

Equality Impact Assessment (EqIA)

Deciding what needs to be assessed

In theory all policies, decisions, services, projects and programmes should be impact assessed. The most practical approach is to assess as the proposal is being developed or as processes, services and policies come up for review making the EQIA part of the development process. Do not be put off by the list below, it does not mean that long and detailed assessments are required every time you are engaged in one of the activities. However, it does mean that you should always consider the equalities implications of your proposals.

Policy

- New policy development
- Substantial revision of an existing policy or process
- Any change which may have a disproportionate impact on a particular group

Decision

- Key decision
- Decision for management board/cabinet
- Budget change decision

Service

- New service
- Service review, including the decommissioning of services
- Any service change which may have a disproportionate impact on a particular group

Projects and programmes

- All, at planning stage

Further information: [Equality Impact Assessments - a user's guide](#)

Section one

No.	Question	Response
1.1	Name of policy/decision/service/project/programme being assessed	Household Support Fund April 2025/26
1.2	Summary of aims and objectives of the policy/decision/service/project/programme	<p>Central Government is allocating funds to Local Authorities to help vulnerable households through the financial year 2025/26. The report recommends how Swindon's allocation should be utilised.</p> <p>Discussions with other officers from other Council Departments to discuss their requirements to help vulnerable residents have been undertaken and their suggested allocation will now be taken to the Lead and Shadow Councillors.</p>
1.3	Who is affected by the policy/decision/service/project/programme? (For example, employees/service users/supplier/contractor)	A number of Council Departments will be involved in implementing the Services as described in the proposal. This will be a positive benefit to many low income households in the community.
1.4	What involvement and consultation has been done in relation to this proposal? (For example, with relevant groups and stakeholders)	<p>A meeting of officers to discuss the proposal has been held and the 'draft' outcomes will be passed to the Councillors.</p> <p>We will work closely with local partners in the welfare arena so that they are supportive of our approach.</p>

1.5	What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The numbers and types of households supported will be monitored throughout the period and at the end. Work will be undertaken if certain types of households are not accessing the support.
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Section two – protected characteristics

Protected characteristic group	Is there a potential for positive or negative impact? Is the impact neutral?	Please explain and give examples of any evidence/data used	Action to address negative impact (for example, adjustment to the proposal)
Disability	Positive	Households where individuals have disabilities may have lower incomes and if so are likely to benefit from support for energy costs. Individuals will also be able to apply for support and assisted by Customer Services if unable to complete forms themselves. Our professional referral route allows for us to identify those with greater vulnerability or facing greater challenges.	
Gender reassignment	None		
Marriage or civil partnership	None		

Pregnancy and maternity	If income has been impacted the scheme may be able help – Positive Impact.	The formula feed project assists low income mothers with new children. Application and Professional Referral process available for those who need help.	N/A
Race	People whose first language is not English may need help applying.		The proposals If agreed assign resources to help with information, advice and communication will help to reach households that can be difficult to reach, so this is a positive impact
Religion or belief	None		
Sexual orientation	None		
Sex (gender)	None		
Age	Positive	Low income Pensioners household will be support with help for energy costs.	
Children in care and care leavers	Work with the Care Leavers Team will help identify where help is needed.		The proposals if agreed have assigned resources to help with information, advice and communication and can fulfil this role. So this is a positive impact

Section three – evaluation

No.	Question	Explanation/justification
3.1	Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	None identified

No.	Final Decision	Tick the relevant box	Include any explanation / justification required
1	No barriers identified, therefore activity will proceed	Yes	
2	Stop at some point because the data shows bias towards one or more groups		
3	Adapt or change the event in a way which you think will eliminate the bias		
4	Barriers and impact have been identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (for example, in extreme cases or where positive action is taken). Therefore, proceed with caution with this knowing that it may favour some people less than others, providing justification for this decision		

Section four – record keeping

Question	Response
Will this EqIA be published* (*EqIA's should be published alongside relevant event paperwork including cabinet papers):	Yes
Date completed	25/3/2025
Review date (if applicable)	

Change log

Name	Date	Version	Change made

Responsibilities

Question	Response	Date completed
Name of person leading this EqIA	Andy Stevens	25/3/2025

Question	Response
Names and roles of people involved in the consideration of impact	David Miles - Public Health Practitioner - Affordable Warmth

Question	Response	Date signed
Name of Director signing EqIA	Helena Robinson	