

Equality Impact Assessment Form

Please refer to the ‘*Equality Impact Screening and Assessment Guidance*’ document for advice on how to carry out an EIA and to help you fill in this form.

If you are unsure whether you need to carry out a full EIA, please complete an Equality Impact Screening Form first.

For this EIA form, any reference to ‘*workstream*’ refers to the development or review of a service, policy, strategy, or plan the Council is responsible for. It should be completed by the OWBC employee who is leading this area of work.

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| 1. Name of workstream | AI Policy |
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| 2. Date of assessment | 24/02/2026 |
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| 3. Name and role of assessor | Trish Hatton – Head of Policy, Performance & Transformation |
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4. What are the aims and objectives of the workstream?

The AI policy provides a clear framework for the ethical adoption, deployment, and management of approved AI systems and tools across the Council. A robust AI policy promotes good governance and responsible use. By clearly defining what users can and cannot do, it helps manage risks, safeguard data, and maintain compliance with relevant legislation.

5. Which Stakeholders have been involved in the development of this workstream?

A small group of staff members have been involved in the development of the policy and feedback has been given and considered

6. Which stakeholders will be affected by the workstream? (i.e. residents, businesses, staff, contractors, visitors)

AI will only be used as a tool to assist staff or contactors with their work, human intervention will always be needed therefore this policy should not affect residents, business or other partners. Staff have the choice to use AI, it will not be mandatory. It may affect some staff who struggle with technology changes due to their age or disability.

7. What involvement and consultation activity has been undertaken or is planned on this workstream?

The use of AI is not mandatory, Training workshops will be carried out for staff to help people become familiar with the technology and to encourage people to use this. On going support will be provided by the IT team to all users.

8. What data and evidence did you use to assess the impact of the workstream?

No specific data, but we did speak to other councils that have implemented AI in their authorities to see the impact.

9. Please specify all the impacts you have identified for each of the characteristics below, whether positive, negative, or neutral. Where there is a positive or negative impact include further details of the impact and explain how you will mitigate any negative impact.

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| Age | Positive / Negative / Neutral (delete as applicable) Potential negative impact for those who are less confident with IT, training workshops will be run and on-going support for staff who wish to use Co-Pilot AI tool |
| Disability | Positive / Negative / Neutral (delete as applicable) Potential negative impact for those who are less able to use IT, training workshops will be run and on-going support for staff who wish to use Co-Pilot AI tool, adaptations will be identified and used where possible |
| Gender Reassignment | Positive / Negative / Neutral (delete as applicable) |
| Marriage or Civil Partnership | Positive / Negative / Neutral (delete as applicable) |

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|-------------------------|---|
| Pregnancy and Maternity | Positive / Negative / Neutral (delete as applicable) |
| Race | Positive / Negative / Neutral (delete as applicable) |
| Religion or Belief | Positive / Negative / Neutral (delete as applicable) |
| Sex | Positive / Negative / Neutral (delete as applicable) |
| Sexual Orientation | Positive / Negative / Neutral (delete as applicable) |

10. If the workstream cannot be changed, please note the justification of any negative impact. The *Equality Impact Screening and Assessment Guidance* provides further information or contact equalities@oadby-wigston.gov.uk for further advice.

AI technology is advancing all the time, many staff already use this, so it is essential to have an AI policy to both govern and direct use. The use of AI as a tool to help people with their roles will be encouraged but it will not be mandatory for people to use this. It is acknowledged that some people who are less able to use technology, due to age or disability may find it more difficult to embrace this technology but there will be IT workshop sessions, and the IT team will provide ongoing support to anyone that needs it.

11. How will you monitor, evaluate, and check whether further changes are required in the future?

We will do feedback sheets from the training workshops to rate their effectiveness, and we will monitor AI usage

12. When will the next review of the workstream take place?

12 months time

Please sign and retain a copy of this completed Assessment Form for your records.

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|---------------------|--|
| Name | Trish Hatton |
| Job Role | Head of Policy, Performance & Transformation |
| Service Area | Policy, Performance & Transformation |
| Date | 04/03/2026 |

An electronic copy of this Assessment Form, and any relevant information, should be forwarded to your Head of Service and equalities@oadby-wigston.gov.uk for further consideration. They will let you know if you need to consider any other issues prior to completing this process. If you have any queries, please contact equalities@oadby-wigston.gov.uk.

FOR EDI LEAD ONLY

I have discussed the workstream with the relevant Head of Service and have advised that this Equality Impact Assessment be reviewed and amended for the following reason(s):

Rationale for Refusal of EIA Sign Off

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| | |
| Name | |
| Signature | |
| Date | |

OR

I have discussed the workstream with the relevant Head of Service and I am satisfied that a full Equality Impact Assessment has been carried out, with no further action required.

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| Name | Mark Smith |
| Signature |  |

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| Date | 05/03/2026 |
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