

# Equality Impact Assessment Guidance & Form

We are committed to promoting equality and inclusion in all our activity for our employees and external stakeholders. We have an obligation to make reasonable adjustments and this document and the template included have been created as guidance to help highlight and understand the potential impacts on different groups of people when carrying out various internal activities including creating new policies/processes, introducing new initiatives and decision making.

## Equality Impact Assessment (EIA)

An equality impact assessment (EIA) is an evidence-based approach designed to help ensure that our policies, practices, events and decision-making processes are fair and do not present barriers to participation or disadvantage any protected groups from participation. This covers both strategic and operational activities.

### The EIA will help to ensure that:

- we understand the potential effects of the activity by assessing the impacts on different groups both external and internal.
- any adverse impacts are identified and actions identified to remove or mitigate them.
- decisions are transparent and based on evidence with clear reasoning.

## Screening

Not all activities in Ark will need an Equalities Impact Assessment. A screening process has been built into the EIA template that will determine which activities should be subject to impact assessment. This is not an exact science and will require some judgement, but the approach is to ask the questions below when reviewing each activity. Where the answer to any one question is “yes”, then an impact assessment will be carried out. Where the answer to all four questions is “no”, then no further action is needed and an impact assessment does not need to be completed.

1. Does the policy, practice or events affect people we provide a service to such as tenants, people we support, employees, volunteers or the wider community, and therefore potentially have a significant effect in terms of equality?
2. Is it a major policy, practice or events, significantly affecting how functions are delivered in terms of equality?
3. Does it relate to an area where Ark has identified a need to improve equality outcomes or to an area where there are known inequalities?
4. Does it relate to a policy, practice or events where there is significant potential for reducing inequalities or improving outcomes?

## Discrimination

Discrimination is where someone is treated less favourably or put at a disadvantage because of one or more of their protected characteristics. The different groups covered by the Equality Act are referred to as protected characteristics: disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation, sex (gender), and age.

Discrimination is usually unintended and can often remain undetected until there is a complaint. Improving or promoting equality is when you identify ways to remove barriers and improve participation for people or groups with one or more protected characteristics.

In cases of new policy, practice or events there may be little evidence of the potential effect on protected characteristic groups. In such cases you should make a judgement that is as reliable as possible.

### **Consultation**

Consultation can add evidence to the assessment. Consultation is very important and key to demonstrating that we are meeting the equality duties, but it also needs to be proportionate and relevant. Thought should be given to the degree of consultation required and should involve a diverse range of people. There is no set process for the consultation as it should be considered relevant to the relating activity to avoid over-consultation on a small policy or practice and under consultation on a significant policy or an activity that has the potential to create barriers to our internal and external stakeholders.

### **Evaluation**

There are four potential outcomes to assessment:-

1. No barriers or impact identified, therefore activity will proceed.
2. You can decide to stop the policy or practice at some point because the evidence shows bias towards one or more groups.
3. You can adapt or change the policy in a way which you think will eliminate the bias.
4. 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, practice or event (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy, practice or event knowing that it may favour some people less than others, providing justification for this decision.

## Equality Impact Assessment Form

### 1.0 Activity Details

| Question                                | Response                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Policy/practice/event being assessed | Keeping People Safe Policy                                                                                                                                                                                                                                                                                                         |
| 2. Summary of aims and objectives       | The policy outlines responsibilities for keeping people safe. It is an umbrella policy below which sits specific procedures which detail how individuals will be protected from forms of harm and abuse. The individuals detailed in this policy are at risk of harm due to protected characteristics and experiencing inequality. |

### 2.0 Screening

| Question                                                                                                                                                                                                                                 | Response                            |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
|                                                                                                                                                                                                                                          | Yes                                 | No                       |
| 1. Does the policy, practice or events affect people we provide a service to such as tenants, people we support, employees, volunteers or the wider community, and therefore potentially have a significant effect in terms of equality? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Is it a major policy, practice or events, significantly affecting how functions are delivered in terms of equality?                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Does it relate to an area where Ark has identified a need to improve equality outcomes or to an area where there are known inequalities?                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Does it relate to a policy, practice or events where there is significant potential for reducing inequalities or improving outcomes?                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Where the answer to all four screening question is “no”, then no further action is needed and please proceed to section 5.0 Authorisation.

### 3.0 Consultation

| Question                                                  | Response                                                            |
|-----------------------------------------------------------|---------------------------------------------------------------------|
| 1. Who is affected by this policy/practice/event and how? | People receiving care and support provided by Ark.<br>Ark employees |

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Consultation with staff and other services affected.</b> | <p><i>Please state below who was consulted with in the development of the activity.</i></p> <p><i>Consultation with:</i></p> <p> <input type="checkbox"/> ARK Board of Management Team<br/> <input type="checkbox"/> ARK Executive Team<br/> <input type="checkbox"/> ARK Senior Leadership Team<br/> <input checked="" type="checkbox"/> ARK Regional Managers<br/> <input checked="" type="checkbox"/> ARK Working Group<br/> <input type="checkbox"/> Support Workers<br/> <input type="checkbox"/> Unite<br/> <input type="checkbox"/> No one<br/> <input checked="" type="checkbox"/> Other please state: Supported<br/>         Poeple.....       </p> |
| <b>3. If no one was consulted please state why?</b>            | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

#### 4.0 Impact Assessment

| Protected Characteristic Group | What is the potential impact on people who have this characteristic?                                             | Action to address negative impact (e.g. adjustment to the activity)                                                                                           |
|--------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disability                     | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |
| Gender reassignment            | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |
| Marriage or civil Partnership  | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |
| Pregnancy and maternity        | This is a characteristic which can increase an                                                                   | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination                                   |

|                           |                                                                                                                  |                                                                                                                                                               |
|---------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | individual's potential to be harmed and experience discrimination                                                | to supported individuals or staff                                                                                                                             |
| <b>Race</b>               | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |
| <b>Religion or belief</b> | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |
| <b>Sexual orientation</b> | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |
| <b>Sex (gender)</b>       | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |
| <b>Age</b>                | This is a characteristic which can increase an individual's potential to be harmed and experience discrimination | The policy acknowledges and outlines Ark's responsibility to practice in a way to prevent any harm, abuse or discrimination to supported individuals or staff |

#### 4.0 Evaluation

| <b>Final Decision</b>                                                                                                        | <b>Tick the relevant box</b>        |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. No barriers identified, therefore activity will <b>proceed</b> .                                                          | <input checked="" type="checkbox"/> |
| 2. <b>Stop</b> the policy, practice or event as identified shows bias towards one or more groups.                            | <input type="checkbox"/>            |
| 3. <b>Adapt or changes</b> made to support elimination of the bias, activity will continue with mitigating actions in place. | <input type="checkbox"/>            |

|                                                                                                                                                                                                                                                                                                                              |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 4. 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 activity. Decision to <b>proceed with caution</b> knowing that it may favour some people less than others, providing justification for this decision. | <input type="checkbox"/> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|

## 5.0 Authorisation

|                                     |                  |
|-------------------------------------|------------------|
| <b>Name:</b>                        | Kirstie McGregor |
| <b>Position:</b>                    | Regional Manager |
| <b>Date:</b>                        | 16/06/25         |
| <b>Review Date</b> (if applicable): | June 2028        |

This completed document should be saved in the relevant area dependent on what it relates to and also be forwarded to the Head of People & Organisational Development who will review the outcomes and record EIA completion.