

Change Equality Impact Assessment (EqIA)

Do I need to do an EqIA?

EqIAs should be completed any time a policy/project/process is being introduced or changed that can impact on people, this includes employees, service users, residents, contractors and visitors.

Why should I do an EqIA?

EqIAs are a tool that allows us to consider equality issues in policies and processes of the council ensuring the needs of different groups are also considered. They allow us to identify the actions we need to take to improve outcomes for people who experience discrimination and disadvantage. This ensures we fulfil our commitments under the Equality Act 2010 and the Public Sector Equality Duty and that we can evidence this if requested to do so.

More importantly it reduces or eliminates any actions that could disadvantage people and shows where positive changes have been made. Remember EqIAs are about the positive impacts as well as potential negative ones!

Section 1 guidance

This section is NOT considered through an equality lens, it's a general overview of the project.

- EqIAs should be completed by multiple people. In addition to officers think about key stakeholders and others who can support the process and bring different ideas and perspectives to the discussion. EqIAs are public documents so if an external contact is listed identify them by their job title not their name.
- Make sure to include enough information about your proposal so that someone from outside your service can understand how it will work.
- The first version is 1.0 and minor updates would change the number after the decimal point, major changes the number before.

1. Proposal details	
Name of the policy/project/process being assessed (subsequently referred to as project)	Safety, Security and Access Systems including CCTV
Purpose of project	Replacement of end-of-life CCTV camera estate and video monitoring system (VMS).
Who is the project intended to benefit?	Everyone this will enhance the Authority's cyber security capability.

What outcomes should be achieved?	Updated CCTV estate and modernised video monitoring system (VMS).	
Version of EqIA	V1	
Date this version created	13/02/2025	
Confidential	no	
Directorate	Resources	
Service	ICT	
	Name	Service or organisation
Principal author		ICT

Section 2 Guidance

It's important to consider the range of people who may be impacted by the decision. They should include potential and perceived impacts. E.g., 3,000 residents will receive bigger bins, level of impact low; 500 service users will have their support removed having a high impact on their daily lives.

Service users are anyone who actively engages with our services, beyond those provided to residents. This could include users of our leisure centres, community hubs, social services, or schools.

Partner organisations can include any other groups that interact with us including the voluntary community and social enterprise (VCSE) sector, suppliers, contractors, local businesses, and the NHS.

2. Groups impacted		
Does the project impact upon?		If yes, what is the estimated number impacted and the level of impact this will have on the group (high, medium, low)?
Service users	no	LOW – there are no direct service users of the CCTV estate.
Carers or family of service users	no	LOW – there are no direct service users of the CCTV estate.
Residents	yes	LOW – Improved CCTV, safety and security services across the borough.
Visitors	yes	LOW – Improved CCTV, safety and security services across the borough.
Staff	yes	LOW – Improved security systems in place across our building estate

Partner organisations	yes	Medium – The new system will facilitate better partnership working as direct access to the CCTV system can be granted to law enforcement enabling them to respond to any issues more effectively.
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Section 3 guidance

- Evidence for decisions should be included here and may include both internal (e.g. resident profiles, staff surveys) and external sources (e.g. national statistics, government reports) of data relating to different characteristics including the profile of those impacted and information gathered from engagement. Some useful sources of information can be found on our data store [here](#). If you are planning to undertake a survey or other research you must speak to the research team
[REDACTED]
- Engagement is an important part of the decision-making process any engagement should be listed and if no engagement has occurred the reason why. Engagement can be internal or external, depending on the decision being taken and can include engagement undertaken that was not directly related to the project. If sufficient other sources of data and information are available engagement may not be needed. If knew engagement is going to be undertaken you must speak to the engagement team [REDACTED]
- If there is information that could impact on/or be useful that you don't have please note it and the reason why. E.g. numbers effected are not yet known as the data is due to be released next month.

3. Evidence gathering and engagement		
	Internal evidence	External evidence
What evidence has been used for this assessment?	Review of current NTC environment and proposed solution	
Have you carried out any engagement in relation to this proposal?	yes	
If yes of what kind and with whom? If no, why not?	Engagement with service managers, staff and CCTV working group.	

Is there any information you don't have?	no	
If yes, why is this information not available?		

Section 4 guidance

Potential positive or negative impacts need to be considered for a range of different characteristics across all the groups highlighted in section 2. The solutions or mitigations that have or will be put in place to reduce or remove the potential negative impact, or enhance the potential positive impact, are not included here, they are included in section 6 and 7.

The impact of the proposal should be assessed under each aim of the Equality Act. Therefore, you must ensure that the proposal:

- Does not discriminate [unlawfully](#)
- Considers how the proposal might better equality of opportunity
- Considers whether the policy will affect good relations between different groups

- [Age](#) relates to all ages not just young and old.
- [Disability](#) includes those with visual, audio (including BSL speakers and hard of hearing), mobility, physical, mental health issues, learning, multiple and unseen disabilities.
- [Gender reassignment](#) includes trans, non-binary and those people who do not identify with or reject gender labels.
- [Marriage & civil partnership](#) only relates to employment and does not relate to single, co-habiting, widowed or divorced people.
- [Pregnancy & Maternity](#) protection in employment lasts until maternity leave ends and non-employment related protection lasts for 26 weeks after giving birth, after this time protection can be offered under sex.
- [Race](#) includes a person's nationality, skin colour, language, culture and geographic origin.
- [Religion or belief](#) includes those with no religion or belief.
- [Sex](#) relates to male or female and is different to gender.
- [Sexual Orientation](#) e.g. gay, lesbian, bisexual and straight people.
- [Intersectionality](#) relates to things that will have an impact due to a combination of two or more of these characteristics.

- **Carers** are not legally protected in their own right but are protected in relation to their role in supporting someone with a disability. When referring to carers we are discussing people who care for someone with a disability, not those with caring responsibilities for children.
- **Socio-economic disadvantage** is not a legally protected characteristic; however, we consider it, with the aim of reducing negative outcomes for people who are in socio-economic disadvantage.
- Digital exclusion. It's important to consider those who may be digitally excluded across a number of protected characteristics this could include for socio-economic reasons, because of a disability, or be related to age.

Restructures

When conducting an EqIA as part of a restructure or when employees are at risk of redundancy: Think about the implications for employees (both those directly and indirectly affected) and customers; Think about your responsibility to ensure reasonable adjustments are made for people with disabilities; Ensure the impact assessment of the redundancy policy and any selection criteria are reviewed; Assess and explain the composition of areas included in a restructure – to identify whether certain groups will be disproportionately affected and what alternative options are available.

4. Impact on groups with different characteristics			
Legally protected characteristics	Potential positive impact identified	Potential negative impact identified	Description of the potential impact and evidence used in the assessment (mitigations are not included here)
Age	no	no	N/A
Disability	no	no	N/A
Gender reassignment	no	no	N/A
Marriage & civil partnership	no	no	N/A
Pregnancy & maternity	no	no	N/A
Race	no	no	N/A
Religion or belief	no	no	N/A
Sex	no	no	N/A
Sexual orientation	no	no	N/A
Intersectionality	no	no	N/A
Non-legally protected characteristic			

Carers	no	no	N/A
Socio-economic disadvantage	no	no	N/A

Section 5 guidance

Under the equality Act 2010 public sector bodies, such as the council, have extra duties.

- We should **eliminate unlawful discrimination, victimisation and harassment** e.g. through removing less favourable treatment for particular groups; stopping indirect discrimination; preventing unlawful harassment or victimisation; ending discrimination arising from disability; building in reasonable adjustments where these may be needed.
- We should **advance equality of opportunity** e.g. through removing or minimising disadvantage; meeting the needs of different groups; ensuring equal access; encouraging increased participation of particular groups; taking account of the needs of people with disabilities.
- We should **foster good relations** e.g. through tackling prejudice; addressing the potential for any resentment or perception of more favourable treatment among other communities and groups; promoting understanding.

5. Achievement of the Authority's public sector equality duty		
Will the proposal contribute to any of the following?		If yes, how?
Eliminate unlawful discrimination, victimisation and harassment	yes	Improved safety, security and public protection across the borough.
Advance equality of opportunity between people who share a protected characteristic and those who do not	no	
Foster good relations between people who share a protected characteristic and those who do not	no	

Section 6 guidance

Include each negative impact identified in section 4.

Mitigation may include modifying or introducing new recommendations/practices. Further engagement or research may be required.

Note any limitations in mitigation. Explanation of why the impact cannot be removed or reduced or the alternative option pursued.

6. Negative impacts		
Potential negative impact	Can it be reduced or removed?	If yes how? If no, why not and what alternative options were considered and not pursued?
Employees needing to learn potentially new ways of working.	yes- reduced	A demo environment will be set up ahead of implementation so that staff can familiarise themselves with the new system and also a space where full training can be provided.

Section 7 guidance

- Actions to gather evidence should be appropriate and proportionate. Additional evidence may be gathered following implementation, during monitoring and review of the proposal.
- The impact of your proposal could be measured in a number of ways such as an improvement in performance, e.g., from X percent to X percent; increase in the number of people participating or getting involved; new people participating from certain groups; customer and staff feedback – comments from surveys, or informal feedback, ideally accompanied by equality monitoring to allow the results to be broken down.

7. Action plan				
Actions to gather evidence or information to improve NTC's understanding of the potential impacts on people with protected characteristics and how best to respond to them	Responsible officer name	Responsible officer service area	Target completion date	Action completed
N/A	N/A	N/A	Calendar	Choose an item.
Actions already in place to remove or reduce	Responsible officer name	Responsible officer service area	Impact	

potential negative impacts					
All actions in place, as no potential negative impact to people			Digital Services	remove	
Actions that will be taken to remove or reduce potential negative impacts	Responsible officer name	Responsible officer service area	Impact	Target completion date	Action completed
Demo Environment to be set up and training arranged		Digital Services	reduce	31/05/2025	in progress
Actions that will be taken to make the most of any potential positive impact	Responsible officer name	Responsible officer service area		Target completion date	Action completed
Demo Environment to be set up and training arranged		Digital Services		reduce	31/05/2025
Actions that will be taken to monitor the equality impact of this proposal once it is implemented	Responsible officer name	Responsible officer service area		Target completion date	Action completed
Ongoing review		CCTV		31/12/2025	in progress
Date review of EqIA to be completed	Responsible officer name	Responsible officer service area			
31/12/2024		Digital Services			

Section 8 guidance

When deciding the outcome of the EqIA justification must be given. If the **proposal is robust** the evidence must show there is no negative impact on the organisation's ability to meet the aims of the 2010 Equality Act:

- no potential for unlawful discrimination
- all opportunities to advance equality of opportunity have been taken

- all opportunities to foster good relations have been taken
- plans are in place to monitor and review the equality impacts of the proposal during implementation.

If **amendments** need to be made these may include:

- removing or changing the aspect of the policy that creates a negative or unwanted impact.
- introducing additional measures to reduce or mitigate any potential negative impact.
- identifying alternative options to deliver aspects of the proposal

The impact of any changes must be fully understood and assessed to ensure that they do not have unintended consequences and can achieve the expected results.

A proposal should **not be pursued** if there are adverse effects that are not justified and cannot be mitigated. Alternative proposals may be developed and consulted upon.

8. Outcome of EqIA	
Outcome	Please explain and evidence why you have reached this conclusion:
The proposal is robust, no major change is required	Little to no impact on people as part of this project

Section 9 Guidance

To be completed by the Corporate Equality Group member for your service, their name can be found [here](#).

If the assessment is agreed, please send the document to Director for sign off. If you disagree return to author for reconsideration.

9. Corporate Equality Group member approval	
Do you agree or disagree with this assessment?	Agree
If disagree, please explain why?	
Name of Corporate Equality Group member	
Date	14/02/2025

Section 10 guidance

To be completed by Director/Head of Service.

10. Director/ Head of Service approval	
Do you agree or disagree with this assessment?	Agree
If disagree, please explain why?	
Name of Director/Head of Service	
Date	17/02/2025

Please return the document to the Author and Corporate Equality Group Member.

Additional guidance

Age – Age discrimination does not extend to people aged under 18, but they are covered by the aims to ‘advance equality of opportunity’ and ‘foster good relations’. Think about the potential impact of:

- how perceptions of older and younger people can be influenced by stereotypes which may impact on our behaviours and decision making towards them
- older people being less likely to have access to/use the internet and social media

Disability – Think about:

- people with different disabilities
- the conscious and unconscious bias employees and customers with disabilities can experience due to stereotypes
- discrimination or harassment that can be experienced by employees and customers with disabilities
- accessible communication methods e.g. BSL videos at key places on our website, opportunities to make information available in alternative formats, ensuring uploaded documents are compatible with screen readers

- physical accessibility – ensuring rooms and buildings are accessible and that accessibility information is always up to date and easily available
- the limitations and enabling capabilities of our ICT systems (including telephones and website) so that no employees or customers are disadvantaged and our systems are used to advance equality, diversity and inclusion as far as possible
- the application of policy – what adjustments need to be made to the implementation of attendance policies, etc.
- how we can build on the council's disability confident status and support the recruitment and retention of employees with disabilities
- event planning – accessibility; joining instructions; communication and dietary requirements, the diversity of participants and speakers
- any barriers employees with disabilities could experience to participating in, and engaging with any change processes including restructuring and redundancy
- ensuring that disability related absence is recorded and that selection criteria for redundancy do not take it into consideration
- what action you can and cannot take in terms of positive discrimination.

Gender reassignment – Do not think of trans as an aspect of either the 'sex' or 'sexual orientation' protected characteristics. Think about:

- how cis colleagues (those who continue to identify as the gender they were assigned at birth) can support colleagues who are thinking about transitioning, are transitioning or have transitioned (e.g. identify as a different gender to the one they were assigned at birth)
- ensuring employees who are transitioning are supported in attending relevant appointments and in what and how information is communicated to colleagues
- the conscious and unconscious bias trans employees and customers can experience due to stereotypes and cis privilege
- discrimination or harassment that can be experienced by trans employees and customers
- whether it is necessary to collect 'title' information
- asking customers how they want to be addressed and which gender or gender neutral pronouns should be used

Pregnancy and maternity – Think about the potential impact of:

- any barriers employees on maternity or adoption leave could experience to participating in, and engaging with any changes processes including restructuring and redundancy
- the provision of spaces and facilities for use for breast feeding.

Race – Think about the impact of:

- the conscious and unconscious bias employees and customers from ethnic minorities can experience due to stereotypes and white privilege
- discrimination or harassment that can be experienced by employees and customers from ethnic minorities
- under representation of ethnic minority employees in the workplace and in senior roles
- diversity within the characteristic of race in terms of language, culture, lived experience etc
- the language needs of some customers from ethnic minorities

Religion or belief – Think about:

- dietary requirements
- prayer spaces
- the impact of religious observance – remembering that many UK holiday periods are based on the Christian calendar
- lived experience

Sex – Do not confuse ‘sex’ with ‘gender identity’. Gender identity is considered under ‘gender recognition’. Sex is male or female only. Think about the potential impact of:

- the conscious and unconscious bias females and males can experience due to stereotypes
- occupational segregation on opportunity and income
- part time working on the careers of female employees
- caring responsibilities on employee’s careers
- the menopause on female employee’s wellbeing and performance

Sexual orientation – Think about the impact of:

- The conscious and unconscious bias gay employees and customers can experience due to stereotypes
- discrimination or harassment experienced by gay employees and customers

Marriage and civil partnership status – This characteristic does not include single, co-habiting, widowed or divorced people. It only relates to eliminating unlawful discrimination in employment.

Intersectionality – relates to things that will have an impact due to a combination of two or more of these characteristics. e.g. shutting a service that would impact only on women of a particular religion, but would not impact on women more generally or men of that religion.

Carers – are not legally protected in their own right but are protected in relation to their role in supporting someone with a disability through the discrimination by association part of the equality act. Supporting carers is also part of the Our North Tyneside priorities. If a decision impacts on people with disabilities, then there is a reasonable chance carers will also be impacted. When referring to carers we are discussing people who care for someone with a disability, not those with caring responsibilities for children.

Socio-economic disadvantage – is not a legally protected characteristic. A socio-economic duty was included in the Equality Act but was not enacted into law. However, whilst recognising that the legally protected characteristics take precedence, we consider socio-economic disadvantage as part of the EqIA process at North Tyneside Council. Our aim is to show how we are seeking to reduce negative outcomes for people who are in socio-economic disadvantage. Some things to consider around socio-economic disadvantage include:

- Are there additional costs to residents/service users of the proposals – can these be mitigated against for people in socio-economic disadvantage?
- Do the proposals require digital access to engage with, which people in socio-economic disadvantage are less likely to have access to – how can these be reduced or removed?.