



Thanet District Council **Equality, Diversity and Inclusion Policy**



Policy	Equality, Diversity and Inclusion Policy
Department	Chief Executive
Service	Strategy and Transformation
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1. Policy Statement

Thanet District Council ("the council") is firmly committed to eliminating discrimination and promoting equality of opportunity and good relations within our organisation and our community. We believe that embedding best practice in relation to Equality, Diversity, and Inclusion ("EDI") across the council will make us a fairer, and therefore a better, council.

This policy demonstrates how our EDI commitment applies to all areas of our work including how we comply with the Equality Act 2010 and Public Sector Equality Duty.

2. Policy Purpose

The purpose of this EDI policy is to:

- Outline our commitment to best practice in relation to EDI.
- Demonstrate how we meet our legal responsibilities as set out by the Equality Act 2010 including our Public Sector Equality Duty - both as an employer and public service provider.
- Engender resident and stakeholder confidence in our actions.
- Act as a resource for all service areas as a mechanism for embedding EDI across the council.

3. Scope and Audience

Scope

The scope of this policy is all facets of EDI within the council's various programmes of work on behalf of our service users.

Audience

The council expects the below individuals and organisations to abide by this policy:

- i. all council employees (officers) as well as volunteers, work experience, consultants and interim employees
- ii. all councillors
- iii. third party service providers/council clients/subcontractors such as ICT and technical providers

iv. any contractor (sole trader or a company) who has procured a contract from the council should we wish to refer to this policy.

4. Introductory Principles

The council has legal responsibilities in respect of equality under the Equality Act 2010. Specifically, the council has a Public Sector Equality Duty as a public authority (what this means in practical terms is set out in 5.2 below).

The council is committed to meeting its legal duties but is also committed to EDI for reasons beyond the requirements of legislation. We believe that employing best practice in relation to EDI leads to better local government. We endorse the Local Government Association's (LGA's) statement that:

At the heart of local government is the need to ensure everyone is treated equally, with dignity and has fair access to resources and opportunities. This is also true of our local government workplaces. Local government wants workplaces that have the correct working practices, cultures and behaviours to provide innovative, supportive, and interesting places to work that allow employees to fully engage in our work and help communities to thrive. The business case for good EDI practice in the workplace is compelling. Employing and engaging with people who have a range of different backgrounds, experiences and ideas increases creativity and leads to better problems solving and decision-making. Put simply, fairer organisations perform better. ¹

In doing this, the council follows the LGA's definitions of Equality, Diversity and Inclusion which are set out in the table below:

Principle	Definition
Equality	Equality is a natural extension of diversity and is based on the idea of fairness, whilst recognising that everyone is different.
Diversity	Diversity is about the ways in which people differ. These differences should be recognised, celebrated, and treated as a natural part of

¹ 'Equality, diversity and inclusion in the workforce,' LGA: <https://www.local.gov.uk/our-support/workforce-and-hr-support/equality-diversity-and-inclusion-workforce>

	society.
Inclusion	Diversity refers to the traits and characteristics that make people unique, while inclusion refers to the behaviours and social norms that ensures people feel welcome. ²

In addition, the council is committed to working within the Local Government Equality Framework (EFLG) 2021 and other best practice EDI resources as published.³

By implementing the requirements of this policy throughout our service provision, we will provide fair and equitable services to our service users and improve our performance as a local authority.

5. Legal Responsibilities

In all of its work, the council, under the Public Sector Equality Duty is required to “have due regard to the need to:”

- i. Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010.
- ii. Advance equality of opportunity between people who share a protected characteristic and those who do not.
- iii. Foster good relations between people who share a protected characteristic and people who do not share it.

We are subject to the Equality Act 2010 and recognise the protected characteristics within that Act being:

- age
- disability
- race
- sex
- religion or belief
- sexual orientation

² ‘Definitions - A councillor’s workbook on equality, diversity and inclusion,’ 10 January 2024, LGA: <https://www.local.gov.uk/publications/councillors-workbook-equality-diversity-and-inclusion#equality-diversity-and-inclusion>

³ ‘Equality framework for local government,’ LGA, 1 November 2021: <https://www.local.gov.uk/publications/equality-framework-local-government-eflg-2021#introduction>

- gender reassignment
- pregnancy and maternity
- marriage and civil partnership (employment only).

Implementing EDI throughout the council means having an understanding of the causes of inequality and exclusion. These are often interconnected and can be mutually reinforcing. People can be excluded because they have low income, are socially isolated, live in poor housing or due to poor health. Some people who face these issues also face inequality because they belong to a certain group in society as set out above. In terms of equality legislation, people belonging to these groups have ‘protected’ characteristics as above.

The council has wider aspirations in relation to EDI. We have an ambition to help promote the reduction of inequalities of outcome which result from socio-economic disadvantage (this is also consistent with the provisions of section 1 of the Equality Act).

5.1 Due Regard

Due regard means consciously thinking about the three aims of the Public Sector Equality Duty as below as part of the process of decision making:

- i. Removing or minimising disadvantages suffered by people due to their protected characteristics.
- ii. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- iii. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

These aims in decision making EDI issues will also have to be considered in respect of all decisions council officers and councillors make, and before any decision is confirmed in relation to any particular matter.

There will, of course, be some decisions which will not have any EDI considerations but in any event the EDI implications of all the council must always be considered. Examples of when we must consider equalities include, but are not limited to:

- every time we make a decision about service delivery
- how we act as an employer
- how we develop, evaluate and review our policies

- how we design, deliver and evaluate our services
- how we commission and procure from others.

5.2 Specific Duties

The Public Sector Equality Duty includes a number of specific duties which require public bodies to:

- i. Publish relevant, proportionate information demonstrating our compliance with the Equality Duty at least once a year.
- ii. Prepare and publish one or more specific equality objectives at least every four years.
- iii. Publishing relevant equality information which will make public bodies transparent about their decision-making processes, and accountable to their service users.

6. Forms of Inequality and Types of Discrimination

Inequality can manifest in numerous ways. It can take the form of discrimination, either direct or indirect, harassment or victimisation.

The council is wholly opposed to all forms of unlawful discrimination and harassment. We hold a separate [Bullying and Harassment Policy and Procedure](#).

The Equality Act 2010 defines the following different types of discrimination:

- i. Direct discrimination: This occurs when a person is treated less favourably because of a protected characteristic they have.
- ii. Indirect discrimination: This occurs when a condition, rule, policy or practice that an organisation has in place disadvantages people who share a protected characteristic - even if the condition, rule, policy or practice is applied to everyone.
- iii. Discrimination arising from disability: This includes direct and indirect discrimination, when someone is treated less well or is put at a disadvantage for a reason that relates to their disability.
- iv. Harassment: This is unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

v. Victimisation: This occurs when someone is treated badly because they have complained or supported someone else's complaint about discrimination or harassment.

7. Provisions and Objectives

The council's provisions and objectives align with, and take account of, the four key improvement modules of the Equality Framework for Local Government identified by the LGA:

1. Understanding and working with your communities.
2. Leadership, partnership and organisational commitment.
3. Responsive services and customer care.
4. Diverse and engaged workforce.

The council is committed to the following:

- i. Ensuring equal access, fair treatment and appropriate provision to the whole community regardless of service users' protected characteristics as defined within the Equality Act 2010. This includes making reasonable adjustments for disabled people.
- ii. Delivering services without discriminating against, stigmatising or patronising people. Every service user will be treated in a professional manner, with courtesy, respect, dignity and confidentiality.
- iii. Promoting equal access to services, including producing clear information about how to access our services. Where necessary and feasible we will offer information in various accessible formats. This includes using plain English, easy read formats and pictures/infographics.
- iv. Seeking the views of our service users to inform the development of our policies, strategies and services to ensure we are continually improving.
- v. Requiring councillors and officers to adhere to the Public Sector Equality Duty in the decisions that they make.
- vi. Regularly quality checking our services and policy documents to ensure they are relevant, inclusive and accessible.
- vii. Providing clear information on how service users can comment upon or complain about the services they have received.

8. Monitoring and Analysis

As per 5.2, in order to ensure that we are compliant with our specific duties under the Public Sector Equality Duty, the council will publish community profile and employee demographic make-up information on our website. We will also publish an Action Plan as required.

All relevant equalities data that we collect will be stored, analysed and published in accordance with the provisions of the Data Protection Act 2018 and General Data Protection Regulations. Such data may include (but not be limited to):

- staff and/or applicants' demographic data
- service user demographic data
- national or regional data sets.

This data may include special category data which would include that on:

- age
- racial or ethnic origin
- religious belief
- sex
- sexual orientation and
- health (for disability).

An Equalities Screening Tool will be completed in relation to all decisions being considered, and prior to the preparation of any decision report (**Annex A**). This will determine whether or not it is necessary to carry out an 'Equality Impact Assessment' (EIA). EIAs are tools which help the council to establish whether any new process will have a positive or negative impact on people. The details of how we will carry out these assessments are attached at **Annex B** as the 'Equality Impact Assessment Toolkit'. Examples of when an EIA would be necessary include at the design and development stage of the following:

- A new or revised strategy
- A new or revised plan
- A new or revised policy
- A project
- A new or revised service.

By conducting EIAs for each type of council action, we will ensure that specific actions are monitored for potential impact.

9. Partners and Third Party Service Providers

We will always seek to promote EDI throughout the organisation and the district. We expect our partners and any third party service providers to have a similar commitment. To this end, we will ensure the following:

- i. We will work with our partners and other organisations on EDI issues that affect the district and to encourage policies and plans similar to our own to be adopted and implemented more widely.
- ii. We will promote EDI within partnership working and our internal and external communications.
- iii. We will seek to ensure that any partners or bodies providing services on our behalf provide those services in compliance with the Equality Act 2010 and Public Sector Equality Duty.
- iv. We will encourage our partners and third party service providers to have policies and procedures in place to comply with the Equality Act 2010 and Public Sector Equality Duty in respect of the services they provide on our behalf.

10. Commissioning and Procurement

The council seeks to ensure that its commissioning and procurement activity promotes equality of opportunity for all, ensuring that everyone can participate and is treated fairly and equitably throughout the procurement process, irrespective of whether the activity is provided in-house or indirectly through another organisation. Sustainable procurement includes embracing the Public Sector Equality Duty set out in the Equality Act 2010 ensuring that equality and diversity, including cohesion is addressed in all procurement activity, with the following characteristics protected under the Equality Act 2010 as per section 5. of this policy. The council expects suppliers, contractors, and those delivering services on behalf of the council to share these values.

Thanet District Council is addressing this through:

- Building equality and diversity terms and conditions into standard procurement documents.

- Assisting officers in addressing equality and diversity in procurement activity including undertaking risk logs and EIAs, where required, to ensure that equality and diversity requirements are built into contracts where relevant.
- Monitoring compliance against equality and diversity requirements in contracts.

11. Recruitment and Employment

The council is an equal opportunities employer and is committed to the principles of EDI within its employment practices. All employees and applicants for employment will be treated fairly and will not be discriminated against based on any of the protected characteristics as defined within the Equality Act 2010 or for any other reason which cannot be objectively justified.

11.1 Recruitment

When recruiting for positions, our advertisements will avoid stereotyping and using words that may discourage particular groups from applying. We take steps to ensure that our vacancies are advertised to a diverse labour market and where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our organisation.

Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a protected characteristic. For example, applicants will not be asked whether they are pregnant or planning to have children. Job applicants will not be asked about health or disability before a job offer is made. There are limited exceptions which will only be used with the approval of the Human Resources Department: for example

- i. Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- ii. Questions necessary to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- iii. Positive action to recruit disabled persons.
- iv. Equal opportunities monitoring (which will not form part of the selection or decision-making process).
- v. Where necessary, job offers can be made conditional on a satisfactory medical check.

The council holds a separate Recruitment Policy and Procedure with further information on how we employ EDI principles in recruitment and employment.

11.2 Monitoring

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, sex, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve EDI outcomes.

Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups. Regarding monitoring of disabilities, we will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access as much as possible.

11.3 Selection exercises and shortlisting

For promotion and other selection exercises such as redundancy selection, these will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting will be done by more than one person and with the involvement of this EDI Policy. All promotion decisions will be made on the basis of merit. We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

11.4 Review

Our recruitment procedures will continue to be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.

Training and development opportunities will be made available according to business requirements and will be allocated fairly to staff. We will ensure that development and learning opportunities are inclusive and that any necessary reasonable adjustments will be made according to individual need.

Our conditions of service, benefits and facilities will continue to be reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

11.5 Part-time and Fixed-term work

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is objectively justified.

12. Data Protection

The council is under legal obligations to comply with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act 2018 when collecting, processing and storing individuals' personal information for any purpose. This includes the provisions on personal data and special category data as per the council's separate Data Protection Policy.

13. Responsibility

The Corporate Management Team (CMT) has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and Public Sector Equality Duty. However, all those listed at section 3. of this policy, including all officers and councillors, have a responsibility to abide by this policy.

All council personnel and associated persons/organisations must set an appropriate standard of behaviour, lead by example and ensure they adhere to this policy and promote the council's aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

All reasonable steps will be taken to ensure the effective communication of this policy to all councillors and staff including those on temporary contracts. Any staff with questions about the content or application of this policy, should contact the Head of Strategy and Transformation to request training or further information.

Officers are required to complete mandatory EDI training as part of the overall online training requirements of the council. Councillors are encouraged to complete similar training skills training and are also subject to constitutional requirements to enable them to meet the requirements of this policy. We will ensure that training in this regard is accessible and

reasonable adjustments are made according to individual needs.

14. Compliance

The council takes compliance with this EDI policy very seriously as part of our commitment to best practice EDI. Officers, councillors and any other applicable person as stated at **14.3** is expected to conduct themselves in accordance with this policy. Each councillor and employee has a responsibility to challenge and report inappropriate behaviour which may breach this policy. Detailed guidance on unlawful conduct under the Equality Act 2010 can be found in the Codes of Practice accompanying the Act.⁴ The following compliance procedures apply:

14.1 Staff

It is a condition of employment that all employees adhere to this policy. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Policy and Procedure and serious cases of deliberate discrimination may amount to gross misconduct, potentially resulting in dismissal.

If a member of staff feels they have been treated unfairly in employment and wishes to make a complaint, this should be brought under the terms of the Grievance Policy and Procedure. If a member of staff feels that they have suffered discrimination then they can raise the matter through our Grievance Procedure or through our Bullying and Harassment Policy and Procedure as appropriate. Complaints will be treated in confidence and investigated as appropriate.

Each employee has a responsibility to challenge and report inappropriate behaviour which may breach this policy. There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Policy and Procedure.

14.2 Councillors

Action may be taken against an elected councillor through the Councillors' Complaints Process if they do anything which causes the council to breach this policy. Each councillor has a responsibility to challenge and report inappropriate behaviour which may cause the council to breach this policy.

⁴ Equality Act 2010, Gov.UK: <https://www.gov.uk/government/publications/equality-act-guidance>

The council's Lead for Equality and Inclusion will report to the Cabinet Member responsible for Equality and Inclusion. The Lead for Equality and Inclusion will undertake duties as determined by the Cabinet Member and will champion the council's equality and inclusion agenda. All councillors are subject to the provisions of the Councillors' Code of Conduct.

Where not specifically stated in this document, any conduct which is prohibited by the Equality Act 2010 is regarded as a breach of this policy.

14.3 Third-parties

We expect all third party providers to share our commitment to EDI including this policy. Third-parties are expected to have their own EDI policies adhering to similar practices particularly those with legislative footing.

Annex A: Equalities Screening Tool

Overview

The Public Sector Equality Duty

1. Equality lies at the heart of everything that Thanet District Council seeks to achieve; from shaping the district in a way that recognises the value and the needs of all of its residents, to delivering services that improve the life opportunities of our most vulnerable people.
2. By integrating equalities considerations and seeking to foster good relations into our day-to-day business, we can demonstrate that we are paying the necessary regard to the three aims of the council's equality duty. These are to:
 - a. Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act
 - b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c. Foster good relations between people who share a protected characteristic and those who do not.
3. The council's equality duty is known as the Public Sector Equality Duty (PSED) and it requires the council to have due regard to the following:
 - a. Removing or minimising disadvantages suffered by people due to their protected characteristics
 - b. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
 - c. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
4. Due regard means we must consciously consider the need to do the things that are set out in the PSED in relation to all decisions made in the council.

Protected Characteristics

5. The Equality Act 2010 offers protection from numerous types of discrimination, harassment and victimisation on the grounds of a range of people's characteristics. These 'protected characteristics' are:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race

- religion or belief
 - sex
 - sexual orientation.
6. The Act offers protection on the grounds of discrimination by association. This provision relates to people who do not necessarily have a protected characteristic themselves, but who may face discrimination because they are associated with individuals who do have protected characteristics, for example a carer of a disabled person.
8. The Act provides that when the council is making decisions of a strategic nature it should also have due regard to the desirability of reducing inequality of outcome derived from socio economic disadvantage.

Getting Started

7. Although the Public Sector Equality Duty requires the council to undertake equality analysis, it is not prescriptive about what form this analysis should take. For consistency and transparency, the council is committed to utilising its Equality Impact Assessment (EIA) framework to evidence that it has met its equality duty. The EIA framework has two key stages:
- Stage 1 - Screening Tool
 - Stage 2 - Equality Impact Assessment.

Completing the Screening Tool - A Step by Step Guide

8. Relevance to equality means that the function that you are assessing will either affect people with the protected characteristics outlined above, that it will affect the Equality Duty, or both. As a large service provider, employer and community leader, it is likely that many of the council's functions will have some relevance to equality. The screening tool will indicate whether you need to complete a Full Equalities Assessment to inform your decision-making process.
9. You should complete the screening tool below at the earliest point in the decision-making process. This will normally be once a proposal has been made, but **MUST** be before a decision is reached on it.

For further information about the Equality Act 2010 please see:
<https://www.gov.uk/guidance/equality-act-2010-guidance>

Thanet District Council (TDC) Equality Impact Assessment Screening Tool

1 Person responsible for this screening

Name:			
Job title:			
Phone:			
Service area:		Date of assessment:	

2 Description of strategy, policy, service, project, activity or decision

Title:	
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Is it new?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A review of existing?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3.1 What are the aims and objectives

Describe: **what** you are doing? **why** you are doing it? **who** will benefit?

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3.2 What outcomes are expected? Who is expected to benefit?

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- 3 Could the proposal or the way it is carried out have an adverse impact on any of the key equalities protected characteristics - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation? Or relations between any equalities groups? What existing sources of information will you use to help you identify the likely impact on different groups of people?**

Yes	No	Please explain your answer.

- 4 Is there any indication or evidence (including from consultation with relevant groups) that different groups have or will have different needs, experiences, issues and priorities in relation to the proposal? Or do you need more information?**

Yes	No	Please explain your answer.

5 Is there any evidence that proposed changes will have an adverse equality impact on any of these different groups of people? Please provide details of who the proposals affect, what the adverse impacts are and the evidence and analysis used to identify them.

Yes	No	Please explain your answer.

6 If there is or will be an adverse impact, could it be reduced by taking particular measures?

Yes	No	Please explain your answer.

7 By taking particular measures could a positive impact result?

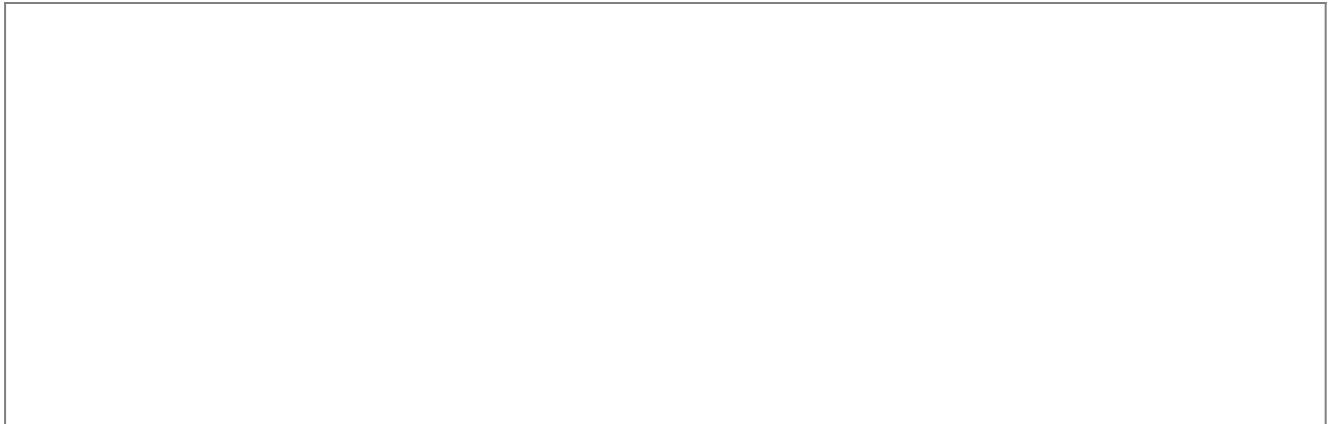
Yes	No	Please explain your answer.

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8 Is a full Equality Impact Assessment required?

Yes	No	Please explain your answer. NOTE - <ul style="list-style-type: none"> - If the answer to any of the questions above is yes, consideration must be given to undertaking a full EIA. - If the answers to all questions are no you do not need to undertake an EIA, however, you will need to provide a detailed explanation for this decision below.

9 Even if a full EIA is not required, you are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts. Please provide details of how you will monitor, evaluate or review your proposals and when the review will take place.



Signed off by Lead Officer:

Name:

Date:

Approved by [INSERT DESIGNATION]

Name:

Date:

Annex B: Equality Impact Assessment

Equality impact assessment

1 Could the strategy, policy, service, project, activity or decision have a **negative, positive or neutral** effect on groups or individuals?

In answering the questions below consider:

What you are doing, why you are doing it and how you are doing it

Consider also who can access the service easily and who may not be able to access the service and **why?**

The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.

Protected characteristics	N e g a t i v e	P o s i t i v e	N e u t r a l	Evidence/Reasoning (Consider evidence relied upon and any barriers which will have a negative impact and/or good practices giving positive impact)	Mitigations Considered (List the mitigations proposed for each impact and indicate what actions will be taken to address these)
Age Consider: <ul style="list-style-type: none"> • The way younger and older people access services may be different. • Use of technology. 				Evidence:	

<p>Consider:</p> <ul style="list-style-type: none"> • The size of the communities that your service/project affects. • Language(s) spoken/understood • Culture, such as hygiene, clothing, physical activities, mixed gender activities • What access support can you offer? 			<p>Reasoning:</p>	
<p>Religion, faith or belief</p> <p>Consider:</p> <ul style="list-style-type: none"> • The diversity within the communities that your service/project affects. • Prayer times, meal times, food, cultural habits or beliefs, religious holidays. • Awareness training for employees. 			<p>Evidence:</p> <p>Reasoning:</p>	

<p>Marriage and civil marriage/partnership</p> <p>Consider:</p> <ul style="list-style-type: none">• All couples or partners, regardless of gender, should be able to access services.				<p>Evidence:</p> <p>Reasoning:</p>	
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Does your assessment show that a strategy, policy or process may amount to potential adverse impact between different equality groups? If yes please explain how the improvement plan is going to tackle this issue.	
Consultation responses	
Summary of replies from individuals and stakeholders consulted including any previous complaints on equality and diversity issues about the strategy, policy or process.	

Summary of recommendations		
Actions identified from EIA	By Who	By When

Declaration

<p>I confirm that a full Equality Impact Assessment has been completed.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Signature of Head of Service:	Date:
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Recommendations agreed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Signed: (Director):	EIA date:
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