

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

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|---------------------------------|------------------------|--|------------|
| Service area & dept. | Environmental Services | Date the activity will be implemented | 01/10/2020 |
|---------------------------------|------------------------|--|------------|

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| Brief description of activity | Creating a single amount payment for Fixed Penalty Notices, this will stop confusion with regard to amounts and time limits for the alleged offender and make any payments easier to understand. |
|--------------------------------------|--|


| Answers favouring doing an EIA | Checklist question | Answers favouring not doing an EIA |
|--|--|---|
| <input checked="" type="checkbox"/> Yes | Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)? | <input checked="" type="checkbox"/> No |
| <input type="checkbox"/> No <input type="checkbox"/> Not sure | Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications? | <input checked="" type="checkbox"/> Yes |
| <input type="checkbox"/> No <input type="checkbox"/> Not sure | Does this activity contribute towards meeting the Equality Act's General Public Sector Equality Duty? Does it: Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity removes or minimises disadvantages suffered by people due to their protected characteristic)</i> | <input checked="" type="checkbox"/> Yes |
| <input type="checkbox"/> No <input type="checkbox"/> Not sure | Advance equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i> | <input checked="" type="checkbox"/> Yes |
| <input type="checkbox"/> No <input type="checkbox"/> Not sure | Foster good relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i> | <input checked="" type="checkbox"/> Yes |
| FOR = 1 | TOTAL | AGAINST = 5 |

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

| | |
|---|---|
| Assessment Lead Signature |  |
| Checked by departmental E&D Lead | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Date | 01/10/2020 |