



EQUITY IMPACT ASSESSMENT (EIA)

Stage 1 – Big Picture Thinking

While it may sound obvious, having a clear description of the policy, program, service or initiative is critical.

What is the PPSI?

- *Why is it needed?*

- *Who is it aimed at?*

- *What are the intended outcomes?*

How is the PPSI related to equity and inclusion along the following markers of difference? Is there likely to be a high, medium or low impact for certain groups of people in your community?

- *Race or ethnicity?*
- *Gender and gender identity?*
- *Disability?*
- *Age?*
- *Sexual orientation?*
- *Religion, Faith or Belief?*
- *Socio-economic factors?*

Which communities and groups will need to be involved in the development of the PPSI?



Stage 2 – Learning & Consultation

EIA's should ensure that the PPSI incorporates the best available data, and that outreach and engagement approaches include communities and groups that will be most impacted. This stage should set out how equity information, research and best practice has been collected. It should also describe in detail the fieldwork plan and the feedback loops back to stakeholders and communities.

What available data do we have on the service users/customers/communities that will be impacted by this PPSI?

- *Equity profile of service users by race/ethnicity, gender and gender identity, disability, age, sexual orientation, religion/faith and socio-economic status.*

- *Evidence from relevant surveys, complaints, outreach efforts*

What do stakeholders think about the PPSI?

- *How have you consulted with key stakeholders in the process of developing the PPSI?*

- *What do stakeholders think? What have we done already and what more do we need to do?*

- *What are some potential barriers to participation for different groups? What voices have been missing from your outreach?*

- **Gaps:** *Areas where more information is required and longer-term measures to be taken to strengthen data?*

- *How feedback and challenge from informed groups and individuals will be used to ensure that the final PPSI is robust, addresses identified need and promotes equity and inclusion.*



Stage 3 – Analysis

This is where you start synthesizing your information and assessing impact. It is essential to consider not just the intended consequences of the PPSI but also any unintended consequence and barriers that might prevent it being effective for certain community groups. This section sets out how equity information has been analysed and the likely impact identified.

- *Will any groups be negatively impacted because of the PPSI?*

- *Will there be issues of access for some groups?*

- *How might the PPSI positively impact equity and inclusion?*



Stage 4 – Making a Plan

This section sets out recommendations, actions to be taken to address any adverse impacts, and other areas that could promote equity and inclusion. It is recommended that Stage 4 identifies who in your organization is accountable for next steps; that it sets out clear measures for tracking progress; and clearly shows how communication will flow back to stakeholders and the broader community.

- *How can we mitigate any negative issues identified in Stage 3?*

- *How will the PPSI promote equity and inclusion? Are there further ways to maximize the positive impacts?*

- *How will the PPSI be implemented and communicated to make it accessible and transparent?*

- *Who is responsible for making recommendations to the appropriate body? i.e. City Manager, City Council, Department Director? How will we track progress on recommendations?*

Recommendations