

## Equality and Social Inclusion Impact Assessment (ESIIA) Contextual Notes 2015

### ***The What and the Why:***

The Equality and Social Inclusion Impact Assessment (ESIIA) approach replaces the Equality Impact Needs Assessments (EINAs) previously in use by Shropshire Council. It helps to identify whether or not any new or significant changes to services, including policies, procedures, functions or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

This broader assessment covers consideration of social inclusion. This is so that we are thinking as carefully and completely as possible about all Shropshire groups and communities, including people in rural areas and people we may describe as vulnerable, for example due to low income or to safeguarding concerns, as well as people in what are described as the nine 'protected characteristics' of groups of people in our population, eg Age. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging or delivering services.

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services. Carrying out ESIIAs helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010, and to thus demonstrate that the three equality aims are integral to our decision making processes. These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

### ***The How:***

The guidance and the evidence template are combined into one document for ease of access and usage, including questions that set out to act as useful prompts to service areas at each stage. The assessment comprises two parts: a screening part, and a full report part.

***Screening (Part One)*** enables energies to be focussed on the service changes for which there are potentially important equalities and human rights implications. If screening indicates that the impact is likely to be positive overall, or is likely to have a medium or low negative or positive impact on certain groups of people, a full report is not required. Energies should instead focus on review and monitoring and ongoing evidence collection, enabling incremental improvements and adjustments that will lead to overall positive impacts for all groups in Shropshire.

***A full report (Part Two)*** needs to be carried out where screening indicates that there are considered to be or likely to be significant negative impacts for certain groups of people, and/or where there are human rights implications. Where there is some uncertainty as to what decision to reach based on the evidence available, a full report is recommended, as it enables more evidence to be collected that will help the service area to reach an informed opinion.

## Shropshire Council Part 1 ESIIA: initial screening and assessment

*Please note: prompt questions and guidance within boxes are in italics. You are welcome to type over them when completing this form. Please extend the boxes if you need more space for your commentary.*

### Name of service change

Gambling Act 2005 Policy Statement 2016 to 2019

### Aims of the service change and description

The Council's existing Gambling Act policy statement ('the policy') was adopted from the 1 June 2013 and ceases to have effect on 31 May 2016. It is largely based on the policy that was introduced when Shropshire Council was formed in 2009; consequently, whilst the Council's current policy was reconsidered in 2013, the principles upon which the current policy is based are almost seven years old and are simply no longer fit for purpose.

The policy requires updating to better reflect the Council's priorities and outcomes, particularly around safeguarding, as well as taking account of the latest guidance issued to licensing authorities by the Gambling Commission. The Commission's guidance has introduced fundamental changes to the way in which local authorities are encouraged to produce their Gambling Act policy. As a consequence, the format and content of the Council's policy needs to be amended:

- to further strengthen safeguarding provisions in relation to children, young people and vulnerable adults;
- to provide greater practical clarity to existing and potential licence holders; and
- to assist council officers to correctly apply the legal provisions of the Gambling Act 2005.

In particular:

- There is a need to set out the overarching principles that the Council intends to consider when exercising its functions under the Gambling Act, including those that the Council will specifically consider in relation to each of the three licensing objectives (see additional notes below).
- Nationally, there is a greater need to focus on understanding and mitigating gambling related harm more broadly, rather than focussing on problem gambling alone. In this respect, the policy needs to emphasise the Council's focus on protecting children and young people, particularly in relation to child exploitation, and also other vulnerable people from harm.
- Nationally, gambling policy and the regulatory environment overall has an increasing focus on risk. Whilst not compulsory, it is now recommended that the Council creates a 'local area profile' to inform its understanding of risk and to allow appropriate decisions to be made and steps taken to mitigate these risks. From April 2016, gambling establishment operators must undertake 'local area risk assessments' before submitting a premises licence application or variation and will be expected to give due consideration to the information available in the Council's 'local area profile'.

- The Gambling Act singles out children and vulnerable people for special regulatory attention; consequently, the policy needs to have a greater focus on protecting these particular groups.
- The application processes applicable to each different type of licence need to be more clearly set out to ensure that the requirements that must be satisfied before an applicant can obtain and then retain any such licence are met.
- The premises licence review process needs to be more clearly set out to ensure all stakeholders understand when and how this process may be utilised in accordance with the provisions of the Act.
- The way in which the Council deals with the exchange of information needs to be more robustly addressed.
- The Council's overarching approach to inspection, compliance, enforcement and complaints needs to be clearly set out and appropriate links made to the Council's Better Regulation and Enforcement Policy.

The policy also needs to ensure that the Council sets out how it intends to proactively promote the three Gambling Act licensing objectives, namely:

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
- ensuring that gambling is conducted in a fair and open way; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

#### **Intended audiences and target groups for the service change**

- Persons who wish to apply for gambling licences and permits.
- Persons who hold existing licences and permits, including those that are the subject of review.
- The Council, in its capacity as the licensing authority, including licensing officers and members of the relevant licensing committees.
- Shropshire's Safeguarding Children Board
- Shropshire's Safeguarding Adult Board
- The Gambling Commission.
- Licensing consultants, solicitors and barristers advising and/or representing applicants and licence/permit holders.
- Magistrates and judges hearing appeals against Council decisions.
- Members of the public who access gambling premises and activities.
- Other local authorities, particularly those that border the Shropshire Council area.
- Police forces, in particular West Mercia Police
- Police and Crime Commissioner
- Shropshire Clinical Commissioning Group
- Local NHS Trusts

### Evidence used for screening of the service change

- Legal requirement contained in the Gambling Act 2005 that the policy can only last for a maximum period of three years and then it must be reviewed, consulted upon, approved and re-published by the Council.
- Ongoing and ad hoc feedback from Council officers that the existing policy did not readily guide them or individual applicants through the necessary processes and procedures.
- Officer feedback in relation to difficulties encountered when making licensing decisions around what is/is not appropriate in relation to gambling premises and activities based on insufficient clarity on the criteria to be satisfied.
- The emphasis on the safeguarding role that local authorities have, which was particularly highlighted in relation to taxi licensing as a result of the independent enquiry into child sexual exploitation in Rotherham, but clearly has strong links to all licensing regimes, including those applicable to gambling.
- The Council's drive to increase the robustness of safeguarding practices, particularly with respect to children and vulnerable adults.
- Guidance to Licensing Authorities 5<sup>th</sup> Edition September 2015 published by the Gambling Commission (<http://www.gamblingcommission.gov.uk/pdf/GLA/GLA.pdf>)
- Gambling Regulation Councillor Handbook (England and Wales) June 2015 published by the Local Government Association (<http://www.local.gov.uk/documents/10180/6869714/L15-230+Councillor+handbook+-+gambling+regulation+FINAL.pdf/3e8fafb9-493b-4027-a7c8-0feb89b8e209>)
- The Council's own 'Problem Profile – Gambling Policy Risk Areas', which will form part of the actual policy document.
- Problem Gambling Frequently Asked Questions August 2013 published by the Local Government Association in association with Public Health England (<http://www.local.gov.uk/documents/10180/11463/Problem+gambling+-+frequently+asked+questions+-+briefing+for+councillors/21f6fef7-8d62-4edd-a535-a42244d4e50f>)
- Exploring area-based vulnerability to gambling-related harm: Who is vulnerable? Findings from a quick scoping review. Heather Wardle, Gambling and Place Research Hub – 13 July 2015 [Exploring area-based vulnerability to gambling-related harm: Who is vulnerable?](#)

### Specific consultation and engagement with intended audiences and target groups for the service change

Informal engagement was undertaken with a number of key internal and external stakeholders with the aim of providing a robust revised policy upon which to base the formal consultation process. This included making contact with representatives from children and adult services, economic development, information governance, housing, planning, tourism, police, public health, mental health, community safety and organisations that aim to support 'problem gamblers' in order to provide a robust foundation to the proposed policy prior to formal consultation. At this stage, no dialogue was held with gambling industry representatives; this was to be a key focus during the formal consultation period.

The Council's Strategic Licensing Committee (SLC) formally commenced the consultation process in September 2015 by instructing the Head of Business Support and Regulatory

## Specific consultation and engagement with intended audiences and target groups for the service change

Services, in consultation with the Chair of SLC, to undertake a process of formal consultation. This was undertaken for a period of 8 weeks from 5 October 2015 to 9 November 2015 through the Council's website.

The consultees were:

- Association of British Bookmakers
- Aquarius
- British Amusement Catering Association
- British Horseracing Board
- Casino Operators Association
- Done Brothers t/a Betfred
- Gambling Commission
- Gamcare
- Her Majesty's Revenue and Customs
- National Casino Industry Forum (formerly British Casino Association)
- National Leisure Ltd t/a Talarius
- Responsibility in Gambling Trust
- Samaritans
- Shrewsbury resident
- Shropshire Association of Local Councils
- Shropshire businesses holding a gambling premises licence/permit/registration (those with an email address recorded on the licensing database)
- Shropshire Chamber of Commerce
- Shropshire Clinical Commissioning Group – Mental Health
- Shropshire Council - Development Management
- Shropshire Council – Economic Growth
- Shropshire Council – Information Governance
- Shropshire Council – Planning Policy
- Shropshire Council – Public Health
- Shropshire Council – Safeguarding (Adults)
- Shropshire Council – Safeguarding (Children)
- Shropshire Council – Housing
- Shropshire Council – Visitor Economy
- Shropshire Fire and Rescue Service
- Shropshire Safeguarding Adult Board
- Shropshire Safeguarding Children Board
- Shropshire Town and Parish Councils
- West Mercia Police
- William Hill

Following the formal consultation process, an analysis of the responses received was undertaken and the results collated for the SLC to consider. There were only four responses but these were fully considered by officers and a detailed summary prepared for the SLC. The summary set out the degree to which the proposed policy had/had not been amended, together with explanatory comments where this was necessary. A revised policy document, with relevant tracked changes, was made available to the SLC in January 2016.

Overall, the responses did not identify any particular cross-cutting themes or trends. In addition, no fundamental or significant amendments to the policy were necessary as a result of the

### **Specific consultation and engagement with intended audiences and target groups for the service change**

representations made. However, changes were made, specifically as a result of feedback from gambling industry representatives, which provided greater clarification on specific matters across the policy, in particular around evidence based decision making and the meaning of 'vulnerable'. The lack of significant changes should not be seen as negative; it is suggested that this was due to the focussed informal consultation that took place prior to the formal consultation process that enabled officers to initially draft a robust policy document that was soundly based on legislative requirements, nationally agreed guidance and early stakeholder feedback.

## **Potential impact on Protected Characteristic groups and on social inclusion**

### **Guidance notes on how to carry out the initial assessment**

Using the results of evidence gathering and specific consultation and engagement, please consider how the service change as proposed may affect people within the nine Protected Characteristic groups and people at risk of social exclusion.

1. Have the intended audiences and target groups been consulted about:
  - their current needs and aspirations and what is important to them;
  - the potential impact of this service change on them, whether positive or negative, intended or unintended;
  - the potential barriers they may face.
2. If the intended audience and target groups have not been consulted directly, have representatives been consulted, or people with specialist knowledge, or research explored?
3. Have other stakeholder groups and secondary groups, for example carers of service users, been explored in terms of potential unintended impacts?
4. Are there systems set up to:
  - monitor the impact, positive or negative, intended or intended, for all the different groups;
  - enable open feedback and suggestions from a variety of audiences through a variety of methods.
5. Are there any Human Rights implications? For example, is there a breach of one or more of the human rights of an individual or group?
6. Will the service change as proposed have a positive or negative impact on fostering good relations?
7. Will the service change as proposed have a positive or negative impact on social inclusion?

## Guidance on what a negative impact might look like

<b>High Negative</b>	Significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available: urgent need for consultation with customers, general public, workforce
<b>Medium Negative</b>	Some potential impact, some mitigating measures in place but no evidence available how effective they are: would be beneficial to consult with customers, general public, workforce
<b>Low Negative</b>	Almost bordering on non-relevance to the ESIIA process (heavily legislation led, very little discretion can be exercised, limited public facing aspect, national policy affecting degree of local impact possible)

### Initial assessment for each group

Please rate the impact that you perceive the service change is likely to have on a group, through inserting a tick in the relevant column. Please add any extra notes that you think might be helpful for readers.

Protected Characteristic groups and other groups in Shropshire	High negative impact Part Two ESIIA required	High positive impact Part One ESIIA required	Medium positive or negative impact Part One ESIIA required	Low positive or negative impact Part One ESIIA required
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)			✓ (positive)	
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)			✓ (positive)	
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				✓ (positive)
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				✓ (positive)
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				✓ (positive)
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				✓ (positive)
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				✓ (positive)

**APPENDIX 3** 160225 Council Report - Gambling Act 2005 – Policy Statement

<b>Sex</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				✓ (positive)
<b>Sexual Orientation</b> (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				✓ (positive)
<b>Other: Social Inclusion</b> (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)			✓ (positive)	

**Decision, review and monitoring**

Decision	Yes	No
Part One ESIIA Only?	✓	
Proceed to Part Two Full Report?		✓

***If Part One, please now use the boxes below and sign off at the foot of the page. If Part Two, please move on to the full report stage.***

<b>Actions to mitigate negative impact or enhance positive impact of the service change</b>
<p>For all the groups, the impact is rated as positive - either 'medium positive' or 'low positive'. However, in practice, with the exception of 'age', 'disability' and 'social inclusion', the impact in reality is likely to be neutral – neither positive nor negative – with no anticipated need to take actions to mitigate or enhance the impact. The assessment took into account children and young people who are looked after by Shropshire Council and the families of children in need when considering the 'age' group and vulnerable adults, e.g. adults with learning disabilities, when considering the 'disability' group.</p> <p>With respect to 'age', 'disability' and 'social inclusion' robust administration of the revised licensing processes in line with the overarching principles set out in the policy and the specific principles set out to promote the three Gambling Act licensing objectives, in particular the conditions applicable to each licence type, together with the associated legislation will enhance the positive impact of the changes made to the policy. This will be further enhanced through proactive and visible enforcement of the requirements of the policy. In addition, it is the intention to increase and strengthen the role that other appropriate external agencies have in the review of new licence applications/existing licences; this has already taken place with respect to the Council's Hackney Carriage and Private Hire Licensing Policy. This approach will specifically enhance the positive impact of the policy on 'age' and 'disability' groups with respect to safeguarding responsibilities affecting children, young people and vulnerable adults as well as enhancing the overall positive impact on 'social inclusion'.</p> <p>The changes to the policy do not breach any individual or group's human rights; the policy sets out processes and procedures that aim to protect human rights, in particular those rights that relate to a right to a fair trial, no punishment without law and right to respect for private and</p>



family life. If the policy were not followed, there is a risk that human rights may be breached.

**Actions to review and monitor the impact of the service change**

The policy will be formally reviewed again in the latter part of 2018 in order to have a revised policy in place for 1 April 2019. However, it will be the subject of continuous evaluation and, if necessary, formally reviewed at any time. At the time of review all relevant stakeholders will again be consulted. Any gambling industry representative may request a review of the policy at any time. This is made clear in the policy itself. In addition, it is wholly anticipated that the Council's 'local area profile' will develop over time and will be influenced by information and intelligence from key partners and other stakeholders. As a result of this, the local area profile will be the subject of additional review and revision outside the wider policy review process.

There will be ongoing dialogue with all stakeholders and, in particular, with gambling industry representatives through direct contact with the licensing team. This will provide the opportunity for stakeholders to provide feedback on any matter. A dedicated telephone number and email address is and will continue to be generally publicised on the Council's website for all stakeholders, including members of the public, to provide feedback on the impact of the changes made to the policy. All feedback will be recorded either on the Idox system used to administer the licensing regime or in appropriate electronic files maintained by the Licensing Team Manager. This approach is likely to advance equality of opportunity and foster good relations on an ongoing basis.

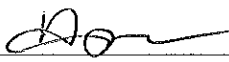
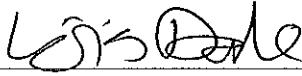
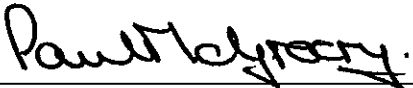
With respect to 'age' and 'disability' groups and 'social inclusion', in particular around the Council's safeguarding responsibilities, there will be ongoing dialogue with the Shropshire Safeguarding Children Board and the Shropshire Safeguarding Adult Board. In addition, dialogue with West Mercia Police and those service areas within the Council that have particular responsibilities for the care of children and young people and vulnerable adults, i.e. currently Children Services and Adult Services, will occur as a result of the increasing role that officers from these services play in the licensing processes.

Ongoing consideration will be given to the definition of 'vulnerable', as it relates specifically to gambling, through working with the Council's Feedback and Insight Team and taking account of the outcomes of the Local Government Association supported research, being led by Westminster and Manchester Councils, which aims to assess and map area vulnerability to gambling related harm. As and when the outcomes of this research are made available, together with other emerging information, trends and risks, the Council will have to consider the implications for the definition of 'vulnerable' and also the impact on its 'local area profile' and policy statement accordingly.

Elected Member involvement will continue through the Strategic Licensing Committee and the Licensing & Safety Sub-Committee, with issues brought before these Committees as appropriate.

**Scrutiny at Part One screening stage**

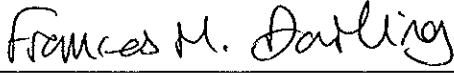

People involved	Signatures	Date
Lead officer carrying out the screening Frances Darling (Senior Commissioner)	<i>Frances M. Darling</i>	12/2/16

Any internal support* Mandy Beever (Transaction Manager)		15/2/16
Any external support** Lois Dale (Rurality & Equalities Specialist)		12/2/16
Head of Service Paul McGreary (Head of Business Support & Regulatory Service)		15/2/16

\*This refers to other officers within the service area

\*\*This refers either to support external to the service but within the Council, eg from the Rurality and Equalities Specialist, or support external to the Council, eg perhaps from a peer authority

**Sign off at Part One screening stage**

Name	Signatures	Date
Lead Officer Frances Darling (Senior Commissioner)		15/2/16
Head of Service Paul McGreary (Head of Business Support & Regulatory Service)		15/2/16

## Shropshire Council Part 2 ESIIA: full report

### Guidance notes on how to carry out the full report

The decision that you are seeking to make, as a result of carrying out this full report, will take one of four routes:

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

The Part Two Full Report therefore starts with a forensic scrutiny of the evidence and consultation results considered during Part One Screening, and identification of gaps in data for people in any of the nine Protected Characteristic groups and people who may be at risk of social exclusion, eg rural communities. There may also be gaps identified to you independently of this process, from sources including the intended audiences and target groups themselves.

The forensic scrutiny stage enables you to assess:

- **Which gaps need to be filled right now, to help you to make a decision about the likely impact of the proposed service change?**

This could involve methods such as: one off service area focus groups; use of customer records; examination of data held elsewhere in the organisation, such as corporate customer complaints; and reference to data held by similar authorities or at national level from which reliable comparisons might be drawn, including via the Rural Services Network. Quantitative evidence could include data from NHS Foundation Trusts, community and voluntary sector bodies, and partnerships including the Local Enterprise Partnership and the Health and Well Being Board. Qualitative evidence could include commentary from stakeholders.

- **Which gaps could be filled within a timeframe that will enable you to monitor potential barriers and any positive or negative impacts on groups and individuals further along into the process?**

This could potentially be as part of wider corporate and partnership efforts to strengthen the evidence base on equalities. Examples would be: joint information sharing protocols about victims of hate crime incidents; the collection of data that will fill gaps across a number of service areas, eg needs of young people with learning disabilities as they progress through into independent living; and publicity awareness campaigns that encourage open feedback and suggestions from a variety of audiences.

Once you have identified your evidence gaps, and decided on the actions you will take right now and further into the process, please record your activity in the following boxes. Please extend the boxes as needed.

**Evidence used for assessment of the service change: activity record**

*How did you carry out further research into the nine Protected Characteristic groups and those who may be at risk of social exclusion, about their current needs and aspirations and about the likely impacts and barriers that they face in day to day living?*

*And what did it tell you?*

**Specific consultation and engagement with intended audiences and target groups for the service change: activity record**

*How did you carry out further specific consultation and engagement activity with the intended audiences and with other stakeholders who may be affected by the service change?*

*And what did it tell you?*

**Further and ongoing research and consultation with intended audiences and target groups for the service change: activity record**

*What further research, consultation and engagement activity do you think is required to help fill gaps in our understanding about the potential or known affect that this proposed service change may have on any of the ten groupings and on the intended audiences and target groups? This could be by your service area and/or at corporate and partnership level.*

### Full report assessment for each group

Please rate the impact as you now perceive it, by inserting a tick. Please give brief comments for each group, to give context to your decision, including what barriers these groups or individuals may face.

Protected Characteristic groups and other groups in Shropshire	High negative impact	High positive impact	Medium positive or negative impact	Low positive or negative impact
<b>Age</b> (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)				
<b>Disability</b> (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				
<b>Gender re-assignment</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
<b>Marriage and Civil Partnership</b> (please include associated aspects: caring responsibility, potential for bullying and harassment)				
<b>Pregnancy &amp; Maternity</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
<b>Race</b> (please include: ethnicity, nationality, culture, language, gypsy, traveller)				
<b>Religion and belief</b> (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				
<b>Sex</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
<b>Sexual Orientation</b> (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				
<b>Other: Social Inclusion</b> (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)				

## ESIA Full Report decision, review and monitoring

### Summary of findings and analysis - ESIA decision

*You should now be in a position to record your decision. Please highlight in bold the route that you have decided to take.*

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

*Please add any brief overall comments to explain your choice.*

*You will then need to create an action plan and attach it to this report, to set out what further activity is taking place or is programmed that will:*

- *mitigate negative impact or enhance positive impact of the service change,*
- AND**
- *review and monitor the impact of the service change*

*Please try to ensure that:*

- *Your decision is based on the aims of the service change, the evidence collected, consultation and engagement results, relative merits of alternative approaches and compliance with legislation, and that records are kept;*
- *The action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.*

### Scrutiny at Part Two full report stage

People involved	Signatures	Date
<i>Lead officer</i>		
<i>Any internal support</i>		
<i>Any external support</i>		
<i>Head of service</i>		

### Sign off at Part Two full report stage

<b>Signature (Lead Officer)</b>	<b>Signature (Head of Service)</b>
<b>Date:</b>	<b>Date:</b>

## Appendix: ESIIA Part Two Full Report: Guidance Notes on Action Plan

Please base your action plan on the evidence you find to support your decisions, and the challenges and opportunities you have identified. It could include arrangements for:

- continuing engagement and involvement with intended audiences, target groups and stakeholders;
- monitoring and evaluating the service change for its impact on different groups throughout the process and as the service change is carried out;
- ensuring that any pilot projects are evaluated and take account of issues described in the assessment, and that they are assessed to make sure they are having intended impact;
- ensuring that relevant colleagues are made aware of the assessment;
- disseminating information about the assessment to all relevant stakeholders who will be implementing the service change;
- strengthening the evidence base on equalities.

Please also consider:

- resource implications for in-house and external delivery of the service;
- arrangements for ensuring that external providers of the service are monitored for compliance with the Council's commitments to equality, diversity and social inclusion, and legal requirements including duties under the Equality Act 2010.

And finally, please also ensure that the action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.

These are:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations

***Note for 2014 refresh of our corporate equality impact assessment approach: Shropshire Council has referred to good practice elsewhere in refreshing the EINA material and replacing it with this ESIIA material. The Council is grateful in particular to Leicestershire County Council, for graciously allowing use to be made of their Equality and Human Rights Impact Assessments (EHRIs) material and associated documentation.***

***For further information on the use of ESIIAs: please contact your head of service or contact Mrs Lois Dale, Rurality and Equalities Specialist and Council policy support on equality, via telephone 01743 255684, or email [lois.dale@shropshire.gov.uk](mailto:lois.dale@shropshire.gov.uk).***