

**Equality impact assessment form**

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| Directorate | People’s. |
| Service area | Exit from care team, within Permanence team |
| Proposal | Budget 2023/2024 Reduce staffing establishment by 4.0 FTE in the Exit from Care Team – **DRAFT EIA pending consultation outcome** |
| Reason for proposal | Derby City council budget position. |
| Sign off (Director/Head of Service) | Suanne Lim, Judy Levitt |
| Date of assessment | 16th of December 2022. |

**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** – Judy Levitt, Deputy Head of Service, fostering and permanence.

Other team members if appropriate

| **Name** | **Job title** | **Organisation** | **Area of expertise** |
| --- | --- | --- | --- |
| Vicky Pealing | Team manager, permanence team | CYPD | Adoption, exit from care |
| Equality EIA Panel made up of members of our Equality Employee Networks | Various | DCC | Equality and Diversity |
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**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? | Reduction in staffing is needed across CYPD due to a reduction in budget. The exit from care team is not a statutory function for a Local Authority, as other social workers can undertake this role to exit children from care. However, interestingly other local authorities are setting up new Exit from Care teams, and it could be argued that deleting the team is a false economy and a retrospective step. Other Local Authorities could be seen as exercising their public sector equality duties. |
| 1. Why do you need to make this decision? | Budget pressures for Derby City Council have impacted on all areas and as such services need to find savings to offset the budget 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 role of the Exit team workers will be absorbed by statutory social work roles in the Children in Care and locality social work teams. Current social workers in the Exit team will be offered alternative social worker posts in locality teams. |
| 1. Who are the main customers, users, partners, colleagues or groups affected by this decision? | Staff members will be affected by this change as they will need to move to alternative areas of social work where there are current vacancies, and will not be able to remain in the Exit from Care team, where their specialist skills are fully utilised. We may lose skilled and experienced staff if they chose to leave Derby City Council and move to an alternative role outside of the Council.  Work which was previously undertaken by the Exit team will need to be absorbed within the Children in Care service, where staff are already struggling to manage competing demands and high caseloads. This may result in more children remaining in the care system longer than they have to and will be a poorer outcome for children. Age is a protected characteristic and the government are lobbying for children in care to also become a protected characteristic. By delaying permanence for our children in care, who could return to birth parents or achieve permanence through their foster carers becoming their special guardians, we are failing in our responsibility as corporate parents.  The proposals will also reduce the savings created for the department when a child is no longer in care. |

**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. | Formal consultation with the staff group has started and feedback will be responded to as that is received In line with the formal consultation process. Union representatives were included in this process.  Staff consultations will take place in staff members work location and there will be the offer of some staff members joining on a virtual basis where this is needed, to ensure that all are enabled to participate in the formal consultation process.  The EIA Panel has checked this EIA and their comments and recommendations is included. They felt this EIA was outcome 4  The Children In Care Council have been consulted about the budget proposals and are not in agreement with the deletion of the Exit team, fearing that social workers who are already stretched in the Children in care teams, will not be able to concentrate on the work of exiting children due to other priorities taking over. |

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 | Children may be impacted by this proposal as they may not be able to return to their birth families at the earliest opportunity due to staff’s availability to undertake the necessary reunification work. By returning children to their birth families or achieving permanence with their foster carers, this could mean less changes in foster and residential placements and a return to their local communities. Young people are protected under the quality act, and as corporate parents the council has a duty to promote children remaining within their birth family wherever this is possible and safe to do so.  **Staff**  Whilst the 4 staff affected in the Exit team will be offered an alternative social work role within Children’s services, this will not be a role that they have chosen or practised in recently. If they chose not to accept the role offered to them, then 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.  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  Yes | The CIC service has support available from the STAR’s project and Action for Children’s WRAP service, plus a spot purchase arrangement with Hubbs and Co. These organisations could support the children, parents and social workers in delivering a plan of support to meet complex needs.  We will provide as much support as we can to colleagues going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire |
| **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 | There are some children in care who have diagnosed or unmet needs in regards to disability. There is the risk of a negative impact of the changes due to the workload increasing for existing staff members which lessens time for more effective assessment and consideration of children's underlying needs.  As corporate parents, we should be doing all that we can to ensure that children with disabilities are supported to return to the care of their parents and achieve permanence with their foster carers, and if this is delayed through workload pressures of staff,  we will be failing in our corporate duties.  **Staff**  Whilst the 4 staff affected in the Exit team will be offered an alternative social work role within Children’s services, this will not be a role that they have chosen or practised in recently. If they chose not to accept the role offered to them, then we do 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. 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 service has support available from the STAR’s project and Action for Children’s WRAP service, plus a spot purchase arrangement with Hubbs and Co. These organisations can support the children, parents and social workers in delivering a plan of support to meet complex needs.  The additional support provided by these organisations should ensure that those children with additional needs have the same opportunities to be reunified to their parents as children without additional needs.  We will provide as much support as we can to colleagues going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Disabled Employee Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire. |
| **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. | There are a small number of children and young people who enter the service who present with gender identity needs. The numbers are small at the present time but this does appear to be a growing area of need. Any staffing reduction does lessen the time practitioners can spend to research this issue and ensure that assessments recognise any needs associated with gender identity. As Corporate parents we may not do justice to our public sector equality duty.  **Staff**  Whilst the 4 staff affected in the Exit team will be offered an alternative social work role within Children’s services, this will not be a role that they have chosen or practised in recently. If they chose not to accept the role offered to them, then we do 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  Yes | The service can access a health team who have a greater knowledge around this issue and can support existing practitioners in relation to understanding the needs of this group of children in ensuring the right referrals are made to support children identifying with gender identity needs.  The service will link in with key groups to support children, young people and families whether those needs related to sexual orientation such as Derbyshire LGBT + or Mermaids.  We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our LGBTQ+ and Allies Employee Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire |
| **Marriage and Civil Partnership** | This is not applicable to the proposals being made.  **Staff**  Being redeployed or 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. | Not applicable | Not applicable | We will provide as much support as we can to colleagues going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Employee Networks.  Our HR and recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire |
| **Pregnancy and maternity -** women who are pregnant or who have recently had a baby, including breast feeding mothers | This is not applicable to the proposals being made due to the very small number of children who all worked with by the service where this is a factor.  **Staff**  Being re-deployed and having a new team and manager can be stressful and promote anxiety and 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. | NA | NA | NA  We will provide as much support as we can to colleagues going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire |
| **Race -** the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community | This area is likely to be more affected by the changes being proposed. There is an over representation of Black and Mixed Heritage children, along with some Roma groups of children in service numbers. Given that this is a more prevalent issue in the service, the reduction in staffing numbers is likely to have some impact for these groups as there is potentially less time for quality assessment work, planning and making referrals for appropriate interventions that can support children from these backgrounds.  In addition, children from diverse communities are unlikely to be matched with culturally appropriate placements whilst they are looked after, and longer delays in exiting children could mean a longer time away from a child’s own family and local community which would better meet their identity needs.  **Staff**  Whilst the 4 staff affected in the Exit team will be offered an alternative social work role within Children’s services, this will not be a role that they have chosen or practised in recently. If they chose not to accept the role offered to them, then we do 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  Yes | The service has also ensured that key templates used by staff including discrimination is factored into assessment, report writing work and management oversight to ensure there is a golden thread of considering the impact discrimination based on race throughout all aspects of work.  There are links with other teams such as the New Communities Team who can support families from different backgrounds and can provide expertise to CIC and Locality social workers.  Children services also has a heritage pledge to ensure all staff are signed up to ensuring they meet children's needs related to their heritage and background.  The Early Help and Fieldwork Teams link with teams and services who provide additional support for children from minority ethnic backgrounds such as the New Communities Achievement Team and the Multi-Faith Centre. These relationships will be refreshed to make sure there are mitigations in place to address the risks identified.  We will provide as much support as we can to colleagues  going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Black, Asian and Minority Ethnic Employee Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and People with protected characteristics.  Our Skills Section offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire. We will still pursue the development of international relationships for Derby businesses through our strategic relationships with the likes of East Midlands Chamber of Commerce, Marketing Derby and D2N2 LEP. |
| **Religion or belief or none -** the effects on religious and cultural communities, customers and colleagues | There will be some impact in this area as the service user base is multi-religious/belief and the 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  Yes | The service has a very experienced staff group who have worked with a multi religion/belief client group across many years and have developed knowledge of a range of religion and beliefs.  There are also regular staff meetings to ensure good practice is shared and there are also many training options delivered by the children's workforce learning and development team to develop staff members understanding in this area.  Children services also has a heritage pledge to ensure all staff are signed up to ensuring they meet children's needs related to their heritage and background.  There is regular management oversight through 1 to 1 supervision for all frontline practitioners which can help to identify any heritage, religion or belief issues that could be impacting on the quality of the supervisory relationship with children, young people and families and put in place actions to improve this. This could include staff training or reflective discussions on why families may not be engaging with the supervisory process.  The service has links with the multi faith centre to help share expertise where needed**.**  We will provide as much support as we can to colleagues going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire. |
| **Sex -** the effects on both men and women and boys and girls | We need to ensure that there is equal importance given to assessing father’s and mothers as currently less children return to carer of male parents as opposed to females.  The staffing reductions proposed could reduce time for research into the background of families and tracking absent fathers.  **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**  **Yes** | There are other groups across the city that support parents including children centres, parent carers together forum for those children and young people with special educational needs and disabilities, and there will also be links to family hubs for children young people and families linked with children’s social workers.  We will provide as much support as we can to colleagues going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire |
| **Sexual orientation -** the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality | There are some children, young people and families who present with needs related to sexual orientation. There is a potential negative impact of the proposed changes due to staff having less time to fully assess the needs of children, young people and families and this could risk missing key facets such as sexual orientation, which could impact on the supervisory relationship between the staff member and child/ young person and inhibit successful outcomes.  **Staff**  Whilst the 4 staff affected in the Exit team will be offered an alternative social work role within Children’s services, this will not be a role that they have chosen or practised in recently. If they chose not to accept the role offered to them, then we do 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  Yes | The service has a very experienced staff group who have worked with children, young people and families with a variety of sexual orientations across many years and have developed knowledge pertaining to this.  There are also regular staff meetings to ensure good practice is shared and there are also many training options delivered by the children's workforce learning and development team to develop staff members understanding in this area.  Children services also has a heritage pledge to ensure all staff are signed up to ensuring they meet children's needs related to their heritage and background and the Youth Offending Services is part of this.  There is regular management oversight through 1 to 1 supervision for all frontline practitioners which can help to identify any heritage including sexual orientation issues that could be impacting on the quality of the supervisory relationship with children, young people and families. and put in place actions to improve this. This could include staff training or reflective discussions on why families may not be engaging with the supervisory process.  The service will link in with key groups to support children, young people and families whether our needs related to sexual orientation search as Derbyshire LGBT +.  We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our LGBTQ+ and Allies Employee Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire |

**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** |  | **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** |  | **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** | **Yes** | **Stop and rethink** the proposal when the EIA shows actual or potential unlawful discrimination |

Why did you come to this decision? Outcome 4.

* The EIA panel have decided to allocate outcome 4 with regard the Exit from Care Team’s EIA proposals.
* See below the main reasons and points which have informed our recommendation.

**EIA emphasis and focus: workforce impact**

* The proposed staff cuts outlined in the EIA indicate that the Exit from Care Team will be completely disbanded, with the work of the Team integrated into other roles across the Service.
* The staff affected by the cuts are to be offered positions from vacancies which currently exist in other parts of the service.
* This demonstrates that the probable impact of facing job loss and unemployment for Exit from Care Team members has been fully mitigated.
* **On this basis, it was recommended that EIA is redrafted to place greater emphasis on the likely impact of the service’s withdrawal for its users, who are likely to be considerably affected by the removal of this service.**

**The withdrawal of Exit from Care provision and it’s likely impact on children and families**

* In the absence of the Exit from Care, the EIA gives an indication that mitigation has been sought and additional support will still be available for children with protected characteristics such as disability, gender identity, race, and religion via agencies such as STAR, Action for Children’s WRAP service and Hubbs and Co.
* There will continue to be a link into DCC social work teams, as cases currently managed by the Exit from Care Team will be allocated and integrated across the wider Fostering Teams.
* Whilst these mitigations are adequate, they can in no way replace a crucial element of the Team’s work which is to offer permanency to children in care through the application of the [Special Guardianship Order](https://corambaaf.org.uk/practice-areas/kinship-care/information-kinship-carers/what-special-guardianship).
* This is an important aspect of the Team’s work and is an essential mechanism which helps Derby children in care and their foster family build and maintain much-needed stability and family structure that underpin supporting a child into adulthood.
* The EIA panel believes that the Council needs to reconsider this proposal and should continue to champion this vital area of work rather than undo it.
* The EIA panel recommends that the proposal to withdraw this service is a counterproductive step for our local authority.
* The proposal would also be a regressive step for the Council in this field, as several other local authorities are beginning to understand the importance of investing in exit from care provision in their localities.
* The Council also needs to be mindful that there is current lobbying and movement to update the Equalities Act 2010 to recognise Children in Care as a protected characteristic.
* Ashfield District Council have actually gone ahead and voluntarily [added care experience to the other nine protected characteristics in their district,](https://www.chad.co.uk/news/politics/council/ashfield-council-gives-care-leavers-protected-characteristic-status-and-pledges-lifetime-support-3863302)in September 2022.
* Manchester City Council following suit in October [noting that it should be in all of their Equality Impact Assessments](https://www.manchestereveningnews.co.uk/news/care-leavers-experiencing-discrimination-see-25196158).

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](mailto: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