

**Equality impact assessment form**

|  |  |
| --- | --- |
| Directorate  | Peoples Services  |
| Service area | Early Help and Children’s Social Care, Quality Assurance |
| Proposal  | Budget EIA 2023/2024 Restructure of Children’s Quality Assurance Service - DRAFT EIA pending consultation outcome |
| Reason for proposal  | Budget pressures and MTFP savings  |
| Sign off (Director/Head of Service) | Suanne Lim |
| Date of assessment | 06.01.2023 |

**Please read the support notes to help you in Appendix 1 before completing your assessment**

**The form**

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

**The assessment team or name of individual completing this form**

**Team leader’s name and job title** – Catherine O’Melia

Other team members if appropriate

| **Name** | **Job title** | **Organisation**  | **Area of expertise** |
| --- | --- | --- | --- |
| Belinda Rose | Deputy Head of Service | Derby City Council | Child protection and child in need |
| Pervez Akhtar | Deputy Head of Service | Derby City Council | Quality Assurance Service |
| Suanne Lim | Service Director | Derby City Council | Early Help and Children’s Social Care |
| EIA Panel members of our Equality Employee Network and Access Hub | Various | Derby City Council | Equality and Diversity |
|  |  |  |  |

**Step 1- setting the scene**

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side- tracked.

|  |  |
| --- | --- |
| 1. What are the main aims, objectives and purpose of the decision you want to make?
 | To restructure the Children’s QA service in order to eliminate existing budget pressures and make savings as part of the council’s Medium Term Financial Plan. This will involve a number of changes:* removing the dedicated role of Child in Need Reviewing Officer role and transferring responsibility for oversight of complex Child In Need cases to Locality Teams within broader management capacity (2 x FTE roles)
* reducing the size of the workforce learning and development (WLFD) team and refocusing the WFLD offer (reduction of 8 to 4 staff)
* removing the Children’s Service Quality Assurance and Practice Development Manager post, with a view to responsibility moving to a new People’s Services QA manager role, located within the Policy, Insight and Communications Directorate. (1 x FTE)

The total amount saved from the service budget will be £299,457 |
| 1. Why do you need to make this decision?
 | Financial pressures the local authority is facing meaning all services have to find savings to alleviate cost pressures.  |
| 1. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?
 | The staff within the QA service who are affected will be consulted, along with the public as part of the Achieving Change/MTFP consultation  |
| 1. Who are the main customers, users, partners, colleagues or groups affected by this decision?
 | QA service staff; children defined as Child In Need under the Children Act 1989 and their families; social workers; professionals from a range of agencies working with children. |

DDSCP training

**Step 2 – collecting information and assessing impact**

|  |  |
| --- | --- |
| 1. Who have you consulted and engaged with so far about this change, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.
 | Due to the small number of colleagues involved in the QA Service, we have identified the likely impact of all protected characteristics, irrespective of whether they are represented in the teams, to avoid any individual colleague being identified.Discussions have been held with the EIA panel, Early Help and Children’s Social Care senior management team QA management team.  |

1. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you’ll need to explain how you are going to lessen the impact.

| **People with protected characteristics**  | **What do you already know?** | **Positive impact** | **Negative impact** | **Mitigation - what actions will you take to lessen impact?** |
| --- | --- | --- | --- | --- |
| **Age –** older and younger people | The impact is on children under 18 who are defined as Children in Need due to vulnerabilities and risks – the specific cohort overseen by the CINROs are complex cases and therefore need robust multi-agency case management. There is a risk that absorbing this cohort into generic case management arrangements reduces the level of oversight.We would expect families to be treated fairly however their support is managed, recognising that a lack of independent oversight may reduce the scrutiny of whether specific issues relating to age have been considered**Staff**We know that despite the Equality Act older people still have difficulty getting jobs and it may have been a long time since they applied for jobs and attended interviews. Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | A transition plan for CIN cases will be developed with Locality Services and associated local guidance will be updated. Communication regarding the changes with other professionals regarding the changes will be planned. Statutory requirements for the management of Child In Need cases remain the same and will be adhered to. The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment. The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place. |
| **Disability –** the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, autistic people and people with physical impairments | During 2021-22, 12.2% of Derby’s Children in Need had a disability. This compares to 10.9% seennationally and 10.2% for comparator authorities. As such, there may be a proportionately greater impact for disabled children. We would expect families to be treated fairly however their support is managed, recognising that a lack of independent oversight may reduce the scrutiny of whether disability issues have been considered**Staff**We know that many disabled people struggle to get jobs and keep them, despite the Equality Act. Losing a job can be devastating, particularly when they work with supportive colleagues and have a range of reasonable adjustments in place. There is always the fear that the next employer may not be as understanding. Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | Statutory requirements for the management of Child In Need cases remain the same and will be adhered to. Should there be any disability issues relating to children and young people subject to CIN this will continue to be addressed through the CIN case management process. The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment. The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place. |
| **Gender identity-** trans and those people who don’t identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender and those who are questioning their gender or non-gendered identity. | No specific data is available regarding gender identity within the Child in Need cohort. We would expect families to be treated fairly however their support is managed, recognising that a lack of independent oversight may reduce the scrutiny of whether gender identity issues have been considered. Where children present with gender identity needs, these will continue to be managed through the CIN planning and review process, including seeking advice from Mermaids and Derbyshire LGBTQ+.**Staff**We know that many trans people do face discrimination and harassment in employment despite the Equality Act and so applying for and being interviewed for new jobs can be a very anxious time for fear of this happening. Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service, our LGBTQ+ and Allies Network and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment.The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place.  |
| **Marriage and Civil Partnership** | This is not applicable for service users for the proposals being made.**Staff**Losing a job can often cause difficulties within relationships, but support is available and now our own employee assistant programme’s counselling service is available to partners in one household too. Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service, our LGBTQ+ and Allies Network and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment.In addition, any colleagues in civil partnerships or same sex marriages will be encouraged to discuss family life in the same way as straight/heterosexual couples do.The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place.  |
| **Pregnancy and maternity -** women who are pregnant or who have recently had a baby, including breast feeding mothers | Some parents of Children in Need may be expecting or have recently had a baby. **Staff**Finding a new job when pregnant can be very challenging, despite the Equality Act. Not all employers are understanding about returning to work or in fact being pregnant Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | Statutory requirements for the management of Child In Need cases remain the same and will be adhered to. Should there be any pregnancy and maternity issues that will impact on children subject to CIN this will continue to be addressed through the CIN process.The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment.If an employee's role becomes redundant whilst they are on maternity / birthing, adoption or shared parental leave, special provisions apply to them.Redundancy - where there is no change in the post but there are fewer posts available:• If the employee is in a selection pool where there are unchanged posts and a headcount reduction, they will be slotted into the post ahead of other colleagues.• If no post exists, they must be given first refusal on any available suitable alternative employment elsewhere in the authority if it exists.Restructure - where new posts are created and existing posts are deleted:• If the employee is a slot or a match to a new post in the structure, then the employee must be offered the role without having to apply or go through any competitive process.The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place. |
| **Race -** the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community | We would expect families to be treated fairly however their support is managed. We have diverse staff who work with diverse communities and will continue to do so. We take our public sector equality duty seriously and ensure all our staff are trained to ensure a culturally sensitive approach to their work. Our workforce learning and development team offer a range of learning opportunities to social work staff on inclusion and culturally sensitive practice. This offer is likely to reduce due to limited delivery capacity.**Staff**We know that Black, Asian and Minority Ethnic people do still face discrimination and harassment in employment despite the Equality Act. Applying for new jobs and going through interviews can be additionally extremely stressful because of this and the fear of working with new colleagues. Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | Statutory requirements for the management of Child In Need cases remain the same and will be adhered to. Should there be any issues relating to race or ethnicity for children or young people subject to CIN this will continue to be addressed through the CIN process. QA processes will monitor that this is the case. All remaining courses will ensure that issues around inclusion and culturally sensitive practice are incorporated into the subject area as relevant to the topic. The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service, our Black and Asian Minority Ethnic Employee Support Network and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment.The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place.  |
| **Religion or belief or none -** the effects on religious and cultural communities, customers and colleagues | Staffing reductions proposed could reduce time for research into heritage factors for children, young people and their families associated with their religion or belief. This could impact on the quality of the working relationship if staff do not understand cultural elements of a child, young person or families religious beliefs. This could potentially undermine the working relationship and inhibit more successful outcomes. **Staff**We know that people can face discrimination and harassment in employment because of their beliefs whether religious or not and so applying for new jobs and attending interviews can be very stressful for fear of working with different colleagues Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | Respect of cultural beliefs will remain in place for those accessing the service. Statutory requirements for the management of Child In Need cases remain the same and will be adhered to. Should there be any religious or cultural issues that need to be considered for children or young people subject to CIN this will continue to be addressed through the CIN process.The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service, our Black and Asian Minority Ethnic Employee Support Network and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment.The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place.  |
| **Sex -** the effects on both men and women and boys and girls  | National data (CIN Census 21-22) demonstrates that a there are a higher percentage of boys classed as a Child in Need than girls (53.7% boys, 44.3% girls) therefore it is possible that boys will be more be affected by the change to CIN oversight than girls. **Staff**Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document, which includes our Gender Pay Gap statistics. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024. |  | **yes** | Statutory requirements for the management of Child In Need cases remain the same and will be adhered to. Should there be any issues relating to gender for children or young people subject to CIN this will continue to be addressed through the CIN process. QA processes will monitor that this is the case. The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment. The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place. |
| **Sexual orientation -** the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality | We would expect families to be treated fairly however their support is managed, recognising that a lack of independent oversight may reduce the scrutiny of whether sexual orientation issues have been considered. **Staff**We know that people suffer discrimination and harassment in employment because of their sexuality. So, applying for a new job and attending interviews can be particularly stressful due to this fear and of working with new colleagues Our Race Equality Hub and our Employee Networks have worked with HR on our latest Equality at Work Employment Statistics document. They are now working on an action plan to complement our Equality, Diversity and Inclusion Plan 2021/2024 |  | **yes** | The Council’s Consultation, Restructuring and Redundancy Policy and procedures will be followed to ensure a fair and consistent process. Applications for Voluntary Redundancy that could mitigate compulsory job losses will be considered including where an applicant’s role is not at risk but there is a potential “bumping” opportunity. Where appropriate the Redeployment Policy and procedures will also be followed. We will offer colleagues a range of comprehensive support through the appropriate Council services. This includes, but isn’t limited to, our Employee Assistance Programme (EAP), the Employment Hub in the city, our chaplaincy service, our LGBTQ+ and Allies Network and support in job application and interview skills training. Help is also available from our Employment and Skills Section who offer the Derby Jobs Weekly, a newsletter of key employment opportunities in and around Derby plus other useful information for people looking for employment.In addition, any colleagues in civil partnerships or same sex marriages will be encouraged to discuss family life in the same way as straight/heterosexual couples do.The Council doesn’t tolerate discrimination, harassment and bullying, and we have relevant policies in place.  |

**Important** - For any of the equality groups you don’t have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations’ websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don’t put down that the impact affects ‘everyone the same’ – it never does!

**Step 3 – deciding on the outcome**

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 3

|  |  |  |
| --- | --- | --- |
| **Outcome 1** |  | **No major change needed** – the EIA hasn’t identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken |
| **Outcome 2** |  | **Adjust the proposal** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified? |
| **Outcome 3** | **yes** | **Continue the proposal** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:* sufficient plans to stop or minimise the negative impact
* mitigating actions for any remaining negative impacts
* plans to monitor the actual impact.
 |
| **Outcome 4** |  | **Stop and rethink** the proposal when the EIA shows actual or potential unlawful discrimination |

 The EIA panel have decided to allocate outcome 3 for the restructure of the children’s quality assurance service for the following reasons:

* Several mitigations have been identified and the work tasks from the roles to be deleted in the Team, will be absorbed across the wider people’s services and integrated into the work of remaining social workers.
* The Service will also review how it can implement the smooth transfer of 170 cases to other team members.
* The impact of changes will be monitored through the QA framework and responded to as necessary.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

**We are clear on our statutory duty for supporting those most vulnerable who are NEET and this work will continued in a more targeted way. Workers will be supported to target their work and acknowledge that they cannot work outside of statutory duties. Those at risk of losing their roles will be supported by the service to look at options available to them using LA policies etc.,**

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider

**Appendix 1**

**Equality impact assessment form– please read this section first before you do the assessment**

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact, you need to do an equality impact assessment whenever a decision is needed about our services and functions that affects people and **before** that decision is made. This also includes quick Covid 19 related decisions.

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories…

* Organisational policies and functions, such as recruitment, complaints procedures, re-structures.
* Key decisions such as allocating funding to voluntary organisations, budget setting.
* Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to complete them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have ‘**due regard’** to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a ‘**relevant protected characteristic’** and people who don’t. The nine protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Having ‘due regard’ means:

* removing or minimising disadvantages suffered by people due to their protected characteristics
* taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
* encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

This completed form should be attached to any Corporate Leadership, Senior Leadership, Cabinet or Personnel Committee report to help decision makers take the equality implications into account when they make the decision. Equality impact assessments **must be done before** decisions are made.

You’ll find that completing these assessments will help you to:

* understand your customers’ and communities needs
* develop service improvements
* improve service satisfaction
* demonstrate that you have been fair and open and considered equality when working on re-structuring
* make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Unless this is a quick Covid 19 decision, don’t do the form by yourself. Get a small team together and make sure you include key people in the team such as representatives from our Equality Hubs and Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You’ll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you’ll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

Remember, we need to complete these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010. If in doubt – it’s better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website.** It is a public document so must not contain any jargon and must be easy to understand.

**Contact for help**

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk

Tel 01332 643722 mobile 07812301144

[Sign Language Service](https://www.derby.gov.uk/signing-service/)

We can give you this information in any other way, style or language that will help you access it. Please contact us on **01332 643722, 07812301144** or **derby.gov.uk/signing-service/**

**Punjabi**

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਇੱਥੇ ਸੰਪਰਕ ਕਰੋ: **01332 64XXXX** ਜਾਂ [**derby.gov.uk/signing-service/**](https://m365.eu.vadesecure.com/safeproxy/v4?f=cz0ZWu24j28Vl3BzVuSdCoMCDHCpL9JaioWisQGi8S3bCtXk5W_yq3A1dfyVYoVx&i=PzsE2Gw3YTbfFz6VRd0Fp7PxwveHyJEAnSRCrEBoAvjp2JnIw93iHpjapoZiIAzMglI-pzPfWmh3zAXeaCy-cA&k=eT2K&r=WEhxufS7rROOSKWC-Ni-ndX3MbR3jmgif-yU_rjLBEeXieKDl9GVjsBYwsEYj00cS2TOCi-p9sppx0CalkJbVw&s=276a2020258c8586ddb25bb54ee75c8fa638b7e241f542e2eb47998ae5359519&u=http%3A%2F%2Fwww.derby.gov.uk%2Fsigning-service%2F)

**Polish**

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: **01332 64XXXX** lub [**derby.gov.uk/signing-service/**](http://www.derby.gov.uk/signing-service/)

**Slovak**
Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosím, kontaktujte nás na tel. č.: **01332 64XXXX** alebo na stránke [**derby.gov.uk/signing-service/**](http://www.derby.gov.uk/signing-service/)

**Urdu**

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **640000 01332**  یا **derby.gov.uk/signing-service/** پر ہم سے رابطہ کریں