

**RMBC - Equality Analysis Form for Commissioning &/ Decommissioning Services, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSF)**

<p><b>Under Equality Act 2010 Protected characteristics</b> are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 3 &amp; 6 of guidance. Other areas to note see guidance appendix 1</p>	
<p><b>Name of policy, service or function. If a policy, list any associated policies:</b></p>	
<p><b>Name of service and Directorate</b></p>	
<p><b>Lead manager</b></p>	
<p><b>Date of Equality Analysis (EA)</b></p>	
<p><b>Names of those involved in the EA (Should include at least two other people)</b></p>	
<p><b>Aim/Scope</b> (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</p>	
<p><b>What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? See page 7 of guidance step 2</b></p>	
<p><b>Engagement undertaken with customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3</b></p>	
<p><b>Engagement undertaken with staff about the implications on service users (date and group(s)consulted and key findings) See page 7 of guidance step 3</b></p>	

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The Analysis
<p><b>How do you think the Policy/Service meets the needs of different communities and groups?</b> Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 <b>and</b> page 8 of guidance step 4</p>
<p><b>Analysis of the actual or likely effect of the Policy or Service:</b> See page 8 of guidance step 4 and 5</p> <p><b>Does your Policy/Service present any problems or barriers to communities or Group?</b> Identify by protected characteristics <b>Does the Service/Policy provide any improvements/remove barriers?</b> Identify by protected characteristics</p>
<p><b>What affect will the Policy/Service have on community relations?</b> Identify by protected characteristics</p>

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

**Website Key Findings Summary:** To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

**Appendix 1**

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Equality Analysis Action Plan - See page 9 of guidance step 6 and 7**

**Time Period .....**

Manager:..... Service Area:..... Tel:.....

**Title of Equality Analysis:**

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G GI ,O,SO, PM, CPM, C or All)*	Target date (MM/YY)
Name Of Director who approved Plan		Date

\*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= Other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

Appendix 1

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Website Summary – Please complete for publishing on our website and append to any reports to Elected  
Members, CMT or Directorate Management Teams

Completed equality analysis	Key findings	Future actions
<p>Directorate: .....</p> <p>Function, policy or proposal name: .....</p> <p>.....</p> <p>Function or policy status: ..... (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>.....</p> <p>Date of assessment: .....</p>		