

APPENDIX A

# Equality, Equity, Diversity and Inclusion Strategy 2025–2029

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Newark and Sherwood District Council  
Strategy Document  
December 2025

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<b>Maintained by:</b> EEDI Lead	
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## 1. Foreword

We are proud to present our Equality, Equity, Diversity, and Inclusion (EEDI) Strategy for 2026–2029. At Newark and Sherwood District Council, our aim is simple: we want everyone who lives in, works in, or visits our district to feel welcomed, respected, and supported. The Equality Act 2010 guides us to regularly review our policies and practices so that every employee, resident, customer and elected member is treated fairly and without bias and this strategy document illustrates how we will achieve this aim.

Fairness matters to us. That is why we work hard to make sure everyone has equal access to our services and employment opportunities. By bringing all equality issues into one clear strategy, we can better build them into everything we do, from shaping policies to delivering services that work for everyone. Our approach is guided by the Equalities Framework for Local Government (September 2021), which has helped us focus on what really counts:

- Getting to know our communities and their unique needs
- Showing leadership, building strong partnerships, and demonstrating Council-wide commitment
- Actively engaging with our communities
- Delivering responsive services and excellent customer care
- Supporting and developing a skilled and dedicated workforce

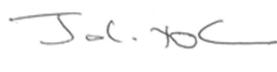
We understand that people's experiences are shaped by many factors—including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. By listening, learning, and growing together, we seek to make sure these differences are understood and valued across our community, both individually and collectively.

We are committed to raising awareness and championing equality and diversity, not only within the Council but throughout the district as a whole in the services we deliver.



  
Councillor Paul Peacock  
**Leader of the Council**



  
John Robinson  
**Chief Executive**

## 2. Executive Summary

This strategy outlines Newark and Sherwood District Council's commitment to promoting equality, advancing equity, and fostering diversity and inclusion across all services, policies, and employment practices. Spanning 2026–2029, it builds upon our current strategy, aligns with national legislation and frameworks, and responds to the latest local demographic data. The Strategy has been updated to align with the Supreme Court's 2024 ruling.

## 3. Introduction and Legal Context

The strategy is aimed at those who live, work in and visit the district, as well as employees and elected councilors of the Council and is underpinned by the Equality Act 2010 and the Public Sector Equality Duty.

The Equality Act 2010 (the Act') came into force in October 2010 and legally protects people from discrimination in the workplace and in the wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthen protection in some situations.

The Act prohibits direct and indirect discrimination, harassment and victimisation on the basis of 'protected characteristics'. Circumstances in which age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation are the grounds upon which discrimination is based is unlawful. Further detail on these characteristics can be found in appendix A.

As part of the Act, public authorities must comply with the public sector equality duty (the Equality Duty). Equality duty requires public authorities to consider the potential impact of their policies and decisions on individuals protected under the Act. This duty aims to eliminate discrimination, advance equality of opportunity, and foster good relations across all protected characteristics.

In 2024, the Supreme Court issued a significant ruling on sex and gender identity, this strategy has been developed in accordance with that ruling.

As an employer and service provider, Newark and Sherwood District Council is dedicated to having due regard to eliminating unlawful discrimination, harassment, and victimisation, advancing equality of opportunity; and fostering good relations through all its duties. This strategy outlines our continued commitment to equality.

## 4. Community Profile

The latest census data tells us that as of mid-2022, Newark and Sherwood District has an estimated population of approximately 125,089, with a growth rate of 1.4% from mid-2021 to mid-2022. The demographic composition is predominantly White, accounting for 96% of the residents, while the remaining 4% are from minority ethnic backgrounds.

The district's average life expectancy stands at 81 years, and the median age reflects an ageing population at 45.2 years whilst individuals of working age (16-64) constitute 60.2% of the population. The gender ratio is 97.2 males per 100 females.

Christianity is the most practiced religion and is represented by 51% of the population. The primary language spoken is English, with 95.9% of the residents using it as their main language.

Information about our community profile helps the Council to understand the diversity and different needs within the district and helps the Council to inform the [Community Plan](#).

## **Key demographic characteristics include:**

**Age:** Median age of 45.2 years with those 85+ making up 2.8% of the population.

**Sex:** Females make up 50.7% of the population whilst Males make up 49.3%.

**Legal Partnership status:** 47.7% of the population are married or in a registered civil partnership, 32.6% have never married, 10.4% have been divorced, whilst 7.1% have been widowed.

**Ethnic group:** 96.3% of the population are classified as 'white' whereas the remaining 3.3% are made up of Mixed or multiple ethnic groups (1.5%), Asian (1.1%), Black (0.7%), Other ethnic groups (0.7%).

**Religion:** 51% identified as a 'Christian' and are the most represented, 'No religion' makes up 41.2%, whilst the largest of the other religious groups identified as 'Muslim' (0.6%).

**Proficiency in English:** 95.9% informed that their main language was English whilst the remainder spoke English as a second language, can speak 'very well': 1.6%, well: 1.7%, 'cannot speak well': 0.7% with 0.1% suggesting that they 'cannot speak English.'

**Disability:** 19.9% of the population identified as 'Disabled under the equality act' whilst the remaining 80.1% identified as 'not disabled under the equality act.'

This demographic data highlights a community that is generally older, less ethnically diverse than national averages, with increasing numbers of people reporting disabilities or health-related limitations. These trends have significant implications for accessibility, service design, and inclusion efforts across the district.

\*Office for National Statistics - Census 2021

## **5. Equality in the delivery of our services**

### **Equality impact assessments**

The Public Sector Equality Duty 2023 mandates conducting Equality Impact Assessments and we are obligated by law to demonstrate that we have given due regard to eliminating unlawful discrimination, harassment, and victimisation; advancing equality of opportunity; and fostering good relations. Practically, this necessitates that equality considerations are evidenced in our decision-making processes and policies.

Potential impacts on equality must be evaluated prior to making any significant decisions and should be integrated into routine policymaking, business planning, and other decision-making frameworks. This is especially pertinent when making challenging financial decisions. If there is a proposal to cease, reduce, or modify a service, it is imperative to substantiate this with relevant evidence.

The Equality Assessment Guidance is accessible to officers via the intranet, and the EEDI Team is available to provide direct support to service areas and projects to assist them in gathering and interpreting equalities evidence.

## **Governance and Monitoring**

The Council has a requirement to publish equality information at least once a year to show how we have complied with the equality duty. The Council recognises this also makes good business sense as it can help people assess the Council's performance on equality, the impact our policies and practices have had, tell us who is and isn't using our services; understand why our services may not meet their needs and help us to improve the delivery of our services by identify any data gaps and address any issues. Any monitoring undertaken must be proportionate and relevant and of benefit to our communities and this is considered when developing our Key Performance Indicators in this area. Our workforce achievements are celebrated through our quarterly performance reporting and the completion of mandatory equalities awareness training is monitored by business managers and the Learning Development team to ensure compliance.

Additionally, a Gender Pay Gap (GPG) report is presented annually to the Full Council and this report is also available to the public via our website. GPG legislation, effective since April 2017, requires employers with over 250 staff to annually report differences in average hourly and median pay between male and female employees, as well as gender distribution across pay bands. While GPG reporting highlights disparities in overall earnings between men and women, it is distinct from equal pay law, which mandates equal compensation for equal work. Notably, bonus-related pay gap reporting is not applicable in this context, as NSDC does not issue bonuses.

## **Procurement and Commissioning**

The Council provides a wide range of services to residents and businesses in the district. In some cases, these are provided directly by the Council, in other cases by our partners and contractors. When a supplier provides goods, services or works on our behalf, we will ensure the equality obligations are part of the terms of a contract so that we know they will monitor the impact on service users and those they employ. The duty to ensure the Council complies with the requirements of the Equality Act remains with the Council for any services delivered on our behalf.

Specifically, we will:

- Inform all potential contractors and service providers about this strategy.
- Ensure contractors and service providers have non-discriminatory policies and deliver accessible goods and services appropriately.
- Ensure equal opportunities for all parties to bid on and be awarded Council contracts.
- Oversee contracts and service arrangements to ensure compliance with equality commitments.

## **Housing**

Delivering on the Council's housing objectives requires a joined-up, evidence-based approach that puts inclusion at the heart of policy and practice. The Council aims to deliver these by embedding equality considerations into every stage, from needs assessment to service delivery and monitoring, ensuring that our housing offer supports the wellbeing and potential of all residents, especially those most at risk of disadvantage.

Specifically, we will:

- Regularly update local housing needs assessments using the latest demographic and socio-economic data. Pay particular attention to groups with protected characteristics, including age, disability, ethnicity, and carers, as well as those experiencing health inequalities or rural isolation

- Engage with underrepresented and vulnerable groups to understand barriers to accessing decent, affordable housing. Use targeted surveys, focus groups, and consultation exercises to capture lived experiences
- Embed Equality Impact Assessments (EIAs) into all new housing policies, programmes, and procurement decisions. Ensure EIAs are completed before any significant changes to housing services or allocation criteria
- Review and adapt housing allocation policies to ensure they do not inadvertently disadvantage any protected group.

## 6. Equality in employment

The Council remains committed to fostering a diverse workforce and providing equal opportunities in employment, recruitment, selection, training, and development. Our goal is to maintain a workplace free from discrimination, victimisation, and harassment of any kind, where all employees are treated with respect.

### Employment policies

The Council has implemented a comprehensive set of policies for our staff and prospective employees. These policies are designed to support our staff and provide clear guidance regarding expectations and entitlements as employees. We will continue to review and proactively promote and support equality within the workforce. This includes efforts to eliminate bullying and harassment, address discrimination, ensure pay equity, and create a flexible work-life balance.

To further support the implementation of this strategy, additional guidance documents focusing on specific aspects of equality are available and may be updated as needed throughout the life of this strategy.

### Equality training

Equality training is provided for staff to inform them of their rights and responsibilities. All managers will receive regular training on equalities matters related to employment and there is an expectation that all councilors will attend Equality training delivered by our Democratic services and Human Resources officers. Equality issues are a fundamental part of our training and development programmes, regardless of whether internal or external trainers are used. Additionally, tailored equality training to meet the needs of specific services will be encouraged, especially for services engaging with external customers or where there is significant engagement with protected groups.

The Council is committed to providing equal access to training and development for all staff and where required bespoke sessions are delivered.

### Internal communications

Effective internal communication is essential to embedding equality, equity, diversity, and inclusion (EEDI) across Newark and Sherwood District Council. To ensure all employees are informed, engaged, and empowered to contribute to the EEDI agenda, the Council will implement the following measures:

- **Provide a dedicated EEDI hub on the staff intranet**

A centralised area will be created on the staff intranet to host EEDI resources, updates, and guidance. This will include access to policies, Equality Impact Assessment (EIA) templates, training opportunities, and progress reports. The hub will serve as a go-to space for staff to stay informed and involved in the Council's EEDI journey.

- **Introduce EEDI Champions**

EEDI Champions will be appointed across departments to act as local advocates for inclusion. They will support colleagues in understanding EEDI principles, promote inclusive practices, and help cascade key messages from the EEDI Lead and Operations Group. Champions will also play a role in gathering feedback and identifying barriers to inclusion.

- **Improve access to and understanding of Equality Impact Assessments (EIAs)**

Employees will be supported in using EIAs through clearer guidance and simplified templates. These resources will be made easily accessible via the intranet, with practical examples and step-by-step instructions to help staff understand how to apply EEDI considerations in their work.

- **Signpost EEDI training via Ambition Academy**

The Council will ensure that all employees are aware of relevant EEDI training courses available through Ambition Academy. These will include mandatory modules for managers and councillors, as well as tailored sessions for teams working directly with the public or protected groups. Training will be promoted regularly through internal communications channels.

By embedding these internal communications mechanisms, the Council aims to foster a culture of transparency, shared responsibility, and continuous learning in support of its EEDI commitments.

## **7. Consultation and engagement**

The Council aims to ensure that individuals accessing Council services, whether as residents, visitors, customers, or employees, are well informed about local issues. They should have the ability to participate and influence local decision-making and provide feedback on the Council's policies, procedures, service delivery, and collaboration with partner organisations.

To ensure consistency, the Council has a separate Community Engagement Strategy 2022 – 2027. The following principles set out how we are going to make certain that our engagement activity is flexible, focused, and appropriate for the diverse needs of the communities.

- We will co-ordinate our engagement programme so residents, or other key stakeholder groups, don't feel over-consulted.
- We will use the most appropriate methods to suit the audience, allowing engagement with a range of groups and using resources effectively.
- We will use plain English and language that is accessible to all.
- We will share how you can find out the results of any consultation before it starts.
- We will adhere to GDPR legislation, only use feedback/data within the Council and not give access to anyone else (unless clearly rationalised and communicated).
- We will find appropriate community locations across the district that are accessible when completing face to face activities.
- We will work with individuals to overcome any barriers to participation so they can be involved in areas of interest.
- We will work with underrepresented groups to ensure their voices are heard. We will treat responses with respect and welcome feedback that can help us improve.

- Where feedback includes a service request for us, we will forward this on to the relevant team for action. If the request needs directing to another agency, we will aim to ask permission to share this service request on your behalf.
- We will constantly review, revise and update consultation exercises to ensure we learn from what we do while keeping up to date with best practice and new consultation techniques and software.

## 8. Strategic Objectives and Action Plan

Newark and Sherwood District Council is dedicated to promoting equality, equity, diversity, and inclusion within the community. The Council's [Community Plan](#) 2023-2027 outlines key actions to support these objectives, including breaking down barriers to opportunity, increasing the supply of affordable and decent housing, and improving health and wellbeing, particularly in communities with lower life expectancy. The Council will also focus on reducing crime and anti-social behaviour, celebrating and promoting the diversity of Newark and Sherwood's heritage, culture, and community spirit, and protecting and enhancing green spaces. Additionally, this EEDI Strategy reaffirms the Council's commitment to meeting the duties placed upon it by equality legislation, ensuring that all new policies and procedures undergo an equalities impact assessment before implementation. By fostering partnerships and engaging with the community, the Council aims to create an inclusive environment where all individuals can thrive.

The way in which the Council embeds an ethos of equality, equity, diversity and inclusion is reflected across a wide range of strategic priorities and ambitions, and is consistently woven into the fabric of the Council's work through the following commitments:

- **Breaking down barriers to opportunity:** Implementing initiatives to enable residents and businesses to prosper and fulfil their potential.
- **Increasing the supply of housing:** Focusing on providing decent homes that residents can afford to buy and rent, as well as improving housing standards.
- **Improving health and wellbeing:** Emphasising support for communities with lower levels of life expectancy.
- **Promoting diversity:** Celebrating and promoting the diversity of Newark and Sherwood's heritage, culture, and community spirit.
- **Protecting green spaces:** Reducing the impact of climate change and protecting and enhancing green spaces.

To measure the success of these initiatives, the Council has a number of measurable objectives. These Key Performance Indicators are embedded into the Council's performance framework and are reported quarterly to the Senior Leadership Team, Policy and Performance Improvement Committee and Cabinet.

## 9. Service Delivery

Collecting information on the community profile of the district helps the Council to ensure that service delivery can be tailored to meet the needs of groups and individuals. The Council recognises the importance of equity within service delivery to meet individual needs. Engaging with people in the district enables the Council to work flexibly and responsively to minimise inequality and disadvantage, particularly in relation to the protected characteristics of people accessing the Council's services. Through this Strategy, the Council aims to embed the principles of EEDI into all service delivery.

## **10. Additional commitments**

Newark and Sherwood District Council is committed to supporting veterans of the armed forces, carers and carers leavers, recognising their unique contributions and needs within the community. Through its endorsement of the Armed Forces Covenant, NSDC pledges to ensure that veterans and their families are treated with fairness and respect, facilitating access to housing, employment, and tailored support services. Additionally, the Council's Carers Policy outlines targeted measures to identify, value, and support carers, helping them access resources and opportunities that acknowledge their vital role. These additional commitments reinforce NSDC's broader EEDI strategy by striving to remove barriers, reduce disadvantage, and foster an inclusive environment for all residents.

## **11. Risk**

The principal risks associated with Equality, Equity, Diversity, and Inclusion (EEDI) for Newark and Sherwood District Council include the following:

- Legal exposure from non-compliance with relevant legislation,
- Potential reputational damage due to perceived or actual shortcomings, and
- Operational challenges resulting from a lack of workforce diversity.

Additionally, financial consequences may arise from litigation, compensation, and increased recruitment costs. Social risks involve the possibility of exclusion and reduced cohesion within the community, while compliance failures could lead to regulatory scrutiny and sanctions. Collectively, these risks highlight the importance of robust EEDI practices to safeguard the Council's legal standing, reputation, workforce effectiveness, and social responsibilities. The EEDI Steering group mitigates these risks through regular monitoring and scrutiny, reviewing EIAs, monitoring performance and listening to customer feedback. The group meets quarterly and completes a risk workshop with the Safety and Risk Manager contributing to the overall strategic risk management of the Council.

## **12. Legislative Framework**

This strategy sets out the measures we are taking to meet the requirements of the Equality Act 2010 and other relevant legislation, including:

- **Human Rights Act 1998**

The Human Rights Act 1998 is a significant piece of legislation in the United Kingdom that incorporates the rights contained in the European Convention on Human Rights into domestic British law. It enables individuals to defend their rights in UK courts and compels public organizations, including the government, police, and local councils, to treat everyone equally, with fairness, dignity, and respect. This Act ensures that the fundamental rights and freedoms of individuals, such as the right to life, freedom from torture, and freedom of expression, are protected and upheld within the UK legal framework.

- **Data Protection Act 1998 and Data Protection Act 2018**

The Data Protection Act 1998 was a landmark legislation in the UK that governed the processing of personal data. It established key principles for handling personal information, ensuring that data is processed fairly, lawfully, and transparently. The Act gave individuals the right to access their data and required organisations to protect personal information from misuse and unauthorised access. The updated Data Protection Act 2018 modernized data protection laws in the UK, aligning them with the EU's General Data Protection Regulation (GDPR). It strengthened the rights of

individuals over their personal data, introducing stricter regulations on consent, data breaches, and the right to be forgotten. This Act ensures that personal data is handled with greater accountability and transparency, providing robust protection for individuals' privacy in the digital age.

- **Employment Act 2008**

The Employment Act 2008 was introduced to simplify and improve the system of workplace dispute resolution, ensuring fair treatment for all employees. The Act reformed dispute resolution procedures, including the repeal of statutory dispute resolution procedures and the introduction of a new, less formal approach to managing disputes. The Act also strengthened the penalties for non-compliance with employment law, providing greater protection for workers against unfair treatment and promoting a more harmonious work environment. This legislation supports the principles of equality and fairness in the workplace, aligning with our broader strategy to uphold the rights of all individuals under the Equality Act 2010.

- **The Public Sector Bodies (Website and Mobile Applications) (No. 2) Accessibility Regulations 2018**

The Public Sector Bodies (Website and Mobile Applications) (No. 2) Accessibility Regulations 2018 require public sector websites and mobile applications to be accessible to all users, especially those with disabilities, by meeting WCAG 2.1 AA standards, publishing an accessibility statement, and regularly reviewing accessibility. These regulations align with the EU Web Accessibility Directive and support equality and non-discrimination by ensuring inclusive access to digital services.

- **The Public Sector Equality Duty 2023**

The Public Sector Equality Duty 2023 (PSED) requires UK public sector organisations to eliminate discrimination, advance equality of opportunity, and foster good relations. By incorporating equality considerations into daily operations and decision-making, they ensure fair treatment and inclusiveness. The Duty mandates conducting Equality Impact Assessments, monitoring, and reporting on outcomes to demonstrate compliance. Ultimately, the PSED 2023 reinforces the commitment to creating a fair and equal society where everyone is treated with dignity and respect.

- **The Gender Recognition Act 2004**

The Gender Recognition Act 2004 allows transgender individuals in the UK to change their legal gender, providing a framework for obtaining a Gender Recognition Certificate (GRC). It is a significant piece of legislation in that enables individuals to legally change their gender. It came into effect on 4 April 2005 and was introduced in response to rulings from the European Court of Human Rights, which highlighted the need for legal recognition of gender identity.

## **13. Appendices**

- A: Protected characteristics
- B: EIA template
- C: Glossary

## Appendix A: Protected Characteristics

The Equality Act 2010 aims to protect individuals from unfair treatment and promote a fair and equal society. It identifies several protected characteristics, ensuring that individuals are not discriminated against based on these attributes. The key protected characteristics under the Equality Act 2010 include:

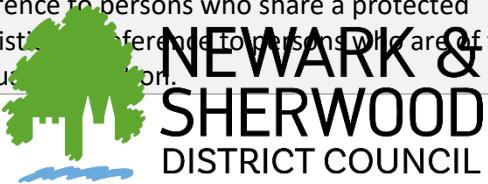
Protected Characteristic	Description
Age	<p>(1) In relation to the protected characteristic of age:</p> <p>(a) a reference to a person who has a particular protected characteristic is a reference to a person of a particular age group.</p> <p>(b) a reference to persons who share a protected characteristic is a reference to persons of the same age group.</p> <p>(2) a reference to an age group is a reference to a group of persons defined by reference to age, whether by reference to a particular age or to a range of ages.</p>
Disability	<p>(1) A person (P) has a disability if:</p> <p>(a) P has a physical or mental impairment, and</p> <p>(b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.</p> <p>(2) A reference to a disabled person is a reference to a person who has a disability.</p> <p>(3) In relation to the protected characteristic of disability:</p> <p>(a) a reference to a person who has a particular protected characteristic is a reference to a person who has a particular disability.</p> <p>(b) a reference to persons who share a protected characteristic is a reference to persons who have the same disability.</p>
Gender Reassignment	<p>(1) A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.</p>

	<p>(2)A reference to a transsexual person is a reference to a person who has the protected characteristic of gender reassignment.</p> <p>(3) In relation to the protected characteristic of gender reassignment:</p> <p>(a)a reference to a person who has a particular protected characteristic is a reference to a transsexual person.</p> <p>(b)a reference to persons who share a protected characteristic is a reference to transsexual persons.</p>
Marriage and Civil Partnership	<p>(1)A person has the protected characteristic of marriage and civil partnership if the person is married or is a civil partner.</p> <p>(2) In relation to the protected characteristic of marriage and civil partnership:</p> <p>(a)a reference to a person who has a particular protected characteristic is a reference to a person who is married or is a civil partner.</p> <p>(b)a reference to persons who share a protected characteristic is a reference to persons who are married or are civil partners.</p>
Pregnancy and Maternity	<p>(1)A person (A) discriminates against a woman if A treats her unfavourably because of a pregnancy of hers.</p> <p>(2)A person (A) discriminates against a woman if, in the period of 26 weeks beginning with the day on which she gives birth, A treats her unfavourably because she has given birth.</p> <p>(3)The reference in subsection (3) to treating a woman unfavourably because she has given birth includes, in particular, a reference to treating her unfavourably because she is breast-feeding.</p> <p>(4)For the purposes of this section, the day on which a woman gives birth is the day on which—</p> <p>(a)she gives birth to a living child, or</p> <p>(b)she gives birth to a dead child (more than 24 weeks of the pregnancy having passed).</p>
Race	<p>(1) Race includes:</p> <p>(a)colour.</p> <p>(b)nationality.</p> <p>(c)ethnic or national origins.</p>

	<p>(2) In relation to the protected characteristic of race:</p> <p>(a) a reference to a person who has a particular protected characteristic is a reference to a person of a particular racial group.</p> <p>(b) a reference to persons who share a protected characteristic is a reference to persons of the same racial group.</p> <p>(3) A racial group is a group of persons defined by reference to race; and a reference to a person's racial group is a reference to a racial group into which the person falls.</p> <p>(4) The fact that a racial group comprises two or more distinct racial groups does not prevent it from constituting a particular racial group.</p>
Religion or Belief	<p>(1) Religion means any religion and a reference to religion includes a reference to a lack of religion.</p> <p>(2) Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.</p> <p>(3) In relation to the protected characteristic of religion or belief:</p> <p>(a) a reference to a person who has a particular protected characteristic is a reference to a person of a particular religion or belief.</p> <p>(b) a reference to persons who share a protected characteristic is a reference to persons who are of the same religion or belief.</p>
Sex	<p>In relation to the protected characteristic of sex:</p> <p>(a) a reference to a person who has a particular protected characteristic is a reference to a man or to a woman.</p> <p>(b) a reference to persons who share a protected characteristic is a reference to persons of the same sex.</p>
Sexual Orientation	<p>(1) Sexual orientation means a person's sexual orientation towards:</p> <p>(a) persons of the same sex,      (b) persons of the opposite sex, or      (c) persons of either sex.</p> <p>(2) In relation to the protected characteristic of sexual orientation:</p>

(a) a reference to a person who has a particular protected characteristic is a reference to a person who is of a particular sexual orientation.  
(b) a reference to persons who share a protected characteristic is a reference to persons who are of the same sexual orientation.

## Appendix B: Equality Impact Assessment Template



# EQUALITY IMPACT ASSESSMENT

### What is an Equality Impact Assessment?

An Equality Impact Assessment (EIA) is a tool designed to assist you in ensuring that you have thought about the needs and impacts of a change to your policies, procedures, functions or services to ensure it is fair and does not present barriers to participation or disadvantage any groups in relation to protected characteristics as defined in the Equality Act 2010. It enables a systematic approach in identifying and recording impacts and actions.

### Why do we need it?

As a local authority that provides services to the public, we have a legal responsibility to ensure that we can demonstrate that we have paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

The EIA will help to ensure that we understand the potential effects of any new or significantly changed services, policies, plans, or strategies by assessing:

- the impacts on different groups, both internal and external
- whether any adverse impacts are identified
- what actions are identified to remove or mitigate any adverse impacts

The EIA ensures decisions are transparent and based on evidence with clear reasoning.

### What are the protected characteristics?

- ✓ Age
- ✓ Disability
- ✓ Gender reassignment
- ✓ Marriage and civil partnership
- ✓ Pregnancy and maternity
- ✓ Race
- ✓ Religion and belief
- ✓ Sex
- ✓ Sexual orientation

**SERVING PEOPLE, IMPROVING LIVES**

## 1. INTRODUCTORY INFORMATION

Name of policy / procedure / function / service	
Lead Officer and others undertaking this assessment?	
Date EIA started	
Date EIA completed	

## 2. SUMMARY OF THE POLICIES, PROCEDURES, FUNCTIONS, AND SERVICES BEING ASSESSED

What are the aims and objectives of the policies, procedures, functions, and services

**Who is affected by these policies, procedures, functions, or services and what is the intended change or outcome for them?**

(i.e. staff / service users or other stakeholders)

**Which groups have been consulted with as part of the creation or review of this policy, procedure, function, or service**

(Please include how they were consulted and their responses. If you haven't consulted yet and are intending to do so, please complete the consultation table below)

Considering the answers given above, do you need to consult with specific groups to identify needs/issues? If not please explain why

#### CONSULTATION

Negative impacts identified will require the responsible officer to consult with the affected group/s to determine all practicable and proportionate mitigations. Add more rows as required.

Group/Organisation	Date	Response

#### 3. WHAT WE ALREADY KNOW AND WHERE THERE ARE GAPS

List any existing information / data about different diverse groups in relation to this policy? i.e. in relation to age, disability, gender reassignment, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc

Examples of information / data such as consultation, previous EIAs, demographic information, anecdotal or other evidence

#### 4. ASSESSING THE IMPACT

Protected Characteristic	Is there potential of positive or negative impact?	Please explain and give examples of evidence / data used	Action to address negative impact (i.e. adjustment to the policy, procedure etc – the action log below should be completed to provide further information)
Age			
Disability			
Gender Reassignment			
Marriage / Civil Partnership			
Pregnancy / Maternity			
Race			
Religion / Belief			
Sex			
Sexual Orientation			
Other groups which may be impacted? (carers, low literacy, priority neighbourhoods, socio-economic, health inequalities, rural isolation, veterans, care leavers)			

## 5. PROPOSED MITIGATION: ACTION LOG

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.

Negative Impact	Action	Responsible Officer	Target Date
<b>What are the arrangements for monitoring and reviewing the actual impact of the policies, procedures, functions, and services?</b>			

## 6. EVALUATION DECISION

Once consultation and practicable and proportionate mitigation have been put in place, the officer responsible should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.

Question	Explanation / justification	
Is it possible the proposed new service / policy / plan or strategy or the proposed change could discriminate or unfairly disadvantage people?		
<b>Final Decision</b>	Tick	Include any explanation/justification required
<b>No barriers identified; therefore, activity will proceed</b>		

Stop the policy or practice because the data shows bias towards one or more groups		
Adapt or change the policy in a way that will eliminate the bias		
Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy, procedure etc (e.g. in extreme cases or where positive action is taken). Therefore, you are going to proceed with caution with this policy, procedure etc knowing that it may favour some people less than others, providing justification for this decision		

Did you consult with an Equalities Ally prior to completing this assessment? Yes/No

## 7. SIGN OFF

Name and job title of person completing this EIA	
Officer Responsible for implementing the change to policy, procedure, function, and service etc.	
Business Manager	
Date Agreed (by Business Manager)	
Date of Review (if required)	

## Appendix C: Glossary

- **Discrimination:** Unfair or unequal treatment of an individual or group based on certain characteristics, such as race, gender, disability, sexual orientation, or age.
- **Diversity:** The presence and inclusion of different types of people, recognising and valuing differences in backgrounds, experiences, and perspectives.
- **Equality:** Ensuring all individuals have equal opportunities and are not treated less favourably because of protected characteristics.
- **Equality Impact Assessment (EIA):** A process to identify and address the potential impacts of policies, procedures, or decisions on different groups, particularly those with protected characteristics.
- **Harassment:** Unwanted conduct related to a relevant protected characteristic that has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Protected Characteristic:** A specific attribute protected by the Equality Act 2010, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- **Reasonable Adjustment:** Changes or modifications made to remove or reduce disadvantages experienced by disabled people in the workplace or in accessing services.
- **Sexual Orientation:** A person's sexual orientation towards persons of the same sex, persons of a different sex, or persons of either sex.
- **Victimisation:** Treating someone unfairly because they have made or supported a complaint about discrimination or harassment.