

Full Equality Impact Assessment

Guidance Notes

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics'.

This applies to policies, services and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, and how serious any potential impacts might be. We use this Equality Impact Assessment (EIA) template to complete this process and evidence our consideration. The EIAs analyse how all our work as a council might impact differently on different groups, help us make good decisions and evidence how we have reached these decisions.

When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the borough, or at a national level (eg: a change of legislation)

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

Equality Impact Assessment Template

Title of EIA	Southwood Country Park - Business Case for Repurposing of Buildings
Date of EIA	01/11/21
Department/Service	Property
Focus of EIA	As part of the Southwood Country Park development the Council is looking to repurpose the existing buildings to accommodate a visitor centre, toilets, rangers' office, and education space. Subject to approval of a business case it is also proposed to use part of the existing structure as a café.

<p>1.Previous EIA and outcomes</p> <p>What actions did you plan last time and what improved as a result? (If there is no previous EIA write Not applicable)</p> <p>N/A</p>
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<p>2.Equality analysis and potential actions</p> <p>Assessment of overall impacts on those with the following protected characteristics and what potential actions could be undertaken to mitigate impact.</p>					
	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
Age		Y			
Disability	Y			Changing places facility to be provided. Other facilities to be DDA compliant e.g. wide doorways, ramps provided	
Gender Reassignment			Y	No specific Gender neutral toilet provided	
Marriage or civil partnership		Y			

Pregnancy or maternity	Y			Baby changing facilities to be provided	
Race		Y			
Religion or belief		Y		Will depend on menu provided by cafe	
Sex		Y			
Sexual orientation		Y			

4.Consultation & community feedback

What consultation has taken place or will take place with each identified group?

Age	A public planning consultation event has taken place online and face to face at the site. This provides the opportunity for feedback to be given directly to the council.
Disability	
Gender Reassignment	
Marriage or civil partnership	
Pregnancy or maternity	
Race	
Religion or belief	
Sex	
Sexual orientation	

5. We understand the Council requires this Equality Impact Assessment and we take responsibility for its completion and quality.

Completed by: name and role	Rachel Fussey Property Project Manger	Date 1 st November 2021
Signed off by: Head of Service	Paul Brooks Head of Property, Estates & Technical Services	Date 1 st November 2021