

**Kent County Council**  
**Equality Analysis / Impact Assessment (EqIA)**  
**for decisions, policies, procedures, projects or services**  
**Growth, Environment and Transport Directorate (GET).**

- Please complete this cover sheet, including the Document Control Section, and Part 1 initially.
- Part 1 will inform your decision on whether you need to complete Part 2
- Part 2 will inform your decision on whether you need to complete Part 3

Further guidance is available [here](#)

**Name of decision, policy, procedure, project or service:**

RGF – Transfer of Funds to Thurrock

**Brief description of policy, procedure, project or service**

Kent County Council (KCC) administers the grant of loans to companies under the terms of the Regional Growth Fund (RGF) and receives the repayments of those loans. Under the “Tiger” RGF programme companies in Thurrock were eligible to receive loans. KCC is now seeking to transfer recovered loan repayments obtained from Thurrock companies.

These recovered loan repayments collected by KCC and sourced from Thurrock businesses will then be transferred to Thurrock Council which will then oversee the use of these funds to support local small and medium sized enterprises in their local authority area.

**Aims and Objectives**

The preferred option is for Thurrock Council to manage its own business loan scheme, having received repaid Tiger funds from the County Council. KCC would retain responsibility for monitoring future repayments and reporting back to BEIS.

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

# Document Control

## Revision History

Version	Date	Authors	Comment
V0.1	26/04/2019	Jody Catterall	First draft
V1 (this should be assigned to the version the Director signs off)			

## Document Sign-Off (this must be both the relevant Head of Service and the relevant Director)

### Attestation

I have read and paid due regard to the Equality Analysis/Impact Assessment. I agree with the actions to mitigate any adverse impact(s) that has /have been identified.

Name	Signature	Title	Date of Issue
		Head of Service	
		Director	

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

## **Part 1 - Screening**

Regarding the decision, policy, procedure, project or service under consideration,

Could this policy, procedure, project or service, or any proposed changes to it, affect any Protected Group (listed below) less favourably (negatively) than others in Kent?

Could this policy, procedure, project or service promote equal opportunities for this group?

**Please note that** there is no justification for direct discrimination; and indirect discrimination will need to be justified according to the legal requirements

Protected Group	Please provide a brief commentary as to your findings			High/Medium/Low Favourable Impact
	High Negative Impact	Medium Negative Impact	Low Negative Impact	
<b>Age</b>				N/a – relates to transfer of funds from KCC to Thurrock. No impact on loan recipients, except approval board will sit with Thurrock Council instead of KCC.
<b>Disability</b>				As above
<b>Gender</b>				As above
<b>Gender identity/ Transgender</b>				As above

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

<b>Race</b>				As above
<b>Religion and Belief</b>				As above
<b>Sexual Orientation</b>				As above
<b>Pregnancy and Maternity</b>				As above
<b>Marriage and Civil Partnerships</b>				As above
<b>Carer's Responsibilities</b>				As above

## Next Steps

1. Having completed the screening, if you have identified **High and / or Medium** Non Favourable (Negative) Impacts on one or more of the Protected Groups, then move to Part 2
2. Having completed the screening, if you have identified a **Low** Non Favourable (Negative) Impact on all of the Protected Groups, then please provide the form to [diversityinfo@kent.gov.uk](mailto:diversityinfo@kent.gov.uk) . They will provide any comments which will need to be considered and implemented.
3. The Head of Service and Director must then approve this document
4. Once the document has been formally approved and signed please send to [GETcsp@kent.gov.uk](mailto:GETcsp@kent.gov.uk). It will then be logged and published on the KCC Intranet as well as available to external customers upon request.
5. Please note that the EqIA must be reviewed within three years or at a time of significant change to the decision, policy, procedure, project or service, whichever is sooner. If the decision, policy, procedure, project or service is closed then [GETcsp@kent.gov.uk](mailto:GETcsp@kent.gov.uk) should be advised immediately.

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

- 6. If the activity will be subject to a Cabinet decision, the EqlA must be submitted to Democratic Services [democratic.services@kent.gov.uk](mailto:democratic.services@kent.gov.uk) along with the relevant Cabinet report.**
- 7. The original signed hard copy and electronic copy should be kept with your team for audit purposes.**

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

## **Part 2 - Full Equality Analysis /Impact Assessment**

**Brief description of policy, procedure, project or service**

**Context**

(What we do now)

**Aims and Objectives**

(What we are planning to do and why?)

**Protected groups**

(Who will be affected by the changes?)

**Information and Data used to carry out your assessment**

(Please list your data source and if you have it provide a link to source. Please highlight any gaps)

**Who have you involved consulted and engaged with?**

(Please list stakeholders)

**Analysis**

(What have you found out and what does it tell you about protected groups)

**Adverse Impact,**

(What is the effect on the protected group? Please state mitigation in the action plan provided in Part 3, if an action is intended)

**Positive Impact:**

(Please highlight any positive impacts in relation to protected groups)

### **JUDGEMENT**

Set out below the implications you have found from your assessment for the relevant Protected groups. If any negative impacts can be justified please clearly explain why. Your judgement should explicitly articulate whether you intend

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

- **No major change** - no potential for discrimination and all opportunities to promote equality have been taken
- **Adjust and continue** - adjust to remove barriers or better promote equality
- **Continue the policy** - despite potential for adverse impact or missed opportunity. Set out the justifications: there is no justification for direct discrimination; and indirect discrimination will need to be justified according to the legal requirements.
- **Stop and remove the policy** – policy shows actual or potential unlawful discrimination it must be stopped and removed or changed

## Next Steps

1. Having completed Part 2, if you have identified potential for adverse impact on particular groups and **have found scope to improve the proposal**, then move to Part 3
2. Having completed Part 2, if you have identified potential for adverse impact on particular groups but **no scope to improve the proposal** (remembering that there is no justification for direct discrimination; and indirect discrimination will need to be justified according to the legal requirements) then please provide the form to [diversityinfo@kent.gov.uk](mailto:diversityinfo@kent.gov.uk) who will provide any comments which require to be considered and implemented.
3. The Head of Service and Director must then sign this document off and it be finally sent to [GETcsp@kent.gov.uk](mailto:GETcsp@kent.gov.uk). It will then be logged and published on the KCC Intranet as well as available to external customers upon request.
4. Please note that the EqIA will need to be repeated within three years or at a time of significant change to the decision, policy, procedure, project or service, whichever is sooner. If the decision, policy, procedure, project or service is closed then [GETcsp@kent.gov.uk](mailto:GETcsp@kent.gov.uk) should be advised immediately.
5. If the activity will be subject to a Cabinet decision, the EqIA must be submitted to Democratic Services [democratic.services@kent.gov.uk](mailto:democratic.services@kent.gov.uk) along with the relevant Cabinet report.
6. The original signed hard copy and electronic copy should be kept with your team for audit purposes

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

### Part 3 - Action Plan

Document the range of options and identify the effects of each. Identify the option(s) chosen and document the reasons for this.

Protected Characteristic	Issues identified	Action to be taken	Expected outcomes	Owner	Timescale	Resource implications

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762




**Have the actions been included in your business/ service plan? (If no please state how the actions will be monitored)**

Yes/No

Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762

## Appendix

Please include relevant data

### **Next Steps**

1. Having completed Part 3, then please provide the form to [diversityinfo@kent.gov.uk](mailto:diversityinfo@kent.gov.uk) who will provide any comments which require to be considered and implemented.
2. The Head of Service and Director must then sign this document off and it be finally sent to [GETcsp@kent.gov.uk](mailto:GETcsp@kent.gov.uk). It will then be logged and published on the KCC Intranet as well as available to external customers upon request.
3. Please note that the EqIA will need to be repeated within three years or at a time of significant change to the decision, policy, procedure, project or service, whichever is sooner. If the decision, policy, procedure, project or service is closed then [GETcsp@kent.gov.uk](mailto:GETcsp@kent.gov.uk) should be advised immediately.<sup>4</sup> Please also forward a final signed electronic copy to the Equality Team by emailing [diversityinfo@kent.gov.uk](mailto:diversityinfo@kent.gov.uk)
4. If the activity will be subject to a Cabinet decision, the EqIA must be submitted to Democratic Services [democratic.services@kent.gov.uk](mailto:democratic.services@kent.gov.uk) along with the relevant Cabinet report.
5. The original signed hard copy and electronic copy should be kept with your team for audit purposes.



Date Document Updated 30/04/2019

This document is available in other formats. Please contact [diversityinfo@Kent.gov.uk](mailto:diversityinfo@Kent.gov.uk) or telephone on 03000 415 762