

# Equality Impact Assessment Toolkit (April 2014)

**Section 1: Your details**

**EIA lead Officer:** Sally Gibbs

**Email address:** [sallygibbs@wirral.gov.uk](mailto:sallygibbs@wirral.gov.uk)

**Head of Section:** Andrew Roberts

**Chief Officer:** Julia Hassall

**Directorate:** Children and Young People's Department

**Date:** 12<sup>th</sup> March 2015

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

Admission arrangements for community and voluntary controlled Primary and secondary schools and coordinated scheme for 2016-2017

**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

**Families & Well-Being** (Adult Social Services, Children & Young People, Sport & Recreation)

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-april-2014/eias-families-wellbeing>

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

- X **Services**
- X **The workforce**
- X **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>
All	Policy and co-ordinated scheme are designed to ensure equal opportunity				

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

Policy is consulted upon annually between November and March. Referral is to the Schools Adjudicator.

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

No change has been made from previously approved Schemes

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

Policy complies with statutory requirements set out by Department for Education.

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

Yes

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?**

Statutory consultation is carried out between November and March each year. This includes all statutory consultees as set out by Department for Education guidance. An advert is also placed in a local newspaper and the co-ordinated schemes are published on the Council's website. The consultation is also advertised on the Council's consultation website.

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?**