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**	Decision to publish the statutory Swindon Early Years and Childcare Sufficiency Assessment 2025
1.2	**Summary of aims and objectives of the policy/decision/service/ project/programme**	Local authorities should report annually to elected council members on how they are meeting their duty to secure sufficient childcare. This report should be made available and accessible to parents.
1.3	**Who is affected by the policy/decision/service/ project/programme?** (For example, employees/service users/supplier/contractor)	Parents, children, Swindon Borough Council, Early Years Providers and all stakeholders will be better informed as a result of publishing this statutory report.
1.4	**What involvement and consultation has been done in relation to this proposal?** (For example, with relevant groups and stakeholders)	All Early Years and Childcare providers complete a Sufficiency Task 3 times per year and a Provider Survey once per year. The data from both has supported the production of this report in addition to data already held by the Local Authority. Children Services Leadership Team, Finance Team, Legal Team and linked Cabinet Member have all been consulted.
1.5	**What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?**	The impact of the publication of this assessment upon Early Years and Childcare providers will be monitored through our Provider Forum, our Early Years Entitlements Group, and our Early Years Networks. The impact on sufficiency of places for children will be monitored through the Sufficiency Task 3 times per year and the annual Provider survey. The impact upon parents will be monitored

	by our Parent Engagement team through their interactions with parents and though a parent survey.

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	Neutral	We do not expect this proposal to adversely impact this group	N/A
Gender reassignment	Neutral	We do not expect this proposal to adversely impact this group	N/A
Marriage or civil partnership	Neutral	We do not expect this proposal to adversely impact this group	N/A
Pregnancy and maternity	Neutral	We do not expect this proposal to adversely impact this group	N/A
Race	Neutral	We do not expect this proposal to adversely impact this group	N/A
Religion or belief	Neutral	We do not expect this proposal to adversely impact this group	N/A
Sexual orientation	Neutral	We do not expect this proposal to adversely impact this group	N/A
Sex (gender)	Neutral	We do not expect this proposal to adversely impact this group	N/A

Age	Neutral	We do not expect this proposal to adversely impact this group	N/A
Children in care and care leavers	Positive	Any additional places created will benefit this group.	

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?**	No, the publication will highlight the variances in access to high-quality Early Years and Childcare places across Swindon Borough which is positive.

No.	Final Decision	Tick the relevant box	Include any explanation / justification required
1	No barriers identified, therefore activity will proceed	√	We do not expect this proposal to adversely impact any groups, rather the statutory publication of the sufficiency assessment is positive for all groups.
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/not required
Date completed	29.04.2025
Review date (if applicable)	

Change log

Name	Date	Version	Change made

Responsibilities

Question	Response	Date completed
Name of person leading this EqIA	Sally Clarke – Early Years and Childcare Sufficiency and Funding Lead	29.04.2025

Question	Response
Names and roles of people involved in the consideration of impact	Emma O Neill Early Years and Childcare Quality Development and Inclusion Lead

Question	Response	Date signed
Name of Director signing EqIA		