

EQUALITY IMPACT ASSESSMENTS

Staffordshire Probation Area

Guidance to Policy, Strategy and Practice Writers

An Equality Impact Assessment (EIA) is a process designed to identify the positive or negative equality impact of an organisation's policies, strategies and functions (practice guidance, projects or services) on particular target groups. EIA is a legislative requirement which applies to all public bodies, and should be seen as integral to Staffordshire Probation Area's continuous business planning processes.

The EIA processes promotes that at the time of writing, authors of policies, strategies and functions should concern themselves with the following (which will be subsequently assessed):

- Consideration of how information/data regarding the impact of the proposed activities will be captured.
- Ensuring the proposed activities do not promote inequality of opportunity either directly or inadvertently.
- Ensuring the proposed activities support good practice rather than excluding or adversely affecting individuals or groups.
- Ensuring that consultation with the diverse communities takes place.

Policy writers should use the EIA checklist below at the time of writing/amending the policy, strategy or function.

EIA Checklist:

Target Groups

- Has consideration been made of the impact of the proposed provision on those people recognised by law – race, gender, sexual orientation, disability, faith/religion and age?

Impact at Implementation

- Would the proposed provision lead to negative/adverse impact – such as would disadvantage one or more equality target group?
- Would the proposed provision lead to positive impact – such as would improve equal opportunities, or promote good relationships between different groups?

Consultation

- What is the main purpose or aims of the policy, strategy or function?
- Has the proposed provision been explained to the beneficiaries of the policy, strategy or function?
- What consultation (current or previous) has taken place in writing the policy, strategy or function?

Data/Information Capture

- What relevant research material, and/or qualitative and quantitative data has (or needs to be) obtained?

SUMMARY

- What changes does the above propose may need to be made prior to completing the writing of the policy, strategy or function?
- What adjustments could/need to be made to eliminate potential negative impact?