

# **EQUALITY IMPACT ASSESSMENT TEMPLATE AND GUIDANCE**

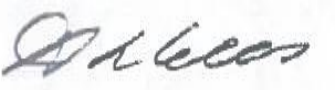
Policy and Intelligence Team



**PLYMOUTH**  
CITY COUNCIL

# EQUALITY IMPACT ASSESMENT TEMPLATE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Emma Crowther, Strategic Commissioning Manager	<b>Department and service:</b>	People Strategic Co-operative Commissioning	<b>Date of assessment:</b>	August 2022
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anna Coles, Service Director of Integrated Commissioning	<b>Signature:</b>		<b>Approval date:</b>	10/08/2022
<b>Overview:</b> Please use this section to provide a concise overview of the proposal being assessed including: <ul style="list-style-type: none"> <li>▪ Aims and objectives (including rationale for decision)</li> <li>▪ Key stakeholders</li> <li>▪ Details of any engagement activities</li> </ul>	<p>Plymouth City Council requires a translation and interpretation service to support the needs of clients working with or contacting the local authority. This is required to meet the needs of a broad range of clients, from Childrens Social Care to Coroners, providing an agile response to written and verbal translation including face to face and virtual means.</p> <p>The current service contract expires in summer 2022 and there is a need to make sure there is a service in place going forward. This Equality Impact Assessment has been prepared to support the procurement and contract award of the new service, including a refresh of the specification and consideration of what needs to be included as part of the service offer.</p>				
<b>Decision required:</b> Within this section, you must be clear on any decision being made and how/when, it will be taken.	This EIA will accompany the Contract Award Report for the translation and interpretation service which will be awarded as a decision by a Council Officer.				

## SECTION TWO: EQUALITY IMPACT ASSESMENT SCREENING TOOL

<b>Potential external impacts:</b>	<b>Yes</b>		<b>No</b>	X
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Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?				
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)	<b>Yes</b>		<b>No</b>	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	<p>The ongoing provision of a translation and interpretation service will support the Council to be able to respond to the broadest possible range of needs for those seeking support from services whether due to their language needs or disability (specifically for those with hearing loss). The service will offer a range of provision, from face to face interpretation, to virtual support and written translation. It will also include the provision of British Sign Language so that there is a consistent offer for staff to be able to draw upon to support citizens requiring support.</p> <p>The performance of the service will be monitored by Strategic Commissioning to understand the range of services being used, including where requests for support have not been able to be fulfilled (for example very specific languages) and work with the provider to ensure that this need is met going forward (with recruitment of more translators to meet our local needs, or ensuring Council teams know how to maximise the service, for example using virtual interpretation tools).</p>			

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<b>Protected characteristics (Equality Act, 2010)</b>	<b>Evidence and information (e.g. data and consultation feedback)</b>	<b>Adverse impact</b>	<b>Mitigation activities</b>	<b>Timescale and responsible department</b>
	<p>Provide examples of the data that you have used to inform your decision. Examples include census data, service feedback, consultation responses and information collected via demographic monitoring etc.</p> <p>The boxes below provide examples of the types of data you may wish to use.</p>	<p>Please use this column to identify where your decision may cause an adverse impact on those with protected characteristics. You can read the EIA Toolkit for guidance on how to make judgement.</p> <p>Where there is no adverse impact, please type 'not applicable'.</p>	<p>Please use this column to detail any mitigation action you plan to take to limit any identified adverse impacts. Where it is not possible to mitigate against an adverse impact you must make this clear. You can read the EIA Toolkit for guidance.</p>	<p>Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.</p>
<b>Age</b>	N/A			
<b>Disability</b>	N/A			
<b>Gender reassignment</b>	N/A			
<b>Marriage and civil partnership</b>	N/A			
<b>Pregnancy and maternity</b>	N/A			
<b>Race</b>	N/A			
<b>Religion or belief</b>	N/A			
<b>Sex</b>	N/A			
<b>Sexual orientation</b>	N/A			

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

<b>Human Rights</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>

<p>If your proposal may impact on the Council's ability to ensure human rights, please specify the relevant article in the boxes below – add more rows if required. Only complete this section if it is relevant to your decision. If it is not relevant, please type 'not applicable'.</p>	<p>Please use this column to identify where your decision may cause a negative impact on the Council's ability to ensure human rights. Where there is no impact, please type 'not applicable'.</p>	<p>Please use this column to detail any mitigation action you plan to take to limit any negative impacts. Where it is not possible to mitigate against a negative impact you must make this clear.</p>	<p>Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.</p>
	N/A		

## SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
	<p>Please use this column to identify where your decision may cause a negative impact on the Council's ability to meet its equality objectives. Where there is no impact, please type 'not applicable'.</p>	<p>Please use this column to detail any mitigation action you plan to take to limit any negative impacts. Where it is not possible to mitigate against a negative impact you must make this clear.</p>	<p>Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.</p>
<p><b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b></p>	N/A		
<p><b>Pay equality for women, and staff with disabilities in our workforce.</b></p>	N/A		
<p><b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b></p>	N/A		
<p><b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b></p>	N/A		

<b>Plymouth is a city where people from different backgrounds get along well.</b>	N/A		