

Equality Impact Assessments

Service Options

Myles Ellis Consultancy Ltd
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Equality Impact Assessments

Service Options

We will work with you to build and strengthen your current arrangements for undertaking Equalities Impact Assessments (EIA). We are able to provide guidance and support from end to end. This ranges from linking the impact assessments to strategic priorities, to strengthening your infrastructure by providing, training, guidance and processes for carrying out Equalities Impact Assessments. Our tailored toolkits will allow you, to monitor the changes made and the outcomes achieved.

We are a multi-disciplinary consultancy team, with experience of working in local Government at strategic management level.

The services we offer

We offer a range of service options which include the following:

- **Communicating the Business Benefits of Equality Impact Assessments**

Managers and members don't always appreciate the value of embedding the EIA process within their projects and plans because the specific benefits to their service areas are not always obvious. We carry out a series of presentations to spell this out and in so doing build commitment to improving outcomes for all.

Equalities Impact Assessments are perhaps the most powerful tool in the Equalities Professional's toolkit.

If used with precision and clarity, it will provide a strong evidence base for strategic direction across the council and the Local Strategic Partnership.

It is a multi-disciplinary requirement which spans policy formulation, business planning, performance management, consultation, complaints, procurement, customer services and service design. Effective Equalities Impact Assessment is based upon integrating equalities into these processes.

Perhaps for the first time the notion of equalities and diversity will have relevance to the everyday practitioner. The continual question is what is the impact of this service change or this policy on my customers, especially for vulnerable and disadvantaged groups?

APPLICATIONS of EQUALITIES IMPACT ASSESSMENTS

Efficiency Savings and Budgeting

- Commissioning and Procurement
- Policy formulation and Review
- Service design and review



- **New measurement systems**

We will work with you to develop monitoring processes that are strategically linked to the Local Strategic Partnership priorities, the Corporate Plan and the Comprehensive Area Assessment (CAA). For example,

Identify corporate equalities monitoring criteria in-line with national and local standards that exist

Create standard comprehensive equalities monitoring processes

Re-design Impact Assessment system and templates for the, recording and collation of EIA's

Create a standard equalities performance dashboard

- **Audit Equalities Impact Assessment performance**

To carry out a review of the Equalities Impact Assessment process to find out: how well is it being adhered to, whether the process is streamlined, if managers readily appreciate the service and business benefits of the EIA process, whether the process can be simplified without compromising quality and how well your authority demonstrates clear outcomes as a result of EIA's.

Re-design the process, where necessary and re-draft the Terms of Reference for key processes/roles.

- **Integration**

The EIA process is strengthened when it is integrated into well established performance management processes. We will work to build the requirements into any one or a range of the following: programme management, project management, management training, supervision, management competences, business planning guidelines, budgeting and efficiency guidelines, committee reports and informal Cabinet/Executive Committee report templates.

Where possible we will support the work with LSP partners to develop common models and templates.

We will carry out [Integration panels](#), to ensure proper fit with key processes, as above.

- **Training and Learning and Development**

A core understanding of the EIA process and requirements used by the local authority is best delivered through learning and development interventions. We will provide training to,



councillors, senior leadership teams, managers, and staff – within the council and across the Local Strategic Partnership.

- **Carry out the Impact Assessment Review process**

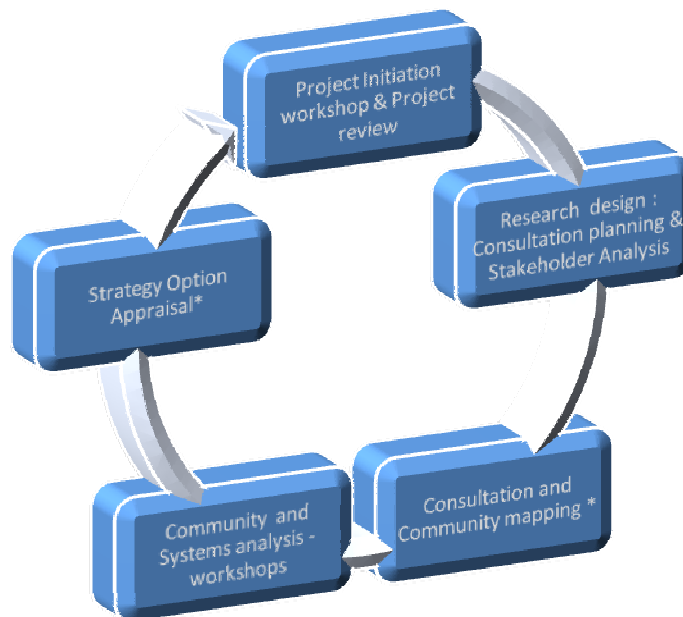
To secure EIA on major strategic developments many local authorities have established Equalities Impact Assessment review panels, made up of key stakeholders. We can run this aspect of the service for you. To include,

Setting up the annual schedule for EIA's; notifying managers and booking them onto EIA training, organising Impact Assessment Review Meetings and Review Meeting administration; monitoring the publishing of EIA's and progress on Action Plans.

- **Provide EIA Advisory sessions and hands-on consultancy**

Generally we work to assist managers to carry out impact assessments and to support this we offer *Advisory sessions* to those carrying out the EIA's. It is expected that these advisory sessions will also include briefing to the full project Board and/or Project team, and EIA workshops to coincide with the key stages of project development. For example, project initiation, project review, consultation planning, community and systems analysis and strategic option appraisal

For large scale strategic projects managers often require hands on consultancy support to carry out key elements of the EIA, we can also *carry out the full EIA* if required.



Our approach to Equality Impact Assessments (EIA)

A Qualitative approach to consultation and Community Mapping

We apply a qualitative approach to the consultation element of the EIA (including the use of ethnographic approaches (a real world understanding of the viewpoints of different cultures). We would explore questions such as, who are the people in the area. What is important to them, what are their aspirations? What is the spirit of the local community? Do the related services meet the current and future needs? What is the level of social capital amongst different groups?

Analysis

There are two elements to our analysis

Community Analysis

We analyse the impact using the following approach:

- **Segmentation** (customer profiling of socio-economic groups; and community profiling of other, excluded, groups i.e. age, gender, disability, ethnicity, sexuality and faith)
- **Socio-economic impact of past and current central, regional and local policy** on areas such as, social capital and well-being, economic well-being and family
- **General and policy related investment geographically** across the borough/region (e.g. business profile, 3rd sector presence and participation, crime, deprivation, employment, health, etc.)

Systems Analysis

We analyse the impact by looking at the interdependencies between the policy/service under review and other policies and services – thereby looking at the *whole system*. We seek to identify the specific dynamics around these interdependencies. This helps determine the critical affects of the proposed policy/service on other strategic priorities. A range of methods will be used to achieve this, including holistic analysis through large group workshops, and utilizing the material gained from the community analysis.



Equalities Impact Assessment – Report Framework

The EIA and report framework covers the following areas.

- Regional, local policy and project context
- Consultation and community mapping
- Customer Journey mapping – optional
- Organisational alignment (based upon systems analysis) – optional
- Community alignment (based upon community mapping) – optional
- Business Strategy/Mitigating Action Plan
- Infrastructure for continuing monitoring and evaluation

The elements that best match your organisational needs will largely be determined by the size and scope of your policy or strategy. Some elements are optional. We can adapt our methods to work within existing frameworks; or work with you to understand your customers and the impact your policies and processes have on them within the requirements of the new CAA Framework

Who are we?

We are a multi-disciplinary associate group, Carole Litchmore leads on equalities and Jacqui McNish on customer profiling.

Our disciplines include,

- Equalities specialists
- Profiling specialists
- Strategy Development specialists
- Ethnographers
- Organisational development specialists
- Economists
- Programme and Project Management

Our Objectives

To support the integration of community understanding as part of ‘business as usual’

