

**Equality Analysis Guidance – EA’s can be retrospective or prospective assessment.**

- Need to consider the likely impact (positive and negative) for Policies, Services, or Functions in relation to-
  - Race/ethnicity (BME and non BME communities, including Refugee status, Asylum seekers, Gypsies and Travellers)
  - Gender (Male, female,)
  - Gender Identity (transgender)
  - Disability (using the Social model of disability i.e. society disables people, not a person’s ability/disability)
  - Age – (consider the needs of older, working age and young people)
  - Sexual Orientation
  - Faith/religious or other beliefs
  - Other groups who might not have equal access to your service (i.e. Carers, Parents, lone parents and guardians, homeless people, looked after children, people on low incomes, people living in fuel poverty etc)
- A small group (3 to 5 people) should carry out the assessment
  - Include some one who knows the function well
  - Some one who can make sure that any actions feed into service improvement plans
- Keep records of your decisions and actions through all stages of the assessment (use the template to record the key points of your assessment).

**Step 1** Briefly identify the purpose and aim of the policy or service.

**Step 2** Fact finding – gather relevant data, assess and identify any information gaps

**Step 3** Engagement – Avoid Engagement/consultation fatigue by using previous or recent engagement findings.

**Step 4** The Analysis – Use the information gathered to analyse whether there is likely to be a negative impact upon individuals, groups or communities. Consider what actions need to be taken to reduce, avoid or remove barriers/negative impact.

**Step 5** Think of Alternatives – You may have to do things differently if your analysis highlights any important differences or barriers to any individual or group accessing the services provided

**Step 6** Action Plans and Equality Targets (identify what actions (SMART) need to take place)

**Step 7** Monitoring and Feedback (Feed back to people, decide when and how you will review your action plans and progress against target. Report regularly on progress – adjust action plans if necessary.

**Step 8** Set up monitoring arrangements, so that you can monitor the impact on communities or groups according to any relevant protected characteristics.

**Completed EA’s need to be approved by the relevant Directors for approval and comment.**