

Equality Impact Assessment (EQIA) Screening Form – V2 Template – November 2024

A successful EQIA screening will look at 5 key areas:

1. Identify the Policy, Project, Service Reform or Budget Option to be assessed.

A clear definition of what is being screened and its aims.

2. Gathering Evidence and Stakeholder Engagement

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

3. Assessment and Differential Impacts

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

4. Outcomes, Action and Public Reporting

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

5. Monitoring, Evaluation and Review

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

Section 1: Identify the Policy, Project, Service Reform or Budget Option

Name of the Policy, Project, Service Reform or Budget Option to be screened	Active Fenland Booking System
Reason for change in Policy or Policy Development	No change- this is the initial review
List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option	A booking system to support Active Fenland service & project work, to enable customers to book into sessions & events. The customer is the general public in Fenland.

Name of officer completing assessment (signed and date)	Active Fenland Co-ordinator - Heidi Lemmon
Assessment verified by (signed and date)	Active Fenland Manager

If applicable, please provide further details about the name and description of policy being analysed
Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required

New system software came into effect September 2024.
 Online booking was available before, but this is a software specific for bookings. Saving manual processes.

Section 2: Gathering Evidence and Stakeholder Engagement

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Reminder – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Name any research, data, consultation or studies referred to for this assessment	State if this reference refers to one or more of the protected characteristics	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the

		outcome(s) of consultation.

If applicable, please provide further Information about stakeholder engagement or detail used for customer analysis
Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible

Section 3: Assessment and Differential Impacts

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Option has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

- a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group
- for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
- a definition of disability under the Equality Act 2010 is available on the [gov.uk website](http://gov.uk)
- there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Sex or Gender	Women		X		
	Men		X		
	Transgender		X		
Race	White		X	<p>Booking system is in English, although may be able to be translated via translator software (unknown).</p> <p>Phone booking is done via co-ordinators who's first language is English.</p> <p>Sessions can be booked by a parent/guardian/carer for the individual if required.</p> <p>Customers would only be turned away from a session if the session is fully booked, or they do not have a referral (some sessions) or they do not meet the criteria e.g. age group.</p>	
	Mixed or Multiple Ethnic Groups		X		
	Asian		X		
	African		X		
	Caribbean or Black		X		
	Other Ethnic Group		X		
Disability	Physical disability	Sessions can be booked online or via the phone if online is not accessible.	X		
	Sensory Impairment (e.g. sight, hearing)		X		
	Mental health		X		
	Learning disability		X		

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
		Sessions can be booked by a parent/guardian/carer for the individual if required.			
LGBT	Lesbians		X		
	Gay Men		X		
	Bisexual		X		
Age	Older people (60+)	Sessions can be booked online or via the phone if online is not accessible. Sessions can be booked by a parent/guardian/carer for the individual if required.	X		
	Younger people (18-25)		X		
	Children (0-16)		X		
Marriage and Civil Partnership	Women		X		
	Men		X		
	Lesbians		X		
Pregnancy and Maternity	Women		X		
Religion and belief	See below		X		

<p>Summary of Protected Characteristics most impacted</p>	<p>The booking system is available to all characteristics. Options remain for online or via the phone bookings.</p>
<p>Summary of Socio-Economic impacts</p>	<p>Where there is digital exclusion bookings can be made via the phone, or another individual can make a booking on the participants behalf.</p> <p>A step by step guide is available for those with poor digital literacy.</p> <p>Some sessions can be booked over the phone & pay cash on the day where online banking is not applicable or individual does not have an email address.</p>
<p>Summary of Human Rights impacts</p>	
<p>Summary Explanation of the scoring against the protected characteristics</p>	<p>All scoring is neutral.</p>

Section 4: Outcomes, Actions and Public Reporting

Screening Outcome	Yes, No or not at this stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	No

If applicable, please state the overall outcome of the assessment, impacts and customer analysis

Positive & neutral.

Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Arrangements for Monitoring	To review in a years' time
Timing of the current review	November 2024
Next scheduled review	November 2025

If applicable, please provide details of the arrangements for future monitoring:
Note when analysis will be reviewed; include any equality indicators and performance against those indicator

Ongoing if an issue arises.

If applicable, please provide details of any supporting data/ research linked to monitoring arrangements (both FDC & Partners):

Number of bookings

Legislation

Equality Act (2010) – the Equality Act 2010 (Specific Duties)

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.