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ORBIT

EQUALITY ANALYSIS / EQUALITY IMPACT ASSESSMENT POLICY

Executive Summary	Equality Analysis (EA) is fundamental to meeting our commitment to Equality and Diversity outlined in Orbit's Equality and Diversity policy and our objectives for Equality and Diversity contained within our Equality and Diversity Strategy
Approved by	LT team member Louise Oakley as there were less than 50% changes.
EA completed	EA completed on June 2017 An Equality Analysis was not required as it was a low risk.
Explain how customers have been involved.	Customers have not been involved in developing this policy as it is an internal approach. Customers will be engaged in undertaking equality analyses where identified as appropriate. The policy sets out the legal framework and good practice for undertaking E.As / EIAs.
Consultation	None as only minor changes as part of this review – the E&D forum consultation informed the previous version.
Applies to	All Managers

SCOPE: This policy provides the context for undertaking an Equality Impact Assessment or Equality Analysis, as referred to within the Equality Act 2010. It should be read in conjunction with the Equality Assessment procedure, and additional guidance notes, as well as Orbit's Equality and Diversity policy and strategy

1. INTRODUCTION

- 1.1 The Equality Act 2010 introduced the change in terminology from Equality Impact Assessment (EIA) to Equality Analysis (EA). The intention was that the focus should be on the quality of the analysis and how it is used in decision making, and less on the production of a document, which can be seen as an end in itself.
- 1.2 EAs are a way of considering the effect of policies and practices (captured in plans, projects, initiatives, service delivery, etc) and changes to these on different groups protected from discrimination by the Equality Act. The aim being to consider if
- there are any unintended consequences for some groups
 - the policy or practice will be accessible and effective for all groups.
- 1.3 EAs also help us meet the requirements of the Equality Act 2010 which requires organisations which are covered by the public sector equality duty to give 'due regard'; to consciously think about the general equality duty. Those subject to the general equality duty must, in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not. This means to
 - remove or minimise disadvantages suffered by people due to their protected characteristics;
 - meet the needs of people with protected characteristics; and
 - encourage people with protected characteristics to participate in public life or in other activities where their participation is low.
 - Foster good relations between people who share a protected characteristic and those who do not. (Tackling prejudice and promote understanding)
- 1.4 Under the Equality Act the scope of the general equality duty covers 9 protected characteristics¹.
- 1.5 Case law under the former race, disability and gender equality duties has established that EIAs/ EAs are an important way that public authorities (which include housing providers) can be sure that they are meeting their obligations under the general equality duty. EIAs / EAs can be used as a means of

¹ The 9 protected characteristics covered by the Equality Act are age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation.

demonstrating compliance with the Equality Act to a court, and they also make good business sense.

2. DEFINITION

What is an Equality Analysis? It is a tool for identifying the potential impact of decisions, policies, services, projects and functions on different groups of people (customers and staff) in relation to their protected characteristics. The word 'policy' is used to incorporate all these practices. As such an EA should be applied to any review or new policy, procedure, business plan, strategy, project, or service offer.

2.1 Purpose

The approach will help us to provide and deliver excellent services to our customers and staff; by making sure that our services have considered the needs of our current and potential service users and employees.

EAs should start prior to the development of a 'policy' in order to inform it. The analysis involves considering the potential consequences of actions or decisions on various groups of people and making sure that, as far as possible, any negative consequences or impact are eliminated or minimised, and that the opportunities for promoting equality are maximised. It is an on-going process involving the monitoring of what happens in practice.

EAs are a recognised element when developing modern public services; using evidence to design policy. Without evidence, it can be impossible to tell if good intentions result into good outcomes. EAs provide a clear and structured way to collect, assess and put forward such evidence.

The process also requires a more informed approach to consultation to ensure that any potential protected groups affected are consulted with, leading to

- Greater transparency in decision making improving customers and staff confidence
- Reduction in complaints and conflicts
- Mitigation of the risk of breaching Equality Act duties, and any associated reputational and financial risks.

3. Principles

- 3.1 EAs will be completed for all policies, frameworks and strategies, procedural changes, business plans, and projects by the lead project officer or working group.
- 3.2 No policies, strategies, or procedures can be approved without the appropriate EA being completed and factored in to the final proposals.
- 3.3 The analysis must not be undertaken solely by one person as the element of 'challenge' is critical to an effective equality analysis assessment.
- 3.4 The [form](#) for undertaking an EA can be accessed here. There is training available from the E&D consultant and a [toolkit](#) to help support staff undertaking EAs.

4. Roles and Responsibilities

- 4.1 The lead officer for the particular 'policy' review will be responsible for the EA.
- 4.2 EAs will be completed for all projects under the programme management office's co-ordination.
- 4.3 The Equality and Diversity consultant will advise, review and monitor completion and quality of EAs in conjunction with the project management team and the policy and standards team.
- 4.4 Each business plan will be reviewed annually by the Equality and Diversity consultant to ensure that opportunities to undertake EAs, not identified as part of the above processes, will be addressed.

5. Action Planning / Review

Following the completion of an EA and if further actions are identified, the action plan should be agreed by the senior manager, and completed by the accountable officer within timescales identified. The Equality and Diversity consultant will collate and monitor updates against all actions identified.

6. Publication

How we will publicise our EAs

- Copies of the completed EA document will be made available to customers upon request and can be viewed by staff on myPolicy and used as examples of good practice
- All EAs not relating to a policy / procedure or strategy will be saved on myPolicy, all other EAs will be recorded on the Orb
- Under the impact section in all Board and ET reports it should be noted, where appropriate, where an EA has been undertaken
- An annual report of changes made following EAs will be produced alongside the annual Equality and Diversity report to the Boards and published on our website and intranet

7. EQUALITY AND DIVERSITY

Orbit policies are developed in line with our Equality and Diversity policy approach. An Equality Analysis has been conducted and the details can be accessed via myPolicy. If you do not have access to myPolicy please contact the Policy and Standards team who will be able to provide you with a copy.

8. COMPLAINTS

Anyone is able to make a complaint about the service they have received and this is managed under our Complaints Policy.

9. PRIVACY STATEMENT

Orbit are collecting information ('personal data') so that we can manage and support

our relationship with our customers, comply with legal obligations, improve our services and achieve our legitimate business aims. We are committed to complying with data protection legislation when handling customers' data. Customers have rights around their data, including the right to access their data, and to object to the way it is processed. For more information on how and why we process customers' data, and how customers can exercise their rights, please see our full Privacy Policy on our website at www.orbit.org.uk/privacy-policy/.

10. MONITORING AND ACCOUNTABILITY

Compliance with this policy will be monitored by the Equality and Diversity Consultant in conjunction with the Policy team in terms of EAs relating to policies, frameworks and strategies. The Equality and Diversity consultant will monitor all EAs in relation to projects and business plans. A key performance indicator has been established to monitor the number of EAs completed against the number due to be completed and is reported to ET and SMT on a quarterly basis.

11. REVIEW

We will carry out a fundamental review of this policy every three years or sooner subject to legal, regulatory changes or if internal changes require.