

Equality Impact Assessment Toolkit

Equality impact assessment (EIA) screening form

Please refer to the [guidance notes](#) when completing this form.

This form has been developed to help you to identify the need for EIA when developing a new policy, strategy, programme, activity, project, procedure, function or decision (hereafter all understood by the term policy). You must also complete this form when reviewing or revising existing policies. It will also help to prioritise existing policies that may need to undergo a full EIA.

Unless they are 'screened out' following this initial prioritisation process, policies **will** be required to undergo full EIA in priority order. Refer to the **above** guidance notes on when an equality screening should happen, and some initial principles to bear in mind when getting started.

No new or revised policy should be approved unless an equality screening and, if required, a full EIA has taken place.

The following sections must be completed for all new policies:

Name of policy being screened: Financial support for Care Leavers in University

Brief description of the Policy: The policy will set out how the Local Authority will financially support its care leavers whilst they are in University.

Does this policy relate to any other policies? There is no formal or ratified policy in place in relation to this. The Local Authority has been providing financial support to care leavers attending university for many years on a case by case basis and has been developed through custom and practice within children's services.

What is the aim or purpose of the policy? The aim of the policy is to ensure that the Local Authority provides an appropriate level of advice on accessing financial support to care leavers whilst they attend university and that any financial support from the Local Authority is provided with fairness and equity.

Who is affected by this policy (e.g. staff, residents, disabled people, women only?) Category three Care Leavers who are attending University (Age 18 – 24)

Who is responsible for delivery of the policy? Children’s Social Care, SS&WB Directorate

The following sections must be completed for all policies being reviewed or revised:

Is this a review of an existing policy? No – It will be a new policy

If this is a review or amendment of an existing policy, has anything changed since it was last reviewed?
Has an EIA previously been carried out on this policy? N/A

If an EIA exists, what new data has been collected on equality groups since its completion? N/A

Screening questions

1. Is this policy an important or ‘large scale’ function, and/or is it likely the policy will impact upon a large number of staff, residents and/or contractors?

No

[\(Guidance\)](#)

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways? (See guidance for list of 'protected characteristics' to consider)

Characteristic	Yes	No	Unknown	Explanation of impact
Age		x		
Disability		x		
Gender reassignment		x		
Pregnancy and maternity		x		
Race		x		
Religion/belief		x		
Sex		x		
Sexual orientation		x		
Civil Partnerships and Marriage		x		

Yes

No

Unknown

[\(Guidance\)](#)

Please expand on your answer:

3. What is the risk that any aspect of the policy could in fact lead to discrimination or adverse affects against any group of people? (See guidance for list of protected characteristics?)

The policy may lead to a reduction in the amount of financial support from the Local Authority provided to care leavers attending university which in turn could lead to this group of young people having to take out financial loans.

What action has been taken to mitigate this risk?

[Guidance](#)

The Local Authority will ensure that appropriate advice is provided to enable young people intending to attend university to access relevant grants and loans, information on repayment schemes will also be included.

4. Could any aspect of the policy help BCBC to meet the main public sector duties? Bear in mind that the duty covers 9 [protected characteristics](#). [Guidance](#)

Duty	YES	NO	Unknown
Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act		x	
Advance equality of opportunity between persons who a relevant protected characteristic and persons who do not share it		x	

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it		x	
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Please set out fully your reasoning for the answers given to question 4 including an awareness of how your decisions are justified.

6. Could any aspect of this “policy” assist Bridgend County Borough Council with its compliance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011 which are to consider:- No

- whether the policy would impact on people’s opportunity to a) use the Welsh language in a positive or negative way and b) treat both languages equally;
- how the policy could be changed to have a positive effect or increase the positive effect on a) people’s opportunity to use the Welsh language and b) treating both languages equally;
- how the policy could be changed to minimise or remove any adverse effects on a) people’s opportunity to use the Welsh language and b) treating both languages equally.

6. Are you aware of any evidence that different groups have different needs, experiences, issues and/or priorities in relation to this policy?

No

[\(Guidance\)](#)

Please explain fully the reasons for this judgement including an awareness of how your decisions are justified.

This will be a new policy that will need consultation and cabinet approval.

7. Is this policy likely to impact on Community Cohesion? No

Conclusions

8. What level of EIA priority would you give to this policy? [\(Guidance\)](#)

HIGH - full EIA within 6 months, or before approval of policy

7. Will the timescale for EIA be affected by any other influence e.g. Committee deadline, external deadline, part of a wider review process? Deadlines for cabinet consultation and approval need to be met

[\(Guidance\)](#)

8. Who will carry out the full EIA? Equality officer and 16+ Team manager

EIA screening completed by: 16+ Team Manager

Date: 09.11.2017

Full Equality Impact Assessment

Name of project, policy, function, service or proposal being assessed:	Financial Support for Care Leavers in University
Date assessment completed	10.08.18

At this stage you will need to re-visit your initial screening template to inform your discussions on consultation and refer to [guidance notes on completing a full EIA](#)

1. Consultation

		Action Points
Who do you need to consult with (which equality groups)?	No specific 'equality group' identified. Care leavers, LAC, Children Social Workers and Education consulted with.	
How will you ensure your consultation is inclusive?		

<p>What consultation was carried out? Consider any consultation activity already carried out, which may not have been specifically about equality but may have information you can use</p>	<p>On line consultation. Care leavers and Looked After Children were directed to the consultation by their social workers and some were supported to completed the consultation</p>	
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Record of consultation with people from equality groups

Group or persons consulted	Date, venue and number of people	Feedback, areas of concern raised	Action Points
<p>Example: Bridgend Deaf Club</p>	<p>BSL Users meeting Date and venue 25 people in attendance.</p>	<p>Deaf people may be unaware of new service as information not available on BSL video.</p>	
<p>No equity groups identified</p>			

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2. Assessment of Impact

Based on the data you have analysed, and the results of consultation or research, consider what the potential impact will be upon people with protected characteristics (negative or positive). If you do identify any adverse impact you **must**:

- a) Liaise with the Engagement Team who may seek legal advice as to whether, based on the evidence provided, an adverse impact is or is potentially discriminatory, and**
- b) Identify steps to mitigate any adverse impact – these actions will need to be included in your action plan.**

Include any examples of how the policy helps to promote equality.

Gender	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact on women and men.	No impact identified	

Disability	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact on disabled people (ensure consideration of a range of impairments, e.g. physical, sensory impairments, learning disabilities, long-term illness).	No impact identified	
Race	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on Black and minority ethnic (BME) people.	No impact identified	
Religion and belief	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on people of different religious and faith groups.	No impact identified	

Sexual Orientation	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on gay, lesbian and bisexual people.	No impact identified	
Age	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on older people and younger people.	No impact identified	
Pregnancy & Maternity	Impact or potential impact	Actions to mitigate
	No impact identified	
Transgender	Impact or potential impact	Actions to mitigate
	No impact identified	
Marriage and Civil Partnership	Impact or potential impact	Actions to mitigate
	No impact identified	

Under the Welsh Language Standards, EIAs must also consider:

- whether the policy would impact on people’s opportunity to a) use the Welsh language in a positive or negative way and b) treat both languages equally;
- how the policy could be changed to have a positive effect or increase the positive effect on a) people’s opportunity to use the Welsh language and b) treating both languages equally;
- how the policy could be changed to minimise or remove any adverse effects on a) people’s opportunity to use the Welsh language and b) treating both languages equally.

Welsh Language	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact on Bridgend County Borough Council, the Welsh Language, Welsh Culture, Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.	No impact identified	

The following Section only applies where there is a potential impact (negative, positive or neutral) on children

United Nations Convention on the Rights of the Child (UNCRC)

The UNCRC is an agreement between countries which sets out the basic rights all children should have. The United Kingdom signed the agreement in 1991. The UNCRC includes 42 rights given to all children and young people under the age of 18. The 4 principles are:

1. Non-discrimination
2. Survival and development
3. Best interests
4. Participation

This section of the Full EIA contains a summary of all 42 articles and some will be more relevant than others, depending on the policy being considered however, there is no expectation that the entire convention and its relevance to the policy under review is fully understood. The Engagement Team will review the relevant data included as part of its monitoring process. The EIA process already addresses two of the principle articles which are non-discrimination and participation. This section covers “Best interests” and “Survival and development”.

Some policies will have **no direct impact** on children such as a day centre for older people.

Some policies will **have a direct impact** on children where the policy refers to a childrens' service such as a new playground or a school.

Some policies will **have an indirect impact** on children such as the closure of a library or a cultural venue, major road / infrastructure projects, a new building for community use or change of use and most planning decisions outside individual home applications.

What do we mean by “best interests”?

The “Best interest” principle does not mean that any negative decision would automatically be overridden but it does require BCBC to examine how a decision has been justified and how the Council would mitigate against the impact (in the same way as any other protected group such as disabled people).

- The living wage initiative could be considered to be in the “Best interests”. The initiative could potentially lift families out of poverty. Poverty can seriously limit the life chances of children.
- The closure of a library or cultural building would not be in the “Best interests” of children as it could limit their access to play, culture and heritage (Article 31.)

Please detail below the assessment / judgement of the impact of this policy on children aged 0 – 18. Where there is an impact on “Best interests” and “Survival and development”, please outline mitigation and any further steps to be considered.

Impact or potential impact on children aged 0 - 18	Actions to mitigate
No impact identified	

It is essential that you now complete the action plan. Once your action plan is complete, please ensure that the actions are mainstreamed into the relevant Service Development Plan.

3. Action Plan

Action	Lead Person	Target for completion	Resources needed	Service Development plan for this action
There are no actions arising out of this EIA.				

Signed: 16+ Team Manager

Date: 10.08.18

4. Publication of your results and feedback to consultation groups

It is important that the results of this impact assessment are published in a user friendly accessible format.

It is also important that you feedback to your consultation groups with the actions that you are taking to address their concerns and to mitigate against any potential adverse impact.

