

Appendix 4: Equality Impact Assessment

1. Proposal details		
Name of the policy/project/process being assessed (subsequently referred to as project)	Review of North Tyneside Council's Equality and Diversity Policy	
Purpose of project	To ensure that engagement on the review of the policy is as inclusive as possible.	
Who is the project intended to benefit?	<p>The policy sets out how North Tyneside Council seeks to:</p> <ul style="list-style-type: none"> ensure compliance with the 2010 Equality Act and Public Sector Equality Duty, and thereby achieve its aim that North Tyneside becomes a place where people feel safe and no one experiences discrimination or avoidable disadvantage because of their protected characteristics, background or personal circumstances 	
What outcomes should be achieved?	<ul style="list-style-type: none"> A wide range of people are given the opportunity to share their views on the policy. The engagement process gives due regard the needs of protected and underrepresented groups. A range of groups and individuals choose to take part in the engagement and that their feedback informs amendments to the policy. 	
Version of EqIA	EqIA.01	
Date this version created	22/12/2022	
Confidential	no	
Directorate	Corporate Strategy and Customer Services	
Service	Policy, Performance and Research	
	Name	Service or organisation
Principal author	Anne Foreman	Corporate Strategy and Customer Services
Additional authors	Jess Madden	Corporate Strategy and Customer Services

2. Groups Impacted		
Does the project impact upon?		If yes, what is the estimated number impacted? And the Level of impact this will have on the group (high, medium, low)
Service Users	yes	There is the potential for all service users to be impacted - medium
Carers or Family of Service Users	yes	There is the potential for all carers and families of users to be impacted - medium
Residents	yes	There is the potential for all residents (209,151 – ONS, 2021 Mid Year Population Estimates) to be impacted - medium
Visitors	yes	North Tyneside attracts up to 6 million visitors per year- there is the potential for all of them to be impacted - low
Staff	yes	North Tyneside Council employs approximately 3,500 people – there is the potential for all of them to be impacted - high
Partner Organisations	yes	North Tyneside Council seeks to work with its partners to deliver its policy vision – this includes VODA, Northumbria Police, health services, etc - low

3. Evidence Gathering and Engagement		
	Internal evidence	External Evidence
What evidence has been used for this assessment?		Engagement on previous versions of the Equality and Diversity Policy.
Have you carried out any engagement in relation to this proposal?	yes	
If yes of what kind and with whom? If no, why not?	Feedback on the engagement draft of the policy has been received from from the Cabinet Member for Inclusion, Employment and Skills, Senior Leadership Team and Corporate Equality Group.	
Is there any information you don't have?	yes	
If yes, why is this information not available?	The views of the public and local organisations working with/representing protected groups. This will be gathered in the course of the planned engagement.	

4. Impact on Different Characteristics			
Legally Protected Characteristics	Potential Positive Impact Identified	Potential Negative Impact Identified	Description of the potential impact/s and evidence used
Age	yes	yes	<p><u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.</p> <p><u>Potential negative impact</u> Based on previous experience of engagement and communication we understand that:</p> <ul style="list-style-type: none"> • Older people are more likely to need information in accessible formats. • Middle aged people with family/caring responsibilities can also experience barriers to engagement. • Different engagement methods may also be required for young people.
Disability	yes	yes	<p><u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.</p> <p><u>Potential negative impact</u> Based on previous experience of communication and engagement we understand that people with a range of mobility and sensory disabilities and those who are neurodiverse or have learning needs are more likely to have communication and accessibility needs.</p>

Gender reassignment	yes	no	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.
Marriage & civil partnership	yes	no	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.
Pregnancy & Maternity	yes	no	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.
Race	yes	yes	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group. <u>Potential negative impact</u> Based on previous experience we understand that: English may not be someone's first language
Religion or belief	yes	no	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.
Sex	yes	no	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.
Sexual Orientation	yes	no	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on this group.
Intersectionality	yes	no	<u>Potential positive impact</u> Implementation of the policy and work towards achieving its vision should have a positive impact on people for whom the intersection of their characteristics results in an equality impact..
Non-legally protected characteristic			
Carers	yes	no	<u>Potential positive impact</u>

			Implementation of the policy and work towards achieving its vision should have a positive impact on this group.
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5. Achievement of the Authority's public sector equality duty		
Will the proposal contribute to any of the following?		If yes, how?
Eliminate unlawful discrimination, victimisation and harassment	yes	Implementation of the policy will help to raise awareness of, prevent and/or respond effectively to incidents of discrimination, victimisation and harassment
Advance equality of opportunity between people who share a protected characteristic and those who do not	yes	Implementation of the policy will help to ensure equality of opportunity for employees, service users and visitors. The engagement will use a range of engagement and communication methods to reduce and remove barriers to involvement. We will respond to stakeholders' communication needs.
Foster good relations between people who share a protected characteristic and those who do not	yes	Implementation of the policy will support the creation of opportunities to bring communities together and to raise awareness of the experiences and needs of different protected groups.

6. Negative Impacts		
Potential negative impact	Can it be reduced or removed?	If yes how? If no, why not and what alternative options were considered and not pursued?
Engagement materials not accessible to people whose first language is not English	yes- reduced	We will include our access statement in written communications and respond appropriately "If you need us to do anything differently (reasonable adjustments) to help you access our services, including providing this information in another language or format, please contact 0191 643 2225 or anne.foreman@northtyneside.gov.uk to enable us to identify and respond to stakeholder's communication needs. The accessibility functions available in Microsoft and SNAP will be used to ensure online forms and communications are accessible. We will engage with organisations who work with these stakeholders to promote and support engagement activity.
Engagement materials may not be accessible to people	yes- reduced	Our communication and engagement activities will use a range of communication methods including electronic and paper based materials.

with disabilities including those with sensory impairments or those who are neurodiverse		<p>Written communications will include our access statement “If you need us to do anything differently (reasonable adjustments) to help you access our services, including providing this information in another language or format, please contact 0191 643 2225 or anne.foreman@northtyneside.gov.uk to enable us to identify and respond to stakeholder’s communication needs.</p> <p>We will engage with organisation who work with these stakeholders to promote and support engagement activity.</p>
Engagement materials may not be accessible to all age groups	yes- reduced	We will engage with organisation who work with these stakeholders to promote and support engagement activity.

7. Action Plan						
Actions to gather evidence or information to improve NTC’s understanding of the potential impacts on people with protected characteristics and how best to respond to them	Responsible Officer Name		Responsible Officer Service Area	Target Completion Date	Action completed	
We will run the policy review engagement for a minimum of six weeks to provide the opportunity for a range of stakeholders to participate	Anne Foreman		Policy, Performance and Research	21/02/2023	in progress	
Actions already in place to remove or reduce potential negative impacts	Responsible Officer Name		Responsible Officer Service Area	Impact		
We will offer a range of ways to engage including online questionnaires, paper questionnaires, contact through social media and via telephone and e-mail.	Anne Foreman		Policy, Performance and Research	reduce		
Actions that will be taken to remove or reduce potential negative impacts	Responsible Officer Name	Responsible Officer Service Area	Impact	Target Completion Date	Action completed	
All promotion will ask people to get in touch if they need our materials in another format or to access the engagement in another way	Anne Foreman	Policy, Performance and Research	reduce	21/02/2023	in progress	
Communications will be shared across social media platforms during and after engagement	Jordan Foley	Communications	reduce	21/02/2023	in progress	

including written content, imagery and/or videos					
The Cabinet Report produced when engagement activity ends will include an appendix containing the comments received and the Authority's response, highlighting where changes have been made to the policy in light of the feedback received. This will help to demonstrate how participants comments have been taken into consideration. This feedback will also be published in the Have your say pages of the Authorities' website	Anne Foreman Jess Madden Heather Thrussell	Policy, Performance and Research Participation, Advocacy and Engagement	reduce	28/03/2023	in progress
A range of appropriate communication and engagement methods and materials will be used during the engagement	Jordan Foley Anne Foreman	Communications Policy, Performance and Research	reduce	21/02/2023	
We will include our access statement in written communications "If you need us to do anything differently (reasonable adjustments) to help you access our services, including providing this information in another language or format, please contact 0191 643 2225 or anne.foreman@northtyneside.gov.uk " to enable us to identify and respond to stakeholder's communication needs.	Anne Foreman	Policy, Performance and Research	Reduce	21/02/2023	
Actions that will be taken to make the most of any potential positive impact	Responsible Officer Name	Responsible Officer Service Area	Target Completion Date	Action completed	
We will share good news stories via our communication channels	Jordan Foley	Communications	Ongoing		
Actions that will be taken to monitor the equality impact of this proposal once it is implemented	Responsible Officer Name	Responsible Officer Service Area	Target Completion Date	Action completed	
The questionnaires will gather information on participant's demographic/protected characteristics. This will be analysed and, if numbers	Jess Madden	Policy, Performance and Research	22/02/2023	in progress	

permit will be compared to population data.				
We will collate a list of organisation working with/representing people with protected characteristics who have contributed to the engagement	Anne Foreman	Policy, Performance and Research	28/02/2023	
Date review of EqIA to be completed	Responsible Officer Name	Responsible Officer Service Area		
27/02/2023	Anne Foreman Jess Madden	Policy, Performance and Research		

8. Outcome of EqIA	
Outcome	Please explain and evidence why you have reached this conclusion:
The proposal is robust, no major change is required	<p>The policy seeks to ensure compliance with the 2010 Equality Act and Public Sector Equality Duty, and thereby achieve its aim that North Tyneside becomes a place where people feel safe and no one experiences discrimination or avoidable disadvantage because of their protected characteristics, background or personal circumstances.</p> <p>Mitigating actions have been identified and will be acted upon to reduce any potential negative impacts arising from the engagement process.</p>

9. Corporate Equality Group Member approval	
Do you agree or disagree with this assessment?	Agree
If disagree, please explain why?	
Name of Corporate Equality Group Member	Ashley Bell
Date	22/12/2022

10. Director approval	
Do you agree or disagree with this assessment?	Agree
If disagree, please explain why?	
Name of Director	Jackie Laughton
Date	Click or tap to enter a date.