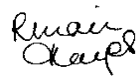


Equality Impact Assessment (EqIA) form: Progress Report

If an officer is undertaking a project, policy change or service change, then an initial impact assessment must be completed and attached alongside the Project initiation document.

EqIA Titular information:

Date:	22/08/2023
Service:	Economy and Housing
Project, policy or service EQIA relates to:	The Climate Emergency Engagement & Communications Plan
Completed by:	Resh Thorpe
Has the EQIA been discussed at services team meeting:	No
Signed off by:	Rhian Hayes, Assistant Director Economy & Housing 
Sign off date:	13/11/2023

23

1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:
<p>In July 2019, Wokingham Borough Council members unanimously declared a climate emergency. The declaration set out the commitment to play as full a role as possible in achieving a carbon neutral borough by 2030.</p> <p>Subsequently, the council published its first Climate Emergency Action Plan (CEAP), establishing 10 key priority areas and over 100 actions to mitigate CO2 emissions and achieve this 2030WBC's aim is to ensure that everyone who lives, works, and studies in Wokingham Borough understands our journey to a carbon neutral future, and is equipped with the knowledge, tools and support required to make their contribution to it and to take ownership individually, as an organisation or as a community and the plan will outline the actions the council will take to address this.</p>

WBC recognises it cannot reach this ambitious 2030 goal alone. Alongside the successful delivery of mitigation and adaptation projects the success of the CEAP requires stakeholders including staff, residents, businesses, schools, Town and Parish Councils, partners and community organisations to engage with the CEAP and minimise their carbon footprint by shifting to more sustainable behaviours.

The Climate Emergency Engagement and Communication Plan will sit alongside the Climate Emergency Action Plan and will be used as a guide to work with stakeholders and share ideas, and to collaborate on communication and engagement initiatives, in a positive and inclusive way. This will be evaluated and reported against priority 9 of the CEAP. This plan will also help us to consider and develop actions, for inclusion in the CEAP, that will have the most impact in shifting behavioural change and lasting benefits for delivering our dream for a carbon neutral Borough by 2030.

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members ect) have/will be consulted and informed about the project or changes:

The Wokingham Borough Council Climate Emergency Team lead on the implementation and update of the CEAP, with cooperation from multiple departments across the council in delivering the actions. The Climate Emergency Engagement & Communications will be a working document update, monitored and evaluated by the Climate Emergency Engagement Officer within the team.

Communication and engagement evaluation is important for allowing us to understand if the actions we have delivered have had the desired impact within the community and our stakeholders. We will aim to evaluate success of our communications and engagement actions by considering:

- **Reach and traffic** - how widely has our message been conveyed.
- **Engagement** - what sort of interaction has transpired as a result of our communications, was our message understood, what stakeholders did we target? Have we managed to engage our hard-to-reach groups?
- **Lessons learned** – was our action and approach successful, what could we do differently next time?

Alongside the evaluation methods outlined above, we will report quarterly progress on our engagement and communications plan against the relevant department service Key Performance Indicators (KPIs) to directors. Progress will be monitored within the communications monitoring group of the CEAP and its Lead Officer to ensure best practice is also being adopted.

In addition, progress on the Climate Engagement Plan will be submitted to the Overview and Scrutiny committee every six months for review.

Outline who are the main beneficiaries of the Project, policy change or service change?

The main beneficiaries of the project are all of the residents and businesses and stakeholders of Wokingham Borough. By delivering this plan and effectively engaging with the community and changing behaviours in a positive way. Our community will feel empowered and invested in the climate issues that we face; consequently, seeing themselves as being part of the solution, not just part of the problem and will help us to work towards achieving our dream to become a Carbon Neutral Borough by 2030.

Outline any associated aims attached to the project, policy change or service change:

WBC's aim is to ensure that everyone who lives, works, and studies in Wokingham Borough understands our journey to a carbon neutral future, and is equipped with the knowledge, tools and support required to make their contribution to it and to take ownership individually, as an organisation or as a community and the plan will outline the actions the council will take to address this.

The Climate Emergency communication and engagement plan will aim to:

1. raise the profile of what we are doing as a Local Authority to reduce emissions against our ten CEAP priorities to help us achieve our carbon neutral dream for 2030.
2. invite dialogue from our stakeholders and allow the community to constructively challenge our CEAP.
3. empower people to take action by supporting and incentivising residents, businesses and the wider community to make sustainable choices and pledges
4. prioritise engagement with under-represented groups who are likely to experience the more immediate effects of climate change.
5. collaborate with partners across the Borough and other local authorities to run communication and engagement initiatives across a wider area.

2. Protected characteristics:

There are 9 protected characteristics as defined by the legislation:

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation

- Pregnancy/Maternity
- Marriage and civil partnership:

To find out more about the protected groups, please consult the EQIA guidance.

3. Initial Impact review:

In the table below, please indicate whether your project, Policy change or service change will have a positive or negative impact on one of the protected characteristics. To assess the level of impact, please assign each group a Positive, No, Low or High impact score:

For information on how to define No, low or high impact, please consult the EQIA guidance document.

If your project is to have a positive impact on one of the protected groups, please outline this in the table below.

For details on what constitutes a positive impact, please consult the EQIA guidance.

Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC’s commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this. Our translator provider can also help our translation provider could mitigate any negative impact of the comms only being in one language.
Gender:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC’s commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this.
Disabilities:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC’s commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this. Our Climate Emergency Action Plan is an accessible document and is available in easy read. Some of our events will be specifically delivered to disability groups such as CLASP to ensure a wider awareness of Climate Emergency. All of the venues that we will run events at will be accessible.
Age:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC’s commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this. Some of our events and communications will also be targeted specifically for younger people and schools to ensure engagement of all ages.

26

Sexual orientation:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC's commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this.
Religion/belief:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC's commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this.
Gender re-assignment:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC's commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this.
Pregnancy and Maternity:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC's commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this.
Marriage and civil partnership:	Positive	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this engagement & communication plan as it demonstrates to the community WBC's commitment to becoming carbon neutral by 2030 and how we need to work together to achieve this.

Based on your findings from your initial impact assessment, you must complete a full impact assessment for any groups you have identified as having a low of 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 report on this initial assessment and it must receive formal approval from the Assistant Director responsible for the project, policy or service change.

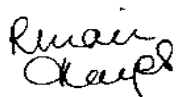
Initial impact assessment approved by:

Date:

Rhian Hayes,

13/11/2023

Assistant Director, Economy & Housing



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