

# Equality Impact Assessment Toolkit (January 2021)

## **Section 1: Your details**

**EIA lead Officer:** Nicola Jones

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**Head of Section:** Elspeth Anwar

**Chief Officer:** Dave Bradburn

**Directorate:** Public Health

**Date:** 19<sup>th</sup> October 2022

## **Section 2: What Council proposal is being assessed?**

The development of a Qualitative Insight Programme, to be delivered over the next two years, led by the Qualitative Insight Team, and aligned to the priorities of Wirral's Health and Wellbeing Strategy.

We recognise the importance of effectively engaging with residents and communities and building on the positive engagement and learning during the COVID-19 pandemic, the qualitative insight team has been developed. The team consists of expertise to enable the generation of qualitative insights and applying scientific analysis to inform policy, improve public services, and deliver positive results for people and communities in Wirral.

The programme will be evaluated throughout this period to inform future planning.

## **Section 2a: Will this EIA be submitted to a Committee meeting? Yes**

**Yes / No**

**If 'yes' please state which meeting and what date**

**Health and Wellbeing Board- 2<sup>nd</sup> November 2022**

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**Hyperlink to where your EIA is/will be published on the Council's website**  
<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

**Services**

**The workforce**

X **Communities**

X **Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

**None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

<b>Which group(s) of people could be affected</b>	<b>Potential positive or negative impact</b>	<b>Action required to mitigate any potential negative impact</b>	<b>Lead person</b>	<b>Timescale</b>	<b>Resource implications</b>
<b>Age</b>	The team will work with residents across all ages but predominately those aged 18 and over.	Confirmed consent will be sought from all participants and parents/guardians of anyone under the age of 18	Public Health Senior Manager	Ongoing	Within current team resource
<b>Disability</b>	The team works with individuals on a case-by-case basis ensuring that any needs of individuals are catered for in the research design phase. Support needs vary from person to person and may include both physical and mental health support.	The team have recently undertaken a piece of work with the community group Together All Are Able to ensure all research materials are inclusive and the needs of those with physical and mental disabilities are considered when designing and undertaking insight projects. All documents will be provided upon request and	Public Health Senior Manager	Ongoing	Within current team resource

		<p>within a reasonable timeframe The team have all received mandatory training around disabilities as part of their corporate induction. The team will comply will all relevant legislation according to the Equality Act 2010 as part of their contract of employment.</p>			
<b>Gender, Race, sexual orientation</b>	<p>This team will work with individuals regardless of gender, race and sexual orientation. The needs of people will vary across the projects. Some will be more vulnerable and reluctant to access support.</p>	<p>The team will cater for individuals needs on a case-by-case basis. The team will be flexible to support identified needs across the whole population. The team are working with local BAME providers to ensure all information and materials will be made available in different languages and formats upon request and within a reasonable timeframe. The team will comply will all relevant legislation according to the Equality Act 2010 as part of their contract of employment.</p>	<p>Public Health Senior Manager</p>	<p>Ongoing</p>	<p>Within current team resource</p>
<b>Areas of deprivation</b>	<p>The team will cover the whole of the borough however many residents they will be engaging with will be in the areas with the highest inequalities. There is the potential for variation or limited uptake in areas of higher deprivation where need is greater.</p>	<p>Individual's postcodes are recorded to ensure that the insight collected meets the needs of those that live in areas with the highest levels of deprivation. All</p>	<p>Public Health Senior Manager</p>	<p>Ongoing</p>	<p>Within existing team resource</p>

		information and materials will be made available in different languages and formats upon request and within a reasonable timeframe. The team workplan will be monitored on a quarterly basis to ensure it reflects the needs of those living in areas of deprivation			
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**Section 4a: Where and how will the above actions be monitored?**

Through quarterly workplan monitoring meetings with the team. Themed project meetings around specific issues including research design and debrief following insight collection.

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

N/a

**Section 5: What research / data / information have you used in support of this process?**

Previous Insight research projects

Service user feedback

Consultation with key stakeholders and key ethnic minority leaders through the thematic group.

Insight research carried out by qualitative insight team

<https://www.wirralintelligenceservice.org/state-of-the-borough/cost-of-living-crisis-2022-23/>

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

Yes

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 7: How will consultation take place and by when?**

Consultation is ongoing as part of the service delivery. Case studies are collected on a quarterly basis and reported to commissioners. Complaints are a standard agenda item on all contract monitoring meetings.

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.

**Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**