

Appendix B

Equality Impact Assessment (EqIA) form: the initial impact assessment

1. Process and guidance

The purpose of an EqIA is to make sure that the council is meeting the needs of all our residents by ensuring we consider how different groups of people may be affected by or experience a proposal in different ways. EqIAs help us to meet our [Public Sector Equality Duty](#) and where applicable the [Armed Forces Duty](#)

The council has a two stage EqIA process:

- Stage 1 - the initial impact assessment
- Stage 2 - the full impact assessment.

This form is for use at Stage 1 of the process. This must be completed when undertaking a project, policy change, or service change. It can form part of a business case for change and must be completed and attached to a Project Initiation Document. The findings of the initial impact assessment will determine whether a full impact assessment is needed.

Guidance and tools for council officers can be accessed on the council's Tackling Inequality Together intranet pages.

Date started:	24 February 2023	
Completed by:	Andrew Moulton	
Service:	Governance	
Project or policy EqIA relates to:	Member Parental Leave Policy	
Date EqIA discussed at service team meeting:	N/A	

Conclusion (is a full assessment needed?):	No	
Signed off by (AD):	A Moulton	
Sign off date:	14 March 2023	

2. Summary of the policy, project, or service

This section should be used to summarise the project, policy, or service change (the proposal).

What is the purpose of the proposal, what are the aims and expected outcomes, and how does it relate to service plans and the corporate plan?

To consider the implementation of a parental leave policy for councillors. Improved provision for new parents may contribute towards increasing the diversity of experience, age and background of the Council's elected Members alongside retaining experienced – and particularly female – councillors, alongside making public office more accessible to individuals who might otherwise feel excluded from it.

The policy is designed to give Wokingham Borough Councillors formalised access to parental leave in the case of maternity, paternity, shared parental, parental bereavement or adoption leave. It covers both birth and adoptions.

The objective of the policy is to ensure that, insofar as possible, Elected Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio holder and others in receipt of Special Responsibility Allowances (SRA) during a period of leave taken.

How will the proposal be delivered, what governance arrangements are in place and who are the key internal stakeholders?

Full Council will sign off the policy. The Personnel Board will conduct periodic reviews, and the Monitoring Officer will be responsible for its implementation.

Who will be affected by the proposal? Think about who it is aimed at and who will deliver it.

Wokingham Borough councillors.

3. Data & Protected Characteristics

This section should be used to set out what data you have gathered to support the initial impact assessment.

The table below sets out the equality groups that need to be considered in the impact assessment. These comprise the nine protected characteristics set out in the Equality Act 2010 and other priority areas defined by the council.

Age	Disability	Gender reassignment	Marriage and Civil Partnership	Pregnancy/Maternity
Religious belief	Race	Sex	Sexual Orientation	Socio-economic disadvantage

The Armed Forces Act 2021 also requires consideration of the [impact on Armed Forces Communities](#) when exercising certain housing, education or healthcare functions (excluding social care). Further guidance can be found [here](#).

What data and information will be used to help assess the impact of the proposal on different groups of people? A list of useful resources is available for officers on the Council's Tackling Inequality Together intranet pages.

4. Assessing & Scoring Impact

This section should be used to assess the likely impact on each equality group, consider how significant any impacts could be and explain how the data gathered supports the conclusions made.

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Scoring impact for equality groups	
Positive impact	The proposal promotes equality of opportunity by meeting needs or addressing existing barriers to participation and/or promotes good community relations
Neutral or no impact	The proposal has no impact or no disproportionate impact.
Low negative	The proposal is likely to negatively impact a small number of people, be of short duration and can easily be resolved.
High negative	The proposal is likely to have a significant negative impact on many people or a severe impact on a smaller number of people.

Referring to the Scoring table above, please give an impact score for each group, explain what the likely impact will be, and briefly set out how the data supports this conclusion.

Equality group	Impact score	Impact and supporting data
Age	Positive impact	Improved provision for new parents may contribute towards increasing the diversity of experience and age of the Councils elected members alongside retaining experienced councillors.
Disability	Neutral	
Gender reassignment	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy/Maternity	Positive impact	Improved provision for new parents may contribute towards retaining experienced – and particularly female – councillors
Religious belief	Neutral	
Race	Neutral	
Sex	Positive impact	Improved provision for new parents will contribute towards increasing the diversity of its elected members alongside retaining experienced Councillors, alongside making public office more accessible to individuals who might otherwise feel excluded from it.
Sexual Orientation	Neutral	
Socio-economic disadvantage	Neutral	
Armed Forces Communities	Neutral	

5. Conclusion and next steps.

Based on your findings from your initial impact assessment, you must complete a full impact assessment if you have identified any groups as having a low or high negative impact.

If no impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must include reference to the initial assessment in any associated reports, and it must receive formal approval from the Assistant Director responsible for the project, policy, or service change.



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