

## People Impact Assessment (PIA)

<b>Policy/activity or service area to be assessed:</b>	Operational Related Documents	<b>Person completing assessment:</b>	
<b>Reason for this assessment:</b> <i>(new policy / review etc)</i>	Review	<b>Date of assessment:</b>	22/05/2023

A PIA involves analysing the effect, or potential effect, of the way we do our business upon groups that share protected characteristics as defined in the Equality Act 2010. This requires us to look at the equality data which we capture or have access to and to consider the outcome of our community engagement. We need to assess whether our policies and practices show ‘due regard’ for the three aims (see below) of the Public Sector Equality Duty (PSED). The analysis should highlight effects that *increase* equality, *decrease* equality or have *no impact* upon equality across the protected characteristics. Its purpose is not just to paint a picture, but to *identify practical steps* to improve our performance by:

- (a) Eliminating any unlawful discrimination,**
- (b) Advancing equality of opportunity and**
- (c) Fostering good relations between different groups.**

1. Briefly describe the purpose, aims and objectives of the policy/activity: <sup>1</sup>	This document sets out the structure for Policy, Guidance, Procedures and Standard Tests. It identifies the different stages and responsibilities for sign off.
2. Who is the policy/activity aimed at: (communities, staff, partners etc)	This Policy is aimed at all staff
3. Who is responsible for the policy/activity: (Directorate/Department/individual)	All Area Managers, Group Managers and the responsible department is Operational Assurance & the PGP Co-ordinator

1. For ‘policy’: any new and existing policy, strategy, services, functions, work programme, project, practice and activity. This includes decisions about budgets, procurement, commissioning or de-commissioning services, service design and implementation.
2. Socio economic is not a Protected Characteristic under the Equality Act 2010. We will however demonstrate due regard to it because as a risk factor poverty has a significant contributor to inequality indicators. Also when present alongside a PCs or multiple PCs the risk increases exponentially

## Equality Statement

Clearly explain and provide supporting evidence to show how the policy/activity satisfies the three aims of the Public Sector Equality Duty (PSED) and **DOES NOT** cause or have the potential to cause a **NEGATIVE** (detrimental) effect:

### **Eliminating any unlawful discrimination**

The policies, information documents and author guidance sets out the procedure to follow from authoring a policy to Service wide issue, it ensures that there is a consistent approach and also sets out the responsibilities of each role and phase of the process.

A policy requires a current people impact assessment form, and a formal consultation is required

Guidance and procedure documents do not impact on any of the protected characteristics.

### **Advancing equality of opportunity.**

The policies, information documents and author guidance process set out will assist all those who are writing or collating information for future policy, procedure or guidelines, each policy will require a periodic review, standard is 3 years, but this period may be shorter due to the content within the document. The information set out explains the process and allows all users to provide a clear and concise document for the Service to use as its policy, procedure or guidelines.

### **Fostering Good Relations**

The policies, information documents and author guidance procedure brings together a range of users to ensure that there is a balanced approach to the dissemination of information to the Service. It allows for consultation and feedback to a range of users.

There are no negative impacts identified and this will be used as a generic guidance for all Operational documents produced.

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Where the policy/activity **DOES** or has the **POTENTIAL TO** have a **NEGATIVE** (detrimental) effect indicate which of the Protected Characteristics **MUST** be considered:

Describe the <b>NEGATIVE</b> (detrimental) effect and provide supporting evidence for your rationale *	
<b>Age</b>	None
<b>Disability</b>	None
<b>Gender reassignment</b>	None
<b>Marriage or civil partnership</b>	None
<b>Pregnancy or maternity</b>	None
<b>Religion or belief</b>	None
<b>Race</b>	None
<b>Sex</b>	None
<b>Sexual orientation</b>	None
<b>Socio-economic disadvantage 2</b>	None

\* **NOTE:** Where any **NEGATIVE** (detrimental) effects are likely to occur:

- (a) For the policy/activity to continue corrective actions/amendments **MUST** be taken to prevent/minimise unlawful discrimination
- (b) An action plan **MUST** be completed (next section)

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(c) Where a negative (detrimental) effect can not be avoided, continuation of the policy/activity (with or without amendment) **MUST** be justified

## Action plan

This action plan **MUST** accompany the policy/activity and be used continually to assess any negative (detrimental) effects resulting from the delivery of or amendments to the policy/activity based on customer feedback and evaluation.

Negative/detrimental effect	Action needed to prevent/minimise it	By who	By when	Complete (tick)

**All Completed PIA's should be submitted to E&D team for approval.**

**Signed:** \_\_\_\_\_ **(E&D)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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