also keep a copy of the completed EIA and update in the case of any changes to the proposal.

Please note, if an EIA is being completed as part of a Combined Authority decision, the completed EIA **must be included as part of the appendices in the Combined Authority Pack** on Modern.gov.

**Sign-Off**

By signing off the EIA you are confirming that you are satisfied that the project or service has been designed with due regard to the need to: **Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010**.

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| If EIA is part of a Combined Authority or Committee decision, date of submission for approval: |  |

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| **Officer responsible for Assessment**  Signed:    Name:    Role:    Date: | **Approved by Head of Service/Assistant Director**  Signed:    Name:    Role:    Date: |