

## Equality Impact Assessment (EIA) Screening

An EIA helps to demonstrate how the Council meets its statutory Public Sector Equality Duty. It requires us to pay “due regard” to the impact of our decisions on people with protected characteristics in setting and implementing policies or developing services.

The law does not mean that no changes can be made, even if they have a negative effect on people. However, we must demonstrate that we have considered the impact that could happen and what steps we have put in place to mitigate against any negative impacts. We can also use an EIA screening as an opportunity to enhance positive impacts.

Please refer to the guidance on MySCC to help you complete this EIA Screening or speak to a member of the EIA Review Group.

### Before this EIA screening is completed, please:

- ensure that you have used the latest EIA screening template on [MySCC](#);
- attend an EIA training session, dates on [MySCC](#);
- consider who is affected by the proposed changes to the service or policy and their protected characteristics, for example, the public and staff;
- consider including some input about the change from those affected by the proposed changes before completion of the EIA. i.e. undertake some co-production with people who will or may be affected by the proposed changes;
- make sure the EIA screening will be considered as part of the decision making process to help demonstrate how the Council meets its statutory Public Sector Equality Duty, i.e. the EIA is finalised and published before decisions are made;
- ensure that the EIA is written in plain English and content is appropriate as it will be published on the Suffolk County Council website. Please do not use any abbreviations and acronyms without explaining them;
- use links to websites, if necessary, for any supporting documents as the EIA will be converted into a pdf and published on its own so no embedded attachments will be visible;
- check that the EIA screening is accessible particularly if tables are included. Once you have completed the template, check the accessibility of the document by clicking on the ‘Review’ tab and then clicking on ‘Check Accessibility’;
- understand that this template includes terminology used in the Equality Act 2010. We appreciate that not everyone is comfortable with the term gender reassignment, but it has been used in this template as we need to reflect what the legislation says. The guidance in that section reflects the spectrum of people who are transgender, non-binary or gender non-conforming who should be considered when completing the EIA.
- consider how you might be able to use the EIA process to increase our understanding of those with protected characteristics in order to improve our decision making in the future. Can this be an opportunity to gather more information and data on people with protected characteristics and understand more about their lived experiences and the impacts that changes to SCC policies, procedures and services may have on them?
- consider planning in a feedback process so that you can determine how accurately the EIA predicted impacts on those with protected characteristics so that you can improve your EIAs in the future.

<b>Name of the proposed service or policy change</b>	Devolution Public Consultation
<b>Lead officer responsible for the policy or service</b>	Andrew St Ledger
<b>Officers carrying out the EIA screening</b> (at least one must have done EIA training, it is recommended that an officer responsible for the policy or service is involved in the screening)	Andrew St Ledger, Head of Communications and Consultation  Julian Brown, Consultation Manager
<b>Is this a new EIA or a revision to a previous one?</b> (If revision, please provide date of previous EIA)	New
<b>Date this EIA screening was completed</b>	11/08/2023

## Part A: Background

### 1. What is the proposed change?

Briefly describe (max. 250 words) the service/policy and the changes that are being proposed:

Suffolk County Council (SCC) is currently considering going through a Devolution process. This would give the council greater powers to make decisions locally and to allow the council to access funding aimed at achieving the additional powers. The EIA is for the corresponding Engagement and consultation that is planned to take place from September 2023 through to March 2024.

The additional powers will focus on:

- Education and Skills Funding
- Environment Policy
- Housing Policy
- Transport Policy

In addition, the council will have a new governance model which will include a directly elected leader.

Consultation will include targeted work for specific groups, detailed further in this document

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### 2. Why are these changes being proposed?

Briefly describe (max. 250 words) the reasons for making these changes:

The Engagement and Consultation is required as part of the Devolution decision making process.

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### 3. What will the effect of the changes be?

Describe what difference the changes will make on people, communities, localities etc.:

The Engagement and Consultation will enable the public and other stakeholders to provide views on the Devolution outcomes.

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#### **4. Has co-production been used to help formulate the proposed changes?**

(i.e. have you involved people with lived experience of the protected characteristics in the development of your proposed service/policy change etc? For example, you might talk to current, recent or potential service users, SCC Staff Networks, Suffolk Parent Carer Forum, Healthwatch.) If so, please provide brief details:

No. The proposal for devolution does not provide an opportunity for co-production. It is a more prescriptive offer and the consultation is to seek views on levels of agreement with this offer and raise awareness of any areas the public has specific issue with thus informing the final model.

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#### **5. Who (job role or group) will make the decision about whether the proposed changes will be implemented, and when will this happen?**

(Please note: this must be after the EIA screening has been published so that the impact on people from each of the Protected Characteristics identified in the EIA is considered as part of the decision making process). Please provide details:

The decision to proceed with the Consultation will be made by the Conservative Cabinet in the new year 2024 .

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#### **6. How will the proposed change be implemented?**

Briefly describe the timescales and process for implementation:

Provisional timeline:

Engagement Phase 8 week – 16<sup>th</sup> October 4<sup>th</sup> December 2023

Consultation Live phase 10 weeks – 8<sup>th</sup> January to 17<sup>th</sup> March 2024. This will include a representative sample survey conducted by IPSOS MORI and an open consultation undertaken by SCC

Moratorium 6 weeks 26<sup>th</sup> March to 2<sup>nd</sup> May 2024

Data reporting phase 15<sup>th</sup> April to 7<sup>th</sup> June 2024.

Responses to the consultation once verified and sense checked will form a report which is used to inform the final decision. This will be made at full council on either the 11<sup>th</sup> July 2024 or 24<sup>th</sup> October 2024.

This process will be closely reviewed by the consultation institute as part of their quality assurance process.

## 7. When is it due to start?

(Planned start of new/revised policy/service). Please provide details:

September 2023 (as soon as the decision to proceed with the Consultation has been granted).

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## 8. Any other relevant details

Additional information that will help to explain your plans; may be left blank:

Cornwall, Norfolk and West Yorkshire have all recently gone through a similar devolution process.

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## 9. Current service users

**What do you know about your current service users by protected characteristics (where this data is available)?**

- If it is not currently available state any plans to collect more information so that you are able to use it in future when it is relevant to do so

Please describe below:

This is a consultation therefore there are no 'current users.

There has not been any previous consultation on this subject. A devolution consultation for Suffolk and Norfolk was run in 2016, but this was for an entirely different set of proposals and geographies and is therefore not comparable.

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## 10. Potential service users and the community

**What do you know about your potential service users and the wider community by protected characteristics (where this data is available)?**

- Who will use the service or be subject to the policy after the change?
- Provide a brief overview of quantitative data (numbers) used and any research undertaken, including customer surveys and focus groups, plus links to reports, local or national data that you have used.

- The [Suffolk Observatory](#) has a prepared EIA profile available at a variety of geographical levels if required.

Please describe below:

The consultation is aimed at Suffolk residents and businesses. It is anticipated that business will be more affected and therefore more likely to respond. This group will therefore be of greater focus than in previous consultations. As of 2022 Suffolk has 31,000 businesses. 90% of these employ under 10 whilst 0.5% have over 250 employees.

Devolution will alter strategic policy rather than directly altering services for the end user. Later work at a more local level will impact users and we would expect further engagement and consultation at that stage. Therefore, the impact on service users at this stage is low, however further EIA's may be required throughout the process if devolution is rolled out.

## **Part B: Impact on people with protected characteristics**

### **Implications for communities/service users/customers impacted by the proposed changes and workforce/staff, where they may be impacted by the proposed changes:**

**Describe how your plans will specifically affect (or not) people from each of the protected characteristics within the boxes below.**

- Any positive or negative impact not specific to any of the protected characteristics should be covered above in answer to the "What will the effect of the changes be?" section (Question 3 above).
- If both service users and staff will be affected, please ensure the impacts on each are listed separately in each box.
- It is possible to have both a positive and negative impact.

### **1. Disability:**

**What is the impact of the proposed service or policy on people with any disability and what evidence do you have?**

- If you do not believe there is any impact briefly describe why not.

The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.

Multiple formats will include: online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample and actively seek to engage with a variety of groups including those with a disability

**Please select whether there is a positive or negative impact**

<ul style="list-style-type: none"> <li>If there is no expected impact, select N/A.</li> <li>It is possible to have both a positive and negative impact.</li> </ul>
Positive impact <input checked="" type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>If there will be a positive or negative impact, please describe what this will look like</b>
<b>Do you expect the extent of the impact to be low, medium or high?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>What could be done to mitigate any negative impact or further promote positive impact?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
N/A

## 2. Age:

<b>What is the impact of the proposed service or policy on people due to their age and what evidence do you have?</b>
<ul style="list-style-type: none"> <li>If you do not believe there is any impact briefly describe why not.</li> </ul>
<p>The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.</p> <p>Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample particularly in respect to age.</p>
<b>Please select whether there is a positive or negative impact</b>
<ul style="list-style-type: none"> <li>If there is no expected impact, select N/A.</li> <li>It is possible to have both a positive and negative impact.</li> </ul>
Positive impact <input type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>If there will be a positive or negative impact, please describe what this will look like</b>
<b>Do you expect the extent of the impact to be low, medium or high?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>What could be done to mitigate any negative impact or further promote positive impact?</b>

- If you expect no impact, put N/A.

N/A

### 3. Sex (gender):

**What is the impact of the proposed service or policy on people due to their sex (gender) and what evidence do you have?**

- If you do not believe there is any impact briefly describe why not.

The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.

Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample particularly in respect of sex (gender).

Certain approaches will see more responses from specific genders. Facebook is known to drive more female responses. We may need to pay for paid promotion here to target male responses.

**Please select whether there is a positive or negative impact**

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

 Positive impact 

 Negative impact 

 N/A 

**If there will be a positive or negative impact, please describe what this will look like**

**Do you expect the extent of the impact to be low, medium or high?**

- If you expect no impact, put N/A.

 Low impact 

 Medium impact 

 High impact 

 N/A 

**What could be done to mitigate any negative impact or further promote positive impact?**

- If you expect no impact, put N/A.

N/A

### 4. Gender reassignment:

**What is the impact of the proposed service or policy on people who are transgender, non-binary or gender non-conforming and what evidence do you have?**

- If you do not believe there is any impact briefly describe why not.

The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of

responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.

Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample.

**Please select whether there is a positive or negative impact**

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

Positive impact

Negative impact

N/A

**If there will be a positive or negative impact, please describe what this will look like**

**Do you expect the extent of the impact to be low, medium or high?**

- If you expect no impact, put N/A.

Low impact

Medium impact

High impact

N/A

**What could be done to mitigate any negative impact or further promote positive impact?**

- If you expect no impact, put N/A.

N/A

## 5. Sexual orientation:

**What is the impact of the proposed service or policy on people due to their sexual orientation and what evidence do you have?**

- If you do not believe there is any impact briefly describe why not.

The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.

Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample including sexual orientation.

**Please select whether there is a positive or negative impact**

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

Positive impact

Negative impact

N/A

**If there will be a positive or negative impact, please describe what this will look like**

**Do you expect the extent of the impact to be low, medium or high?**



<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>What could be done to mitigate any negative impact or further promote positive impact?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
N/A

## 6. Race:

<b>What is the impact of the proposed service or policy on people due to their race and what evidence do you have?</b>
<ul style="list-style-type: none"> <li>If you do not believe there is any impact briefly describe why not.</li> </ul>
<p>The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.</p> <p>Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample including race. This will include the opportunity to provide translation materials based upon recommendations from relevant SCC officers.</p>
<b>Please select whether there is a positive or negative impact</b>
<ul style="list-style-type: none"> <li>If there is no expected impact, select N/A.</li> <li>It is possible to have both a positive and negative impact.</li> </ul>
Positive impact <input type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>If there will be a positive or negative impact, please describe what this will look like</b>
<b>Do you expect the extent of the impact to be low, medium or high?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>What could be done to mitigate any negative impact or further promote positive impact?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
N/A

## 7. Religion or belief:

<b>What is the impact of the proposed service or policy on people due to their religion or belief and what evidence do you have?</b>
<ul style="list-style-type: none"> <li>If you do not believe there is any impact briefly describe why not.</li> </ul>

The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.

Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample including religion or belief.

**Please select whether there is a positive or negative impact**

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

Positive impact

Negative impact

N/A

**If there will be a positive or negative impact, please describe what this will look like**

**Do you expect the extent of the impact to be low, medium or high?**

- If you expect no impact, put N/A.

Low impact

Medium impact

High impact

N/A

**What could be done to mitigate any negative impact or further promote positive impact?**

- If you expect no impact, put N/A.

N/A

## 8. Marriage/civil partnership:

**What is the impact of the proposed service or policy on people who are married or in a civil partnership and what evidence do you have?**

- If you do not believe there is any impact briefly describe why not.

The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.

Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample

**Please select whether there is a positive or negative impact**

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

Positive impact

Negative impact

N/A

**If there will be a positive or negative impact, please describe what this will look like**

<b>Do you expect the extent of the impact to be low, medium or high?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>What could be done to mitigate any negative impact or further promote positive impact?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
N/A

### 9. Pregnancy/maternity:

<b>What is the impact of the proposed service or policy on people who are pregnant or those with a young child and what evidence do you have?</b>
<ul style="list-style-type: none"> <li>If you do not believe there is any impact briefly describe why not.</li> </ul>
<p>The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.</p> <p>Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample</p>
<b>Please select whether there is a positive or negative impact</b>
<ul style="list-style-type: none"> <li>If there is no expected impact, select N/A.</li> <li>It is possible to have both a positive and negative impact.</li> </ul>
Positive impact <input type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>If there will be a positive or negative impact, please describe what this will look like</b>
<b>Do you expect the extent of the impact to be low, medium or high?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>What could be done to mitigate any negative impact or further promote positive impact?</b>
<ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
N/A

## Part C: Assessment of additional impacts relating to rurality and socio-economic disadvantage

In addition to the protected characteristics above, you should consider the impact of living in a rural area as part of this assessment, as well as how a proposed service or policy change might impact on people experiencing socio-economic disadvantage.

These are not characteristics protected by law, but SCC has determined that it is good practice to consider carefully how they may affect people's experience of a policy or service.

## 1. Rurality:

<p>The Rural-Urban definition (DEFRA) introduced in 2004, defines urban areas as settlements of over 10,000 people. Other settlements are defined as one of three rural types: town and fringe, village or hamlet, and dispersed.</p>			
<p><b>What is the impact of the proposed service or policy on people who live in an urban or rural area and what evidence do you have?</b></p> <ul style="list-style-type: none"> <li>If you do not believe there is any impact briefly describe why not.</li> </ul>			
<p>The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.</p> <p>Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample</p>			
<p><b>Please select whether there is a positive or negative impact</b></p> <ul style="list-style-type: none"> <li>If there is no expected impact, select N/A.</li> <li>It is possible to have both a positive and negative impact.</li> </ul>			
Positive impact <input type="checkbox"/>	Negative impact <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
<p><b>If there will be a positive or negative impact, please describe what this will look like</b></p>			
<p><b>Do you expect the extent of the impact to be low, medium or high?</b></p> <ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>			
Low impact <input type="checkbox"/>	Medium impact <input type="checkbox"/>	High impact <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<p><b>What could be done to mitigate any negative impact or further promote positive impact?</b></p> <ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>			
<p>N/A</p>			

## 2. Socio-economic disadvantage:

To enable SCC to tackle poverty in Suffolk it is important that due consideration is given to socio-economic disadvantage when considering changes to services, developing new services, procuring services etc. For instance, complicated or time-consuming application processes can have a negative impact on take-up from people in poor socio-economic situations. In terms of access there can often be barriers to accessing services that are

<p>very specific to people in socio-economic disadvantage which if thought through and overcome can ensure greater take-up.</p>
<p><b>What is the impact of the proposed service or policy on people due to socio-economic disadvantage and what evidence do you have?</b></p> <ul style="list-style-type: none"> <li>If you do not believe there is any impact briefly describe why not.</li> </ul>
<p>The consultation documents will be provided in multiple formats to encourage as broad a response as possible. Demographic data will be collected to demonstrate the range of responses being received. This will be monitored during the live period of the consultation and changes/adaptations made as required.</p> <p>Multiple formats will include, online, phone, hard copy and alternative format including easy read. The IPSOS MORI survey will provide a more representative sample</p>
<p><b>Please select whether there is a positive or negative impact</b></p> <ul style="list-style-type: none"> <li>If there is no expected impact, select N/A.</li> <li>It is possible to have both a positive and negative impact.</li> </ul>
<p>Positive impact <input type="checkbox"/>                      Negative impact <input type="checkbox"/>                      N/A <input checked="" type="checkbox"/></p>
<p><b>If there will be a positive or negative impact, please describe what this will look like</b></p>
<p><b>Do you expect the extent of the impact to be low, medium or high?</b></p> <ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
<p>Low impact <input type="checkbox"/>                      Medium impact <input type="checkbox"/>                      High impact <input type="checkbox"/>                      N/A <input checked="" type="checkbox"/></p>
<p><b>What could be done to mitigate any negative impact or further promote positive impact?</b></p> <ul style="list-style-type: none"> <li>If you expect no impact, put N/A.</li> </ul>
<p>N/A</p>

## Part D: Recommendation to EIA Review Group

In your opinion, should a full EIA\* be carried out for this policy or service change?

Yes                       No

Briefly give your reasoning for this:

This Consultation follows clear guidance around Equality and Diversity. In addition, the entire process is being quality assured by the Consultation Institute to help ensure good practice is followed. As and when more targeted work evolves, these will go through the EIA process.

\*A full EIA involves consultation with all stakeholders, which may include actual and potential service users, community groups, staff and managers, partner agencies and trade unions. For guidance contact the Equality, Diversity and Inclusion Lead [EIA.mailbox@suffolk.gov.uk](mailto:EIA.mailbox@suffolk.gov.uk).