

Equality Impact Analysis Template

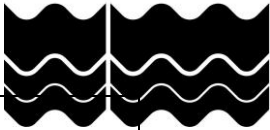
Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service, or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users¹.

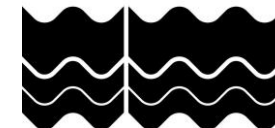
EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people². EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010³.

This template sets out the steps you need to take to complete an EqIA for your project. Guidance for sections is in the end-notes. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

Title of Project/Service/Policy⁴	Notice of Motion – Bishopstone Junction, Seaford
Team/Department⁵	Major Projects & Growth
Directorate	Communities, Economy and Transport
Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope⁶	<p>A Lead Member report has been developed in response to the following Notice of Motion from Councillors Lambert and MacCleary requesting:</p> <ul style="list-style-type: none"> • temporary traffic lights at the Bishopstone junction to assess the effectiveness of this as a traffic management solution. The County Council is reminded that, despite initial resistance from the local authority, temporary traffic lights have worked well at Exceat and have been well received by residents; • a safe route for pedestrians and cyclists over the A259 at Bishopstone by bidding for funding for a footbridge using the £750k still in the County Council's Active Travel Fund; and



	<p>The County Council’s recommendation is not to support the two elements of the Notice of Motion, for the reasons set out in the Lead Member Report to be presented in June 2023.</p>
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Initial assessment of whether your project requires an EqlA

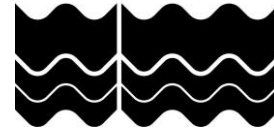
When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	x		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?	x		
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	x		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		x	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents ?		x	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		x	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?	x		

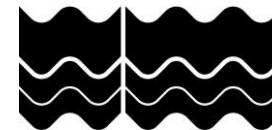
If you have answered "YES" or "DON'T KNOW" to any of the questions above, then the completion of an EqlA is necessary.



The need for an EqlA will depend on:

- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk
	x	



1. Update on previous EqlAs and outcomes of previous actions (if applicable)⁷

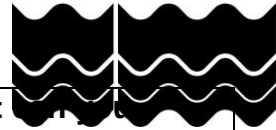
What actions did you plan last time? (List them from the previous EqlA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action Plan below)
This is the first EqlA undertaken for the report addressing the Notice of Motion for Bishopstone Junction		



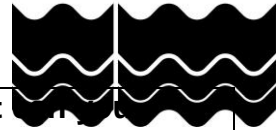
2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

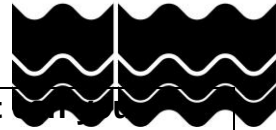
Protected characteristics groups under the Equality Act 2010	<p>What do you know⁸?</p> <p>Summary of data about your service-users and/or staff</p>	<p>What do people tell you⁹?</p> <p>Summary of service-user and/or staff feedback</p>	<p>What does this mean¹⁰?</p> <p>Impacts identified from data and feedback (actual and potential)</p>	<p>What can you do¹¹?</p> <p>All potential actions to:</p> <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations																																																	
Age ¹²	<table><tr><th>Age</th><th>All people</th><th>Percent aged 0-15</th><th>Percent aged 16-29</th><th>Percent aged 30-44</th><th>Percent aged 45-64</th><th>Percent aged 65+</th></tr><tr><td>Geography</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>England</td><td>56,550,138</td><td>19.2</td><td>17.2</td><td>19.5</td><td>25.6</td><td>18.5</td></tr><tr><td>South East</td><td>9,217,265</td><td>19.3</td><td>16.0</td><td>18.6</td><td>26.5</td><td>19.7</td></tr><tr><td>East Sussex</td><td>558,852</td><td>16.9</td><td>13.4</td><td>15.6</td><td>28.0</td><td>26.1</td></tr><tr><td>Lewes</td><td>103,525</td><td>17.0</td><td>13.2</td><td>15.8</td><td>28.0</td><td>26.0</td></tr><tr><td>Seaford West</td><td>4,706</td><td>10.6</td><td>10.5</td><td>10.6</td><td>28.6</td><td>36.0</td></tr></table> <p>Source: Mid-2020 Population estimates (MYE), Office for National Statistics</p> <p>From the above data, Seaford West has a higher proportion of older people (65+) and a lower proportion of younger people (0-15) when compared to the Lewes, East Sussex and England average, Seaford West has higher proportion of older people and lower proportion of younger people. There is no information available on visitors.</p> <p>Older people (65+) are potentially more sensitive to the changes proposed.</p>	Age	All people	Percent aged 0-15	Percent aged 16-29	Percent aged 30-44	Percent aged 45-64	Percent aged 65+	Geography							England	56,550,138	19.2	17.2	19.5	25.6	18.5	South East	9,217,265	19.3	16.0	18.6	26.5	19.7	East Sussex	558,852	16.9	13.4	15.6	28.0	26.1	Lewes	103,525	17.0	13.2	15.8	28.0	26.0	Seaford West	4,706	10.6	10.5	10.6	28.6	36.0	<p>Feedback from East Sussex County Council officers indicates that a footbridge might be advantageous for older people who can take longer to cross the road.</p>	<p>Providing a method for pedestrians/people who cycle to cross safely over the A259 in the Bishopstone area may increase the accessibility of the area for older and younger people who travel by foot or cycle.</p> <p>Providing a footbridge to cross the A259 may mean that older people will have a safer route to cross the road on foot.</p>	<p>As outlined in the report the A259 MRN study is considering including pedestrian/cycle signalised crossing points in the Bishopstone area as part of the strategic outline business case, which may provide the most accessible crossing type for older and young people.</p>
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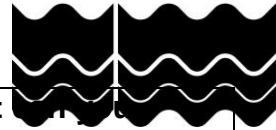
Protected characteristics groups under the Equality Act 2010	What do you know ⁸ ? Summary of data about your service-users and/or staff	What do people tell you ⁹ ? Summary of service-user and/or staff feedback	What does this mean ¹⁰ ? Impacts identified from data and feedback (actual and potential)	What do ¹¹ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			<p>However, footbridges may also provide a longer route for pedestrians to cross the road.</p> <p>Whilst an at road level pedestrian and cycle crossing point may provide a more effective and accessible solution for those who are older or younger to cross the road safely.</p>	<p>As part of the A259 MRN study, stakeholder engagement with key stakeholder groups including stakeholders that represent all residents of all ages has been undertaken throughout the study and is being incorporated into the strategic outline business case development.</p>
Disability ¹³		Feedback from officers indicates that introducing a footbridge would not have	Providing a method for pedestrians/people who cycle to cross	As outlined in the report the A259 MRN study is considering



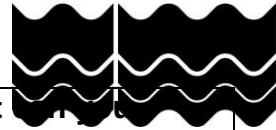
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	<p>Disability</p> <p>■ Seaford West (England)</p> <p>Disabled under the Equality Act 22.0% (17.3%)</p> <p>Not disabled under the Equality Act 78.0% (82.7%)</p> <p>% of all people</p> <p>Source: Office for National Statistics - Census 2021</p> <p>Seaford West had a slightly higher proportion of the people who are disabled under the Equality Act 22%; than East Sussex 20.3%; and England and Wales 17.3%.</p>	a significant effect on those with a limiting illness.	<p>safely over the A259 in the Bishopstone area may increase the accessibility of the area for those with disabilities to travel by foot or cycle.</p> <p>A footbridge to cross the A259 may mean that people with disabilities will have a safer route to cross the road on foot. However, footbridges may also provide a longer route for pedestrians/people who cycle and that have a disability due to the length of</p>	<p>including pedestrian/cycle signalised crossing points in the Bishopstone area as part of the strategic outline business case, which may provide the most accessible crossing type for people with disabilities.</p> <p>As part of the A259 MRN study, stakeholder engagement with key stakeholder groups including accessibility groups has been undertaken</p>



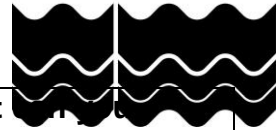
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			<p>footbridge ramp required.</p> <p>Whilst a safe at road level pedestrian/ cycle crossing point may provide a more accessible solution for those who have disabilities.</p>	<p>throughout the study and is being incorporated into the strategic outline business case development.</p>
Gender reassignment ¹⁴	<p>Data is not currently available on the number of people in Seaford West who identify with a different gender to that which they were born with, who might describe themselves as trans, transgender, transsexual or gender non-binary.</p> <p>In Lewes District the number of people whose gender identity is different from their sex registered at birth was 322. Source: 2021 Census, Office for National Statistics.</p>	<p>Feedback from officers indicates that women (including trans women) might be less safe on a footbridge as it would be more isolated and potentially not well-lit.</p>	<p>A footbridge may provide a less safe (both perceived and actual) option for women and trans women to use to cross the road.</p>	<p>As outlined in the report the A259 MRN study is considering including pedestrian/cycle signalised crossing points in the Bishopstone area as part of the strategic outline business case, which may</p>



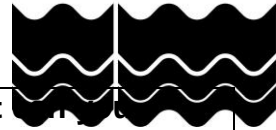
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				provide a more optimal crossing type for women and trans women due to any safety concerns of using a footbridge.
Pregnancy and maternity ¹⁵	<p>The data shows that there were 24 live births in Seaford West ward in 2020. – Source: Office for National Statistics (ONS), via Nomis</p> <p>There is no information available on Seaford visitors.</p>	No feedback received.	Providing a footbridge to cross the A259 may mean that people who are pregnant would have a safer route to cross the road on foot. However, footbridges may also provide a longer route for pedestrians/people who cycle and are pregnant to cross the road.	As outlined in the report the A259 MRN study is considering including pedestrian/cycle signalised crossing points in the Bishopstone area as part of the strategic outline business case, which may provide a more optimal crossing



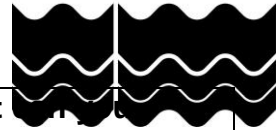
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			Whilst a safe at road level pedestrian/ cycle crossing point may provide a more accessible solution for those who are pregnant and/or pushing prams/buggies with babies/young children.	type for people who are pregnant.
Race/ethnicity¹⁶ Including migrants, refugees and asylum seekers	<div> <p>Ethnic group ■ Seaford West (England and Wales)</p> <p>Asian, Asian British or Asian Welsh 1.2% (9.3%)</p> <p>Black, Black British, Black Welsh, Caribbean or African 0.2% (4.0%)</p> <p>Mixed or Multiple ethnic groups 1.7% (2.9%)</p> <p>White 96.6% (81.7%)</p> <p>Other ethnic group 0.3% (2.1%)</p> <p>% of all people</p> </div> <div> <p>Ethnic group ■ Seaford West (East Sussex)</p> <p>Asian, Asian British or Asian Welsh 1.2% (2.1%)</p> <p>Black, Black British, Black Welsh, Caribbean or African 0.2% (0.8%)</p> <p>Mixed or Multiple ethnic groups 1.7% (2.3%)</p> <p>White 96.6% (93.9%)</p> <p>Other ethnic group 0.3% (0.9%)</p> <p>% of all people</p> </div>	No feedback received.	It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the report.	It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the report.



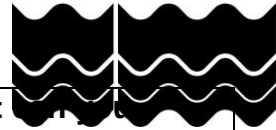
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	<p>Source: Build a custom area profile - Census 2021, ONS</p> <p>Based on the above data Seaford West has a more predominantly white population than the East Sussex and National proportions. There is no information available on Seaford visitors.</p>			



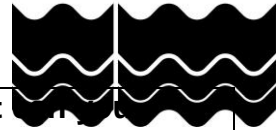
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Religion or belief ¹⁷	<div><div><div>Religion</div><div>Seaford West (East Sussex)</div><table><tr><td>No religion</td><td>40.9% (44.7%)</td></tr><tr><td>Christian</td><td>51.1% (45.9%)</td></tr><tr><td>Buddhist</td><td>0.4% (0.5%)</td></tr><tr><td>Hindu</td><td>0.3% (0.3%)</td></tr><tr><td>Jewish</td><td>0.2% (0.2%)</td></tr><tr><td>Muslim</td><td>0.5% (1.1%)</td></tr><tr><td>Sikh</td><td>0.2% (0.0%)</td></tr><tr><td>Other religion</td><td>0.6% (0.8%)</td></tr><tr><td>Not answered</td><td>5.9% (6.5%)</td></tr></table><div>% of all people</div></div><div><div>Religion</div><div>Seaford West (England and Wales)</div><table><tr><td>No religion</td><td>40.9% (37.2%)</td></tr><tr><td>Christian</td><td>51.1% (46.2%)</td></tr><tr><td>Buddhist</td><td>0.4% (0.5%)</td></tr><tr><td>Hindu</td><td>0.3% (1.7%)</td></tr><tr><td>Jewish</td><td>0.2% (0.5%)</td></tr><tr><td>Muslim</td><td>0.5% (6.5%)</td></tr><tr><td>Sikh</td><td>0.2% (0.9%)</td></tr><tr><td>Other religion</td><td>0.6% (0.6%)</td></tr><tr><td>Not answered</td><td>5.9% (6.0%)</td></tr></table><div>% of all people</div></div></div> <div><div>Source: Office for National Statistics – Census 2021</div><p>In Seaford West, 40.9% of the population identify as having no religion, 51.1% identify as Christian, 0.4% identify as Buddhist, 0.3% identify as Hindu, 0.2% identify as Jewish, 0.5% identify as Muslim, 0.2% identify as Sikh, 0.6% identify as another religion and 5.9% did</p></div>	No religion	40.9% (44.7%)	Christian	51.1% (45.9%)	Buddhist	0.4% (0.5%)	Hindu	0.3% (0.3%)	Jewish	0.2% (0.2%)	Muslim	0.5% (1.1%)	Sikh	0.2% (0.0%)	Other religion	0.6% (0.8%)	Not answered	5.9% (6.5%)	No religion	40.9% (37.2%)	Christian	51.1% (46.2%)	Buddhist	0.4% (0.5%)	Hindu	0.3% (1.7%)	Jewish	0.2% (0.5%)	Muslim	0.5% (6.5%)	Sikh	0.2% (0.9%)	Other religion	0.6% (0.6%)	Not answered	5.9% (6.0%)	No feedback received.	It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the report.	It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the report.
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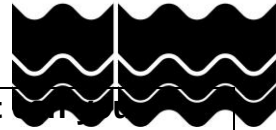
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Sex ¹⁸	<table><thead><tr><th>Sex</th><th>Total</th><th>Female</th><th>Male</th><th>Percent female</th><th>Percent male</th></tr></thead><tbody><tr><td>Geography</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>England</td><td>56,550,138</td><td>28,567,320</td><td>27,982,818</td><td>50.5</td><td>49.5</td></tr><tr><td>South East</td><td>9,217,265</td><td>4,674,617</td><td>4,542,648</td><td>50.7</td><td>49.3</td></tr><tr><td>East Sussex</td><td>558,852</td><td>288,064</td><td>270,788</td><td>51.5</td><td>48.5</td></tr><tr><td>Lewes</td><td>103,525</td><td>53,251</td><td>50,274</td><td>51.4</td><td>48.6</td></tr><tr><td>Seaford West</td><td>4,706</td><td>2,437</td><td>2,269</td><td>51.8</td><td>48.2</td></tr></tbody></table> <p>Source: Mid-2020 Population estimates (MYE), Office for National Statistics</p> <p>From the above data the percentage of women (51.8%) and men (48.2%) is similar in Seaford West to the East Sussex and national average.</p>	Sex	Total	Female	Male	Percent female	Percent male	Geography						England	56,550,138	28,567,320	27,982,818	50.5	49.5	South East	9,217,265	4,674,617	4,542,648	50.7	49.3	East Sussex	558,852	288,064	270,788	51.5	48.5	Lewes	103,525	53,251	50,274	51.4	48.6	Seaford West	4,706	2,437	2,269	51.8	48.2	Feedback from officers indicates that women might be less safe on a footbridge as it would be more isolated and potentially not well-lit.	A footbridge may provide a less safe (both perceived and actual) option for women to use to cross the road.	As outlined in the report the A259 MRN study is considering including pedestrian/cycle signalised crossing points in the Bishopstone area as part of the strategic outline business case, which may provide a more optimal crossing type for women due to any safety concerns of using a footbridge.
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Seaford West	4,706	2,437	2,269	51.8	48.2																																									



Protected characteristics groups under the Equality Act 2010	What do you know ⁸ ? Summary of data about your service-users and/or staff	What do people tell you ⁹ ? Summary of service-user and/or staff feedback	What does this mean ¹⁰ ? Impacts identified from data and feedback (actual and potential)	What do ¹¹ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	Community safety is an important priority for everyone, but we are aware that some women and transgender people may feel particularly vulnerable to crime and anti-social behavior.			
Sexual orientation ¹⁹	<p>Please note data on sexual orientation and gender reassignment is not available for Seaford West.</p> <p>The percentage of people in Lewes District who identify as LGB+ (4%) is higher than the national average (3.2%) and the average for East Sussex (3.3%). — Source: 2021 Census, Office for National Statistics.</p> <p>There is no information available on Seaford visitors.</p>	No feedback received.	It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the scheme.	It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the scheme.



Protected characteristics groups under the Equality Act 2010	What do you know⁸? Summary of data about your service-users and/or staff	What do people tell you⁹? Summary of service-user and/or staff feedback	What does this mean¹⁰? Impacts identified from data and feedback (actual and potential)	What do¹¹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Marriage and civil partnership²⁰	<div data-bbox="472 571 1048 837"> <p>Legal partnership status</p> <p>■ Seaford West (England) ■ East Sussex</p> <p>Never married and never registered a civil partnership 22.4% (37.9%)</p> <p>Married or in a registered civil partnership 55.8% (44.7%)</p> <p>Separated, but still legally married or still legally in a civil partnership 1.3% (2.2%)</p> <p>Divorced or civil partnership dissolved 10.1% (9.1%)</p> <p>Widowed or surviving civil partnership partner 10.4% (6.1%)</p> <p>% of people aged 16 years and over</p> </div> <p>Source: 2021 Census, Office for National Statistics</p> <p>The percentage of people in Seaford West who are married or in a registered civil partnership (55.8%) is above the East Sussex and national average. The percentage of people in Seaford West who are divorced or have had a civil partnership dissolved (10.1%) is above the national average (9.1%) and the number of people who are widowed or are the surviving civil partnership partner (10.4%) is higher than the East Sussex and National average.</p>	<p>No feedback received.</p>	<p>It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the scheme.</p>	<p>It is not considered that this protected characteristic will experience disproportionate, negative, neutral or positive impact by the scheme.</p>



Protected characteristics groups under the Equality Act 2010	What do you know⁸? Summary of data about your service-users and/or staff	What do people tell you⁹? Summary of service-user and/or staff feedback	What does this mean¹⁰? Impacts identified from data and feedback (actual and potential)	What do¹¹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Impacts on community cohesion²¹	No data available.	No feedback received.	Providing a method for pedestrians/people who cycle to cross safely over the A259 in the Bishopstone area may have an impact on community cohesion.	As outlined in the report the A259 MRN study is considering including pedestrian/cycle signalised crossing points in the Bishopstone area as part of the strategic outline business case, which may provide an optimal crossing type for encouraging community cohesion from the Bishopstone area and other parts of Seaford.

Additional categories

(identified locally as potentially causing / worsening inequality)

Characteristic	What do you know ²² ?	What do people tell you ²³ ?	What does this mean ²⁴ ?	What can you do ²⁵ ?
Rurality²⁶	Seaford is considered to be an urban area.	No feedback received.	Not relevant to this proposal.	Not relevant to this proposal.
Carers	No data available.	No feedback received.	Issues relating to carers are addressed in the section above on disability.	See section on disability above for actions.
Other groups that may be differently affected (including but not only: homeless people, substance users, care leavers – see end note) ²⁷	There are no other groups which have been identified which are likely to experience disproportionate, negative, neutral or positive impact.	N/A	N/A	N/A
Assessment of overall impacts and any further recommendations²⁸ - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)				
On balance, the benefits of the scheme do not outweigh any negative impacts.				

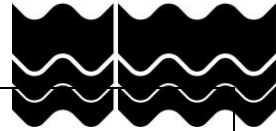
3. List detailed data and/or community feedback that informed your EqlA

Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
East Sussex in Figures	May 2023	No gaps currently identified that cannot be referenced by data on other characteristics	N/A
Officer Group	March-April 2023	No gaps currently identified.	N/A
A259 MRN Corridor Study	September 2021 – present	Preliminary and detailed design for any future schemes as part of future business case stages.	As the options outlined in the report are developed further through the current and future stages of business case development, ensure continued engagement with key stakeholders and incorporating their feedback into scheme design.

4. Prioritised Action Plan²⁹

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
All users	As the designs for options outlined in the report are developed further through the current and future stages of business case development, ensure continued engagement with key stakeholders and incorporating their feedback into scheme design stages (concept, preliminary and detailed)	Feedback from stakeholders received and incorporated into preliminary and detailed designs where applicable	No significant issues.	TBC – if the A259 MRN study is successful at this stage of business case development (strategic outline business case) the timeframe for construction is currently by 2025-27.



(Add more rows as needed)

EqlA sign-off: (for the EqlA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

Staff member competing Equality Impact Analysis: **Richard Lambert** **Date:** **17.05.23**

Directorate Management Team rep or Head of Service: **Date:**

Equality lead: **Date:**

Guidance end-notes



¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the Council must be aware of the Council's duties under the Equality Act 2010 and ensure they comply with them appropriately in their daily work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** the duty must be an integral, rigorous part of your decision-making process and influence the process.
- **Sufficient Information:** you must assess what information you have and what is further needed to give proper consideration.
- **No delegation:** the Council is responsible for ensuring that any contracted services, which are provided on its behalf need also to comply with the same legal obligations under the Equality Act of 2010. You need, therefore, to ensure that the relevant contracts make these obligations clear to the supplier. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty. It applies when a policy or service is developed/agreed, and when it is implemented and reviewed.
- **Proper Record Keeping:** to prove that the Council has fulfilled its legal obligations under the Equality Act you must keep records of the process you follow and the impacts identified.

NB: Filling out this EqlA in itself does not meet the requirements of the Council's equality duty. All the requirements above must be fulfilled, or the EqlA (and any decision based on it) may be open to challenge. An EqlA therefore can provide evidence that the Council has taken practical steps comply with its equality duty and provide a record that to demonstrate that it has done so.

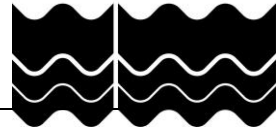
² Our duties in the Equality Act 2010

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the actual and potential impact of our activities on people who share any of the legally 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on the nature of your project, who it might affect, those groups' vulnerability, and the seriousness of any potential impacts it might have. We use this EqlA template to gather information and assess the impact of our project in these areas.

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- **avoid, reduce, minimise or eliminate any negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **promote equality of opportunity.** This means the need to:



- Remove or minimise disadvantages suffered by equality groups
- Take steps to meet the needs of equality groups
- Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
- Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **foster good relations between people who share a protected characteristic and those who do not.** This means:
 - Tackle prejudice
 - Promote understanding

³ **EqIAs are always proportionate** to:

- The nature of the service, or scope of the policy/strategy
- The resources involved
- The number of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed service or policy on a protected group (e.g. disabled people), the more thorough and demanding our process must be so that we comply with the Equality Act of 2010.

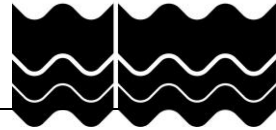
⁴ **Title of EqIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁵ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

⁶ **Focus of EqIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Analysis (EqIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the service, policy, strategy, practice, or function?
- Who implements, carries out or delivers the service, policy, strategy, practice, or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?



- Who is affected by the service, policy, strategy, practice, or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes, or improvements, are required and what should the benefits be?
- What do existing or previous reviews of the service, policy, strategy, practice, or function indicate to you?
- What is the reason for the proposal, or change (financial, service scope, legal requirements, etc)? The Equality Act requires us to make these clear.

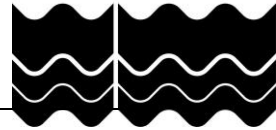
⁷ **Previous actions:** If there is no previous EqIA, or this assessment is for a new service, then simply write 'not applicable'.

⁸ **Data:** Make sure you have enough information to inform your EqIA.

- What data relevant to the impact on protected groups of the policy/decision/service is available?⁸
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups / communities?

⁹ **Engagement:** You must engage appropriately with those likely to be affected to fulfil the Council's duties under the Equality Act.

- What do people tell you about the services, the policy or the strategy?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - (a) consult when proposals are still at a formative stage;
 - (b) explain what is proposed and why, to allow intelligent consideration and response;
 - (c) allow enough time for consultation;
 - (d) make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all different perspectives can be captured and considered.
- Identify any gaps in who has been consulted and identify ways to address this.



¹⁰ Your EqlA must get to grips fully and properly with actual and potential impacts.

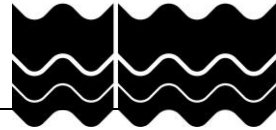
- The Council's obligations under the Equality Act of 2010 do not stop you taking decisions, or introducing well needed changes; however, they require that you take decisions and make changes conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims
 - Do the effects amount to unlawful discrimination? If so, the plan must be modified.
 - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

¹¹ Consider all three aims of the Act: removing barriers, and also identifying positive actions to be taken.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to address the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EqlA which has attempted to airbrush the facts is an EqlA that is vulnerable to challenge.

¹² **Age:** People of all ages

¹³ **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis. Carers of disabled people are protected within the Act by association.



¹⁴ **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

¹⁵ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

¹⁶ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

¹⁷ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

¹⁸ **Sex/Gender:** Both men and women are covered under the Act.

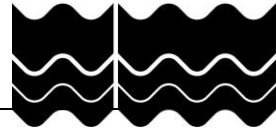
¹⁹ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

²⁰ **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

²¹ **Community Cohesion:** potential impacts on how well people from different communities get on together. The council has a legal duty to foster good relations between groups of people who share different protected characteristics. Some actions or policies may have impacts – or perceived impacts – on how groups see one another or in terms of how the council's resources are seen to be allocated. There may also be opportunities to positively impact on good relations between groups.

²² **Data:** Make sure you have enough information to inform your EqlA.

- What data relevant to the impact on protected groups of the policy/decision/service is available?²²
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
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- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?

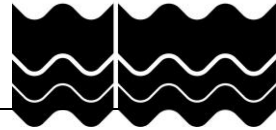
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- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims
 - Do the effects amount to unlawful discrimination? If so the plan must be modified.
 - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

²⁵ Consider all three aims of the Act: removing barriers, and also identifying positive actions to be taken.



- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to address the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EqlA which has attempted to airbrush the facts is an EqlA that is vulnerable to challenge.

²⁶ **Rurality:** deprivation is experienced differently between people living in rural and urban areas. In rural areas issues can include isolation, access to services (eg: GPs, pharmacies, libraries, schools), low income / part-time work, infrequent public transport, high transport costs, lack of affordable housing and higher fuel costs. Deprivation can also be more dispersed and less visible.

²⁷ **Other groups that may be differently affected:** this may vary by services, but examples include: homeless people, substance misusers, people experiencing domestic/sexual violence, looked after children or care leavers, current or former armed forces personnel (or their families), people on the Autistic spectrum etc.

²⁸ **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

²⁹ **Action Planning:** The Council's obligation under the Equality Act of 2010 is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.