

## APPENDIX C

### Equality Questionnaire

This questionnaire is a pre Equality Impact Assessment tool which will enable you to decide whether or not the **new, proposed or significantly changed** policy/ practice/ procedure/ function/ service needs to go through a full Equality Impact Assessment. For further information on the equality questionnaire see the guidance.

<b>Name of policy/ practice/ procedure/ function/ service being assessed:</b>		School Admissions Consultation entry 2017	
<b>Department and Section:</b>		Children and Families Dept	
<b>Name of lead officer and others completing this assessment:</b>		Gurjit Singh Bahra	
<b>Contact telephone numbers:</b>		0116 3056324	
<b>Date EIA assessment completed:</b>		November 2015	
1.	What is its purpose? <b>Ensure consultation is EIA robust</b>		
2.	What are its main objectives? <b>Ensure no one is disadvantaged</b>		
3.	What will it achieve? Who are its beneficiaries? <b>Transparency both parents and LA</b>		
4.	Who is responsible for implementing it? <b>School admissions Service</b>		
		<b>Yes</b>	<b>No</b>
5.	Has prior consultation on the proposal been undertaken?		<b>No</b>
6.	Has this consultation indicated any dissatisfaction with it from a particular section of the community?		<b>No</b>
7.	If yes to Question 6, please state what this dissatisfaction is:		
		<b>Yes</b>	<b>No</b>
8.	Is there evidence or any other reason to suggest that it could have a different effect or adverse impact on any section of the community? Or more specifically, one or more of the protected characteristics?		<b>No</b>
9.	Is a system in place to monitor its impact?	<b>Yes</b>	
10.	If yes to Q9, what does this monitoring show?  <b>Various school admission and school appeal statistics are maintained in order to pick-up and address concerns.</b>		

**Note:** If no to Question 9, you will need to ensure that monitoring systems are established to check for impact on all nine protected characteristics.

<b>11.</b>	Who is likely to be affected by the proposal? Which of the protected characteristics? <b>(Please tick)</b> Explain how each protected characteristic is likely to be affected below: [NB. Alternatively, if no protected characteristic is deemed to be affected, please explain why]			
		<b>Yes</b>	<b>No</b>	<b>Comments</b>
	<b>Age</b>		X	
	<b>Disability</b>		X	
	<b>Gender Reassignment</b>		X	
	<b>Marriage and Civil Partnership</b>		X	
	<b>Pregnancy and Maternity</b>		X	
	<b>Race</b>		X	
	<b>Religion or Belief</b>		X	
	<b>Sex</b>		X	
	<b>Sexual Orientation</b>		X	
	<b>Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities</b>		X	
	<b>Community Cohesion</b>		X	
<b>12.</b>	Other comments:			
<b>13.</b>	<b>Decision:</b>			
	No Impact <input type="checkbox"/>	Positive Impact <input type="checkbox"/>	Neutral Impact <input checked="" type="checkbox"/>	Negative Impact or Impact Not Known <sup>1</sup> <input type="checkbox"/>
<b>Note:</b> If ticked 'Negative Impact or Impact Not Known' box at Question 15, will need to progress to full EIA.				
<b>14.</b>	Proceed to full EIA?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>15.</b>	What are your reasons for your decision? Changes will affect any one group negatively.			

1<sup>st</sup> Authorised signature (Lead Officer): Gurjit Singh Bahra  
Date: 12/11/15



2<sup>nd</sup> Authorised Signature (Member of DMT):  
Date:

**Once completed and authorised by the Departmental Equalities Group, this Equality Questionnaire will need to be published on our website. Please send a copy of this form to the Members Secretariat in the Chief Executives Department to [louisa.jordan@leics.gov.uk](mailto:louisa.jordan@leics.gov.uk)**

<sup>1</sup> 'Impact Not Known' – tick this box if there is no up-to-date data or information to show the effects or outcomes of the function, policy, procedure or service on all of the equality strands.