



# Equality Impact Assessment (EIA) Form

## 1. Service Area/Directorate

Name of Head of Service for activity being assessed: Emily Lowe, Head of Communities

Directorate: Community Wellbeing

Name of lead person for this activity: Zoe Clifford, Director of Public Health

Individual(s) completing this assessment: Emily Lowe

Date assessment completed: 16/01/2026

## 2. What is being assessed

Activity being assessed (eg. policy, procedure, budget, service redesign, strategy etc.)

Talk Community service restructure and staffing savings proposal

What is the aim, purpose, or intended outcome of this activity?

To deliver required budget savings while maintaining a viable, prevention-focused community service aligned to the Talk Community Strategy.

Who will be affected by the development and implementation of this activity?

<input checked="" type="checkbox"/> Service users	<input type="checkbox"/> Visitors to the county
<input checked="" type="checkbox"/> Communities	<input type="checkbox"/> Carers
<input checked="" type="checkbox"/> Children	<input type="checkbox"/> Patients
<input checked="" type="checkbox"/> All staff	<input type="checkbox"/> All part-time staff
<input checked="" type="checkbox"/> Staff at a particular location	<input checked="" type="checkbox"/> Other: VCSE groups

Is this:

Review of an existing activity/policy  
 New activity/policy  
 Planning to withdraw or reduce a service, activity or presence?

## 3. Background information and findings

What information and evidence have you reviewed to help inform this assessment? (name your sources, eg. demographic information, usage data, Census data, feedback, complaints, audits, research)

Talk Community Strategy 2024–27, internal service usage and engagement data; workforce and service delivery information; local demographic and needs evidence (including JSNA); and ongoing feedback and intelligence from community and voluntary sector engagement.

Summary of engagement or consultation undertaken (eg. who you've engaged with, and how, or why do you believe this is not required)

This EIA is being undertaken in advance of formal staff consultation and prior to any final decisions being made.

Summary of relevant findings (it is possible that you will have gaps in your evidence. You must decide whether you need to fill in the gaps now, and if it is feasible to do so. It might be that collecting robust information forms part of your action plan below)

As the proposals are subject to formal consultation, detailed equality impacts cannot yet be fully evidenced and will be informed by consultation feedback

## 4. The Public Sector Equality Duty

Will this activity have a positive, neutral or negative impact on our duty to:

Equality Duty	Positive	Neutral	Negative
Eliminate unlawful discrimination, harassment, victimisation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advance equality of opportunity between different groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Foster good relations between different groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your rationale here, and include any ways in which you could strengthen the capacity of this activity to promote equality (remember to add anything relevant into your action planning below)

The proposals do not intentionally discriminate and will be implemented through fair and transparent consultation and HR processes. There is potential sensitivity for staff and communities which could affect perceptions and relationships if not well managed. This will be mitigated through meaningful consultation, clear communication, and engagement with trade unions and stakeholders.

## 5. The impact of this activity

Consider the potential impact of this activity on each of the equality groups outlined below and explain your rationale.

Please note it is possible for the potential impact to be both positive and negative within the same equality group.

Remember to consider the impact on staff and service users (current and potential) and partner organisations. It may be useful to include data within these sections if you know the diversity make-up of the people likely to be affected.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Rationale
<b>Age</b> (include safeguarding, consent and child welfare)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Older people, children and young families may be indirectly affected if community capacity is reduced. Mitigated by prioritising highest-need groups.
<b>Disability</b> (consider attitudinal, physical, financial and social barriers, neuro-diversity, learning disability, physical and sensory impairment)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.
<b>Gender Reassignment</b> (include gender identity, and consider privacy of data and harassment)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.
<b>Marriage &amp; Civil Partnerships</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.
<b>Pregnancy &amp; Maternity</b> (consider working arrangements, part-time working, infant caring responsibilities)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.
<b>Race</b> (including Travelling Communities and people of other nationalities)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.
<b>Religion &amp; Belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.
<b>Sex</b> (consider issues of safety, sexual violence, part-time work, and single-sex provision – especially in light of the legal definition of “sex”)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific differential impact identified at this stage.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Rationale
<b>Others: carers, care leavers, homeless, social/ economic deprivation</b> (consider shift-patterns, caring responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	People experiencing deprivation may rely more heavily on prevention services. Mitigated through prioritisation and targeted delivery.
<b>Health Inequalities</b> (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from unequal distribution of social, environmental & economic conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reduced capacity may affect preventative work addressing health inequalities. Mitigated through prioritisation and targeted delivery.

Where a negative impact on any of the equality groups is realised after the implementation of the activity, the activity lead will seek to minimise the impact and carry out a full review of this EIA.

## 6. Action planning

What actions will you take as a result of this impact assessment? (you will need to include actions to mitigate any potential negative impacts)

Potential negative impact	What action will be taken	Who will lead	Timeframe
Unintended equality impacts on staff arising from proposed restructure	Undertake formal consultation in line with the process and review equality impacts as part of decision-making	HOS/ HR	During consultation
Reduced service capacity affecting communities experiencing inequality	Prioritise needs-led delivery and review service impacts following implementation	HOS	Post implementation
Equality impacts not fully evidenced at pre-consultation stage	Update this EIA using consultation feedback and any additional evidence gathered	HOS	Post consultation

## 7. Monitoring and review

How will you monitor these actions?

Actions will be monitored through the formal consultation process, feedback from staff and trade unions, HR oversight of Management of Change processes, and ongoing service performance and delivery monitoring following implementation.

When will you review this EIA?

Following the conclusion of the consultation and updated as necessary prior to implementation, with a further review post-implementation to assess any realised equality impacts.

## 8. Equality Statement

- All public bodies have a statutory duty under the Equality Act 2010 to give due regard to how they can improve society and promote equality in every aspect of their day-to-day business. This means that they must consider, and keep reviewing, how they are promoting equality in decision-making, policies, services, procurement, staff recruitment and management.
- Herefordshire Council will challenge discrimination, promote equality, respect human rights, and design and implement services, policies and measures that meet the diverse needs of our population, ensuring that none are placed at a disadvantage over others.

Signature of person completing EIA

A handwritten signature in black ink, appearing to read 'Jane', is placed within a rectangular box.

Date signed

16/01/2026

**9. Make this EIA available (and delete this section)**

- Attach your EIA as an appendix to any decision reports so that decision-makers have all the equality data they need in order to make robust and fair decisions.
- Upload your EIA to the shared Teams site: [Equality Impact Assessment | General | Microsoft Teams](#)
- Staff, trade unions, service users or members of the public may want to see this EIA, so it must be published on our website along with the decision report.