

Equality Impact Assessment

The purpose of an assessment is to understand the impact of the Council's activities* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.

(*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

Name of person completing the assessment	Solomon Akuffo	Date of assessment	31 st July 2024
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Name of the proposed activity being assessed	Charities annual accounts	Is this a new or existing activity?	Existing
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Who will implement the activity and who will be responsible for it?	Corpstrate finance		
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1. Determining the relevance to equality

What are the aims, objectives and purpose of the activity?	To ensure that Charity accounts shared with stakeholders are legible and accessible.		
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Is this a major activity that significantly affects how services or functions are delivered?	No	Who will benefit from this activity and how?	All stakeholders with interest in the Charity's activities.
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Does it relate to a function that has been identified as being important to people with particular protected characteristics?	No	Who are the stakeholders? Does the activity affect employees, service users or the wider community?	Guildford residents, Charity trustees and employees.
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Based on the above information, is the activity relevant to equality?

<p>Yes – continue to section 2</p> <p>No – please record your reasons why the activity is not relevant to equality</p>	Yes
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2. Is the proposed activity accessible for all the protected groups listed below?
(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community or protected groups. How might one or more groups be excluded because of the activity?)

Protected groups	Yes	No	Evidence
Disability		x	Documents not available in other format.
Race		x	Document not available in other languages.
Gender	x		
Sexual orientation	x		
Age	x		
Religion or belief		x	Document not available in other languages.
Transgender or transsexual	x		
Marriage and civil partnership	x		
Pregnancy or maternity	x		

3. Is it likely the proposed activity will have a negative impact on one or more protected groups?

Protected groups	Yes	No	Evidence
Disability	x		Documents not available in other format.
Race	x		Document not available in other languages.
Gender		x	
Sexual orientation		x	
Age		x	
Religion or belief	x		Document not available in other languages.
Transgender or transsexual		x	
Marriage and civil partnership		x	
Pregnancy or maternity		x	

4. What action can be taken to address any negative impact?

Document could be translated into other languages and in different formats although the potential cost will outweigh the benefits of the activities.

The Authority has never been requested to translate the document into other languages nor formats.

5. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups

6. Legal and Finance consulted

Yes

7. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

No further consultation required.

8. Conclusion of Equality Impact Assessment - please summarise your findings

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Name of person completing assessment: Solomon Akuffo **Date:** 31st July 2024

Job title: Finance Transformation Officer

Signature:

Senior manager name: Jo Knight **Date:** 31st July 2024

Signature: