

# Equality Impact Assessment (EqIA)

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## Deciding what needs to be assessed

In theory all policies, decisions, services, projects and programmes should be impact assessed. The most practical approach is to assess as the proposal is being developed or as processes, services and policies come up for review making the EQIA part of the development process. Do not be put off by the list below, it does not mean that long and detailed assessments are required every time you are engaged in one of the activities. However, it does mean that you should always consider the equalities implications of your proposals.

## Policy

- New policy development
- Substantial revision of an existing policy or process
- Any change which may have a disproportionate impact on a particular group

## Decision

- Key decision
- Decision for management board/cabinet
- Budget change decision

## Service

- New service
- Service review, including the decommissioning of services
- Any service change which may have a disproportionate impact on a particular group

## Projects and programmes

- All, at planning stage

Further information: [Equality Impact Assessments - a user's guide](#)

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## Section One

Question		Response
1.1	<b>Name of policy/decision/service/project/programme being assessed</b>	Continuation of Financial First Aid & Money Mentor Service
1.2	<b>Summary of aims and objectives of the policy/decision/service/project/programme</b>	<p>Citizens Advice provide a Financial First Aid and Money Mentor Service to low income residents in the Swindon area. This service:</p> <ol style="list-style-type: none"> <li>1. Helps residents to Maximise Benefits &amp; reduce outgoings (During April 2022 - September 2023 672 people were seen and extra income of £1.26 million p.a. identified)</li> <li>2. Attend Community events offering help and advice and training (153 events April 2022-Sept 23)</li> <li>3. Provide training to frontline staff (SBC) and other advice Agency partners and volunteers (273 bookings on training sessions April 2022- Sept 23)</li> </ol>
1.3	<b>Who is affected by the policy/decision/service/project/programme? (e.g. employees/service users/supplier/contractor)</b>	<ol style="list-style-type: none"> <li>1. Low income residents</li> <li>2. Citizens Advice Swindon</li> <li>3. SBC front line staff</li> <li>4. Councillors</li> <li>5. Voluntary Community Services</li> </ol>
1.4	<b>What involvement and consultation has been done in relation to this proposal? (e.g. with relevant groups and stakeholders)</b>	Discussed with Lead Councillors, Citizens Advice Swindon and SBC officers delivering Household Support Fund and Live Well team
1.5	<b>What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</b>	Quarterly performance information produced

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## Section Two - Protected Characteristics

Protected Characteristic Group	Is there a potential for positive or negative impact? Is the impact neutral?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the proposal)

<b>Disability</b>	Positive	Those with disabilities may be in low income households as they may not be able to undertake Paid employment.	
<b>Gender Reassignment</b>	Neutral		
<b>Marriage or Civil Partnership</b>	Neutral		
<b>Pregnancy and Maternity</b>	Neutral		
<b>Race</b>	Positive	Statistically some groups have been found to be in low income household groups and work with Live Well Hub has been undertaken to try and reach these.	
<b>Religion or Belief</b>	Neutral		
<b>Sexual Orientation</b>	Neutral		
<b>Sex (gender)</b>	Neutral		
<b>Age</b>	Positive	Low income pension Households are encouraged and helped claim Pension Credit	
<b>Children in Care and Care Leavers</b>	Positive	Care leavers may in low income households and work is undertaken to promote the service with the Care leavers team	

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### Section Three- Evaluation

<b>3.1</b>	<b>Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?</b>	<b>Explanation/Justification</b>
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Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed.	None	
2. Stop at some point because the data shows bias towards one or more groups	N/A	
3. Adapt or change the event in a way which you think will eliminate the bias	N/A	
4. Barriers and impact have been identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore proceed with caution with this knowing that it may favour some people less than others, providing justification for this decision.	N/A	

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## Section Four – Record Keeping

Will this EqIA be published* (*EqIA's should be published alongside relevant event paperwork including cabinet papers:	Yes/Not required
Date Completed 6/2/24	Alongside Decision Note
Review date (if applicable)	

## Change Log

Name	Date	Version	Change Made

## Responsibilities

<b>Name of person leading this EqIA</b>	Andy Stevens Head of Revenues & Benefits	<b>Date Completed</b>	6/2/24
<b>Names and roles of people involved in the consideration of impact</b>	Helena Robinson	Head of Health Improvement Services and Live Well Swindon	