

**Equality impact assessment form**

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| Directorate  | Leisure, Culture & Tourism |  |
| Service area | Derby Live |  |
| Proposal  | Budget 2023-2024 EIA to approve the staff restructure as part of savings offered for the budget pressures in 2023/24 and beyond – **DRAFT due to consultation outcome**  |  |
| Reason for proposal  | Financial challenges facing DCC and legal obligation to produce a balanced budget |  |
| Sign off (Director/Head of Service) |  |  |
| Date of assessment | 13th January 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** –

Other team members if appropriate

| **Name** | **Job title** | **Organisation**  | **Area of expertise** |
| --- | --- | --- | --- |
| Robbie Kerr | General Manager- Derby Live | DCC | Culture and Events |

**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.

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| 1. What are the main aims, objectives and purpose of the decision you want to make?
 | Derby City Council, like all local authorities, is facing an unprecedented financial challenge. The MTFP report outlines that the Council is currently forecasting a £34 million budget gap for 2023/24 rising to a potential budget gap of £48 million by 2025/2026, without additional government funding, savings and other mitigations, and sets the scene for the proposals contained within this document.  To support the budgetary challenges faced by DCC, Derby LIVE have been instructed to find £100k in cost reductions for 2023/24 from the established budget, which can only be met through the reduction of posts. |
| 1. Why do you need to make this decision?
 | The fundamental reason for change is the need to contribute to meeting the budgetary pressures on Derby City Council for 2023/24. The following business considerations have been made:-* The need to alleviate future pressures and produce a balanced budget
* Derby Live needs to protect the Spacehire and Event Booking and city centre facilitation function of the team and respond to the escalation of events (from 300 to 600 in the last three years). This activity is mandatory and protects the financial and reputational risk to the Council.
* That Derby Live needs to protect business as usual and will not require the expertise to produce new event activity due to a lack of budget and physical resource
* The need to retain some budget flexibility through retention of vacant posts in the team structure to respond to future decisions on the Guildhall as well as activity in Parks and the Arena
* The need to continue to build on internal partnerships with the City Centre, Democratic Services, Streetpride and Highways, and Equality teams to collaborate on event delivery
* Outsourcing resource may be required on large-scale, complex events, requiring the need to be added into the event budget and costing back accordingly.
* Reshaping and simplifying of the current event portfolio may also need to take place.
 |
| 1. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?
 | The restructure will be delivered in line with the achieving change process. As the overall number of redundancies is above 20, a public consultation will also take place. The delivery of the restructure will be delivered by the Derby Live General Manager with support from the HR service in Derby City Council. |
| 1. Who are the main customers, users, partners, colleagues or groups affected by this decision?
 | There is no easy way of delivering the portfolio whilst supporting existing demands with facilitation of external events. It is also important to acknowledge that Derby Live is a discretionary service and as such has an obligation to DCC to support the financial challenges ahead.Event costs are on the increase due to inflation, fuel rises and increased supplier costs. The reduction in staff may increase lead-in time for large-scale event planning to adapt plans to make them as cost effective as possible to mitigate against potential outsourcing. The public who attends Derby Live events at Derby Arena, and events currently in the portfolio will be unaffected. The need to make sure that events are accessible will remain a key consideration in event planning, as will the need to produce affordable event activity to drive engagement and footfall in the city. |

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

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| 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.
 | Staff have been communicated to with team meetings and calls, and DCC Comms have provided regular communication on the plans for the delivery of a balanced budget and MTFP. A public consultation is underway which completes on the 26th January. **Due to the small number of colleagues involved in the team, 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.** |

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 | **Services**Effect on any protected characteristic should be minimal, as portfolio of events should be maintained under new structure. The proposal is essential for the maintenance of the finances and no alternatives would provide any less of an impact, although thought and time has gone towards ensuring that the restructure minimises any impact for service users and stakeholders.**Colleagues**We do 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.  |  | MinimalYes | The Achieving Change is necessary to fulfil the statutory obligation of Derby City Council to provide a balanced budget. Any reduction in posts has an impact on the makeup of the team, but the decisions made in the process are to be able to maintain service delivery whilst minimising the impact to the team. 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, people living with autism and people with physical impairments | **Services**Derby Live will continue to review prices to ensure that they are reasonable, fair and continue to encourage participation with service users and stakeholders to maintain event activity in the city. Prices will, where possible, offer concessions for shows and carer tickets for customers requiring assistance to attend. Events won’t be compromised on safety and will consider access needs as part of delivery. Derby Live co-productions will continue to offer BSL interpreted performances, relaxed performances and captioned where possible. Customer interaction through the Sales and Information Centre will not change in terms of provision.**Colleagues**We know that many disabled people struggle to get jobs and keep them, despite the Equality Act. Losing a job can be devasting, 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.  | **No impact identified** | **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 Disabled Employee 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.Any reasonable adjustments will be considered. Carers needs and requirements will also be considered.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. | **Services**Derby Live try to provide programmed activity with a broad base of appeal across wherever possible. Our aim is to ensure the best experience possible to our audiences, providing a safe space for entertainment for all.**Colleagues**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. | **No impact identified** | **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** | **Services**Derby Live try to provide programmed activity with a broad base of appeal across wherever possible. Our aim is to ensure the best experience possible to our audiences, providing a safe space for entertainment for all.**Colleagues**Losing a job can often cause difficulties within relationships, but support is available. Our own Employee Assistance Programme (EAP) counselling services offering now extends to members of our colleagues’ household as well as colleagues themselves. 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  | **No impact** | **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 | **Services**Derby Live will always try and accommodate customer needs when attending events wherever possible including seating adaptions, seating placement to be nearer to facilities, and any accommodations necessary to ensure the customer enjoys a performance with the relevant support where required. Support for breast feeding mothers, including a private space, should the mother wish to feed away from audiences, is provided where possible as well as the acknowledgement of the right to feed publicly.**Colleagues**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. | **No impact identified** | **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 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 | **Services**Derby Live try to provide programmed activity with a broad base of appeal across wherever possible. Our aim is to ensure the best experience possible to our audiences, providing a safe space for entertainment for all. Derby Live works with a wide base of cultural partners to facilitate programmable activity to appeal to diverse audiences.**Colleagues**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. | **No impact** | **Yes** | The Achieving Change is necessary to fulfil the statutory obligation of Derby City Council to provide a balanced budget. Any reduction in posts has an impact on the makeup of the team, but the decisions made in the process are to be able to maintain service delivery whilst minimising the impact to the team.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 | **Services**Derby Live try to provide programmed activity with a broad base of appeal across wherever possible. Our aim is to ensure the best experience possible to our audiences, providing a safe space for entertainment for all. Derby Live works with partners across multiple faiths to facilitate programmable activity to appeal to diverse audiences.**Colleagues**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. | **No impact** | **Yes** | The Achieving Change is necessary to fulfil the statutory obligation of Derby City Council to provide a balanced budget. Any reduction in posts has an impact on the makeup of the team, but the decisions made in the process are to be able to maintain service delivery whilst minimising the impact to the team.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. |
| **Sex -** the effects on both men and women and boys and girls  | **Services**Derby Live try to provide programmed activity with a broad base of appeal across wherever possible. Our aim is to ensure the best experience possible to our audiences, providing a safe space for entertainment for all.**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. | **No Impact** | **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 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 | **Services**Derby Live work with a host of partners on LGBTQ+ events within the portfolio of events across the city. Our aim is to ensure the best experience possible to our audiences, providing a safe space for entertainment for all.**Colleagues**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. | **No impact identified** | **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?

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| **Outcome 1** | **For services** | **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** | **For colleagues** | **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 |

Why did you come to this decision?

The need to contribute towards the savings required for a balanced budget has meant that our team’s headcount would need to be reduced. It’s important for context to reiterate that there is no easy solution to the need to find the budget savings required to support the financial challenges DCC face currently and as a discretionary service, our contribution needed to be made. The proposal minimises the impact across the team and the capacity for event delivery, and will require the team to work in a different way. A lot of planning and consideration has gone in to the proposal, but having to make really difficult decisions was inevitable given the financial pressure on Derby City Council.

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.

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