

Equality Impact Assessment Refresh 2023

Plan	Do	Status check	Follow on actions	Responsible	Notes
1			Approved by Deb McKenzie. Key actions to be assigned in implementation plan	Mukesh Barot	
	To approve the refreshed documents with minor changes to the process		1. Once checked, Mukesh to send completed EIA forms to Fahim requesting publication as part of our Public Sector Equality Duty requirement by Mid May latest. 2. Update EIA page within EDI section of the intranet	Mukesh Barot Fahim Ahmed	EDI comms lead briefed on required actions and EIA refreshed documents provided.
			Prepare folder containing comms branded EIAs and supportive report/documents for agreement.	Chris Noakes Phil Tanner	
2	Prepare key documentation to support communications campaign of awareness aimed at building capability across the whole organisation.		Develop guidance material to enhance the quality of EIAs and collate video and other material to add to the EDI EIA page. This can also be used by the comms team to profile the refreshed papers, guidance and support as well as emphasising the importance of conducting efficient and effective EIAs.	Mukesh Barot	Ongoing development of new materials that will increase awareness and improve the quality of consultation and EIA assessments
			Workshops material already developed. A pilot workshop will be held with Directorate EDI leads prior to full roll out. This will include post workshop evaluation. Workshops will then be spread throughout the year recording attendance.	Mukesh Barot	Liaise with Monica and Naa-Anyima to map out workshops planner across the year.
3	Ensure cross directorate commitment via partnering relationships		Confirm via EDI Team and Directorate leads and follow through with EDI Council	Phil Tanner	
4	Consider enhanced scrutiny to ensure due regard has been properly considered		Recommend EIA/Due regard be embedded within ALL directorate EDI plans	EDI Council Team	EDI Due Regard Briefing paper for Directors to ensure scrutiny before sign-off
			Check if EIAs covered in Policy Group TOR and if checkbox included on cover sheet for approvals	Mukesh Barot Jo Harry	Conversation held with Jo (May 2023). TOR may not include EIA