

# Equality Impact Assessment Toolkit (April 2014)

## **Section 1: Your details**

**EIA lead Officer:** Tony Simpson

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**Head of Section:** Jeannette Royle

**Chief Officer:** David Armstrong

**Directorate:** Transformation and Resources

**Date:** 16<sup>th</sup> February 2015

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

To seek approval to enter into a Tenancy of private office space to accommodate the Champs Services.

## **Section 2a: Will this EIA be submitted to a Cabinet or Policy & Performance Committee?**

**No**                      **If 'yes' please state which meeting and what date**

.....

**Please select hyperlink to where your EIA is/will be published on the Council's website**

**Chief Executive** (Neighbourhoods & Engagement, Policy, Performance & Public Health, Universal & Infrastructure Services)

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2014-15/chief>

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

- Services**
- The workforce**
- Communities**
- 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 (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?**

**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>

**Section 4a:** Where and how will the above actions be monitored?

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

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

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

**Yes / No** – (please delete as appropriate)

If 'yes' please continue to section 8.

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?

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?**