

Change Equality Impact Assessment (EqIA)

1. Proposal details		
Name of the policy/project/process being assessed (subsequently referred to as project)	North Tyneside Council Budget Engagement	
Purpose of project	The purpose of the budget engagement is to reach different sectors of the population through an approach that encompasses engagement with residents as a whole and customers/users of services, as well as particular groups of people, including those with protected characteristics. The approach also ensures reach with particular interest groups, such as businesses, and children and young people. This will allow as wide a range as possible to have the opportunity to comment on the budget proposals and put forward their views for consideration. Engagement will be via digital, online, in-person and printed material.	
Who is the project intended to benefit?	Residents of the borough and stakeholders.	
What outcomes should be achieved?	Residents and stakeholders will gain an understanding of the council's budget setting process and have the opportunity to share their views on the council's budget proposals for 2024-25.	
Version of EqIA	1.0	
Date this version created	27/10/2023	
Confidential	no	
Directorate	Corporate Strategy and Customer Services	
Service	Participation, Advocacy and Engagement	
	Name	Service or organisation
Principal author	Angela Melvin	North Tyneside Council
Additional authors	Marie Stern-Peltz	North Tyneside Council

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 are approximately 209,000 residents in the borough the majority of whom are service users (medium).
Carers or family of service users	yes	Our residents include carers and they will be invited to have their say as part of the overall engagement programme. Some budget proposals may affect users of specific services (medium).
Residents	yes	The budget engagement programme will encourage as many residents (approx. 209,000 people live in the borough) as possible to participate (medium).
Visitors	no	
Staff	yes	Council staff (over 3,000 people) will be invited to share their views as part of the overall budget engagement programme (medium).
Partner organisations	yes	Partners and key stakeholders will be invited to take part in the budget engagement programme, this will include VCS organisations (medium).

3. Evidence gathering and engagement		
	Internal evidence	External evidence
What evidence has been used for this assessment?	<p>Feedback from previous general engagement, including Big Community Conversation 2023.</p> <p>Feedback from previous budget engagement programmes.</p> <p>Profile of the borough population, available via https://my.northtyneside.gov.uk/category/1114/population</p>	
Have you carried out any engagement in relation to this proposal?	yes	

<p>If yes of what kind and with whom? If no, why not?</p>	<p>Two focus groups with residents and tenants who are members of Our North Tyneside Voice. They gave specific feedback on the materials and information used in last year's budget engagement.</p>
<p>Is there any information you don't have?</p>	<p>no</p>
<p>If yes, why is this information not available?</p>	

4. Impact on groups with different characteristics			
Legally protected characteristics	Potential positive impact identified	Potential negative impact identified	Description of the potential impact and evidence used in the assessment (mitigations are not included here)
<p>Age</p>	<p>yes</p>	<p>yes</p>	<p>Based on previous engagement:</p> <ul style="list-style-type: none"> • We understand that some older people may need information provided in accessible formats. • People of an age likely to have childcare responsibilities can experience barriers to engagement due to time/availability. • People of working age may not be able to attend daytime sessions; or older people may not wish to attend night time sessions. • Children and young people will require information presented in an accessible way to aid understanding. • Young adults will be encouraged to take part if the engagement materials are relatable to them.

Disability	yes	yes	<ul style="list-style-type: none"> Based on previous engagement activities, we understand there are a range of mobility and sensory disabilities, along with neurodiverse or learning needs, which would affect someone's ability to take part in engagement activities. For example, access to a building where in-person sessions take place – either due to transport access or physical access to the building. People with neurodiverse or learning needs may require support to travel to an in-person session or participate during it. Information will need to be presented in a clear and accessible way.
Gender reassignment	yes	yes	People undergoing gender reassignment may feel barriers to participation at some venues, for example if they have previously been used for activities which are not welcoming, or supportive of people with this characteristic.
Marriage & civil partnership	no	no	N/A
Pregnancy & maternity	yes	yes	People with this characteristic may find it difficult to find time to participate, eg due to timing of activities.
Race	yes	yes	Based on previous engagement experience, we understand that English may not be someone's first language and some venues may not be suitable for in-person engagement, eg places of worship or those serving alcohol.
Religion or belief	yes	yes	Certain days of the week, or specific dates, may impact people of some faiths being able to participate.

Sex	yes	yes	Based on previous engagement experience, we understand that women are more likely to participate in engagement.
Sexual orientation	yes	yes	People of all sexual orientations may feel barriers to participation at some venues, for example if they have previously been used for activities which are not welcoming, or supportive of people with their own sexual orientation.
Intersectionality	yes	yes	People with more than one protected characteristic may not feel confident to participate or attend an in-person event, for example if they were disabled and did not speak English as their first language they would require a range of different support to participate in engagement.
Non-legally protected characteristics			
Carers	yes	yes	People with this characteristic may find it difficult to find time to participate, eg due to timing of activities.
Socio-economic disadvantage	yes	yes	<ul style="list-style-type: none"> • People with this characteristic may experience barriers to participation due to lack of digital access or opportunities to access information. • They may not be able to afford transport to an in-person event.

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	N/A	
Advance equality of opportunity between people who share a protected	yes	We will be offering residents and stakeholders the opportunity to participate in budget engagement which is accessible and carried

characteristic and those who do not		out via different methods to suit different audiences.
Foster good relations between people who share a protected characteristic and those who do not	yes	Budget engagement will include focused and inclusive options, giving participants the opportunity to share their own experiences and opinions. This can help increase understanding between people with different characteristics.

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 activities are not accessible to people with different mobility, sensory or neurodiverse considerations.	yes- reduced	<ul style="list-style-type: none"> Engagement and associated communications will use a range of methods including digital, paper-based, telephone and in-person, with reasonable adjustments to support stakeholders to participate. Written materials will include our access statement to help us identify and respond to specific needs. Venues used for in-person engagement will be fully accessible. Any images used will reflect diverse communities. Staff will be briefed to ensure people who attend any in-person sessions are supported to participate. Interpreters can be provided for those with hearing impairments. Large print information or information in other formats can be provided. Functions such as subtitles and audio will improve accessibility of online information. There is a potential negative impact for people with learning disabilities,

		<p>due to the nature of the information being provided. We will invite people to let us know if they need support to take part and will work on an individual basis to provide this.</p>
<p>Engagement activities are not accessible to people whose first language is not English.</p>	<p>yes- reduced</p>	<ul style="list-style-type: none"> • Our access statement included on written materials will help identify any language support needs. • Translations of written materials can be provided. • Interpreters can be provided for in-person events. • Information can be circulated via community leaders who might also be able to support with indicating language needs.
<p>Engagement venues may not be seen as accessible by those with certain religious beliefs.</p>	<p>yes- removed</p>	<p>In-person engagement activities will not take place at places of worship, or where alcohol is served.</p>
<p>Engagement materials may not be accessible to all age groups.</p>	<p>yes- reduced</p>	<ul style="list-style-type: none"> • Engagement and associated communications will use a range of methods including digital, paper-based, telephone and in-person. • These will be developed to be age-appropriate to the audiences involved, eg our Youth Council. • Any images used will reflect different age groups.
<p>Engagement times and venues may not be seen as accessible by older people, carers, or people with pregnancy or maternity characteristics.</p>	<p>yes- reduced</p>	<ul style="list-style-type: none"> • Engagement and associated communications will use a range of methods including digital, paper-based, telephone and in-person. • In-person activities will be held in venues with accessible toilet and breastfeeding facilities.

		<ul style="list-style-type: none"> • In-person activities will be scheduled to try and make them as accessible as possible to as wide an audience as possible, however if people are unable to attend there are a variety of other options to provide feedback.
Engagement venues may not be seen as safe places to visit.	yes- reduced	<ul style="list-style-type: none"> • Engagement activities will be held in accessible, safe, venues. • Residents will be able to take part in online engagement if they prefer. • Residents will have an option to telephone to share their views.
Digital engagement methods are not accessible to those without online access.	yes- reduced	<ul style="list-style-type: none"> • Engagement and associated communications will use a range of methods including digital, paper-based, telephone and in-person. • Engagement will be promoted widely by the council and our partners, including the VCS sector. • Information and paper surveys will be available in our six Community Hub venues. • Paper copies can be provided on request to individuals or groups.
People with more than one protected characteristic may not feel confident to participate in formal engagement.	yes- reduced	<ul style="list-style-type: none"> • Engagement and associated communications will use a range of methods including digital, paper-based, telephone and in-person. • Engagement activities will be held in accessible, safe, venues. • Communications will encourage people to take part in a welcoming way, to inspire confidence among people who may not have engaged with us previously.

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
Reach out to local disability groups to encourage them and their service users to participate. This will include carers.	Marie Stern-Peltz	Corporate Strategy	28/11/2023	in progress
Involve the Ethnic Diversity Community Taskforce in reaching ethnic minority audiences, encouraging them to participate.	Marie Stern-Peltz	Corporate Strategy	04/12/2023	in progress
Involve the Ethnic Diversity Community Taskforce in reaching different faiths, encouraging them to participate.	Marie Stern-Peltz	Corporate Strategy	04/12/2023	in progress
Actions already in place to remove or reduce potential negative impacts	Responsible officer name	Responsible officer service area	Impact	
The six Community Hub venues are located across the borough and include displays of current engagement	Angela Melvin	Corporate Strategy	reduce	

programmes and paper copies of any surveys.					
Information about all council engagement activities is routinely shared on social media, online, in the council magazine and to Our North Tyneside Voice subscribers.	Angela Melvin	Corporate Strategy	reduce		
Our North Tyneside Voice subscribers are invited to participate in engagement. ONTV has been advertised widely online, regularly in the council magazine, as part of the Big Community Conversation and at the Have Your Say displays in our six Community Hubs.	Angela Melvin	Corporate Strategy	reduce		
Information about council engagement activities is routinely shared as relevant with partner organisations and the VCS sector.	Angela Melvin	Corporate Strategy	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
Ensure budget engagement materials are clearly written and understandable.	Angela Melvin	Corporate Strategy	reduce	27/11/2023	in progress
We will use our accessibility statement to ask people to let us	Angela Melvin	Corporate Strategy	reduce	27/11/2023	in progress

know if they need materials in another format, or to access the engagement in another way.					
Communications about the budget engagement will be shared across different digital platforms and be accessible at in-person events and with paper copies.	Angela Melvin	Corporate Strategy	reduce	28/11/2023	in progress
We will only use accessible venues for in-person engagement. Taxis can be provided for participants who need assistance with transport to an in-person event.	Angela Melvin	Corporate Strategy	remove	31/01/2024	in progress
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 best practice with colleagues to ensure future engagement replicates positive impacts.	Angela Melvin	Corporate Strategy		29/02/2024	in progress
New contacts from groups representing people with protected characteristics will be kept up to date with future engagement opportunities.	Marie Stern-Peltz	Corporate Strategy		30/11/2024	in progress
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

We will use demographic data on the accompanying survey to assess the engagement as it progresses, to ensure we are collecting the views of people with different characteristics; if not, we will take action to target specific groups.	Marie Stern-Peltz	Corporate Strategy	05/01/2024	in progress
All staff involved in budget engagement will have sight of the EqIA assessment.	Angela Melvin	Corporate Strategy	27/11/2023	in progress
Date review of EqIA to be completed	Responsible officer name	Responsible officer service area		
31/05/2024	Angela Melvin	Corporate Strategy		

8. Outcome of EqIA	
Outcome	Please explain and evidence why you have reached this conclusion:
Continue with amendments	This EqIA is a working document and may need to be amended once budget engagement begins to reflect any issues that may arise.

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	Anne Foreman
Date	30/10/2023

10. Director/ Head of Service approval	
Do you agree or disagree with this assessment?	Agree

If disagree, please explain why?	
Name of Director/Head of Service	Jon Ritchie- Director of Resources
Date	30/10/2023

Please return the document to the Author and Corporate Equality Group member.