

**West Berkshire Council**  
**Equity Impact Assessment**

TEMPLATE

March 2023

Updated November 2023 (Section 3)

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## Section 1: Summary details

<b>Directorate and Service Area</b>	
<b>What is being assessed</b> (e.g. name of policy, procedure, project, service or proposed service change).	
<b>Is this a new or existing function or policy?</b>	
<b>Summary of assessment</b> Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community?  (following completion of the assessment).	
<b>Completed By</b>	
<b>Authorised By</b>	
<b>Date of Assessment</b>	

## Section 2: Detail of proposal

<p><b>Context / Background</b></p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	
<p><b>Proposals</b></p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	
<p><b>Evidence / Intelligence</b></p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that</p>	

<p>supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	
<p><b>Alternatives considered / rejected</b></p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	

### Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Section 3: Impact Assessment - Additional Community Impacts to be considered as best practice to be mindful of wider community needs within West Berkshire**

<b>Additional community impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner (* Job Title, Organisation)</b>	<b>Timescale and monitoring arrangements</b>
<b>Rural communities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Areas of deprivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Displaced communities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Care experienced people</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>The Armed Forces Community</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

## Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

<b>Review Date</b>	
<b>Person Responsible for Review</b>	
<b>Authorised By</b>	