

## 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.

<b>Service area &amp; dept.</b>	Growth Lancashire	<b>Date the activity will be implemented</b>	01/01/2019
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<b>Brief description of activity</b>	<p>Growth Lancashire is a company limited by guarantee under the control of Blackburn with Darwen Borough Council and other Local Authorities within Lancashire. The Council has provided an Accountable Body function for the company and is its employing body.</p> <p>The company has been delivering services for Lancashire's Business Growth Hub (branded Boost Business Lancashire) since its inception in 2013. It has recently submitted a tender to Lancashire County Council to continue being a delivery partner between 2019-2021 (Boost 3) and to provide a Business Relationship Management service. The outcome of the bid is expected to be known in November 2018.</p> <p>In the event that the bid is successful, approval is being sought for the Council (T/A Growth Lancashire) to enter into a contract with Lancashire County Council for the provision of a Boost Business Relationship Management service, with delegated authority given to the Council's Deputy Chief Executive to finalise terms.</p>
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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"/> Yes <input checked="" type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce 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"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor 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"/> No
<b>FOR = 2</b>	<b>TOTAL</b>	<b>AGAINST = 4</b>

**Will you now be completing an EIA?**

Yes

No

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

<b>Assessment Lead Signature</b>	Matthew Sidgreaves
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Date</b>	15/10/2018

