

Template 1 - Initial Equality Implications Assessment Template

NOTE: This is NOT a screening template but to highlight and give you an indication of any potential equality implications at the project proposal / concept stage. By completing this template, it is your responsibility to evidence why a FULL EqIA is NOT required.

If you have insufficient evidence, data and research or need to undertake further consultation to assess the potential impact of your proposals, then a full EqIA (Template 2) will be required, therefore you do NOT need to complete this template.

Directorate / Service:	<i>Corporate Finance</i>
What are the proposals being assessed? (Note: 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	<i>Changes to the Fees & Charges</i>
Manager Responsible for Area:	<i>Julie Alderson</i>
Officer(s) completing the Initial Equality Implications Assessment (IEIA):	<i>Ben Sellar-Moore</i>
Date IEIA completed:	<i>3rd December 2012</i>

<p>1. What are the aims, objectives, and desired outcomes of your proposals?</p> <p>(Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<p><i>To increase external income & recover a greater proportion of service provision costs.</i></p> <p><i>To promote sustainable forms of transport through car-parking charges.</i></p>
<p>2. Who are the main people / groups who may be affected by your proposals? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.</p>	<p><i>All customers & residents who pay for the delivery of a service</i></p>
<p>3. What data, information, evidence, research, statistics, surveys, and consultation(s) have you considered to undertake this assessment?</p>	<p><i>Income, usage & customer demand information</i></p>

(include the actual data, statistics and evidence)

4. Could your proposals disproportionately affect more people of one group than another?	Yes	No	If yes, please explain how?
		No	

4. A - Assessment Relevance

How relevant are your proposals to each protected characteristic?

Example: Reviewing the criteria of freedom passes will be of 'High' relevance for Age and Disability and of 'Low' relevance to the other protected characteristics.

B - Assessment of potential impact

When you consider the impact on people in relation to each protected characteristic, it should be defined as positive, neutral or negative:

Positive: where the impact is expected to have a particular benefit for this protected characteristic or improve equality of opportunity and / or foster good relations.

Neutral: where there will be a neutral impact, neither positive nor negative

Adverse: where there is a risk that impact could disadvantage one or more of the people described in relation to a protected characteristic. This disadvantage may be differential, where the negative impact on one particular group of individuals or protected characteristic is likely to be greater than on another.

C - Assessing Adverse impact

When you have considered the likelihood and potential impact on people in relation to the protected characteristics, use the table below and enter a score against each protected characteristic assessed as potential adverse impact in column C.

Likelihood	Potential Impact				
	Negligible	Minor	Moderate	High	Major
Certain to occur	Medium	High	High	Very High	Very High
Likely to occur	Medium	Medium	High	High	Very High
Possible to occur	Low	Medium	Medium	High	High
Unlikely to occur	Low	Medium	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Calculating the score - Potential Impact X Likelihood = Score

Protected Characteristic	A Relevance	B Impact	Describe the impact(s) (negative or positive) your proposals may have on this protected characteristic	Reason for the Assessment of Potential Impact (What evidence, data, and information did you use to assess this?)	C Assessing Negative Impact Score
	Low/ Medium/ High	Positive/ Adverse/ Neutral			
Age (including carers of young/older people)	No	Neutral			
Disability (including carers of disabled people)	No	Neutral			
Gender Reassignment	No	Neutral			
Marriage and Civil Partnership	No	Neutral			
Pregnancy and Maternity	No	Neutral			
Race	No	Neutral			

Religion or Belief	No	Neutral			
Sex	No	Neutral			
Sexual orientation	No	Neutral			

Score	Action
Low	Minor considerations needed e.g. style and method of communication, timing of activity, venue suitability, and minor cultural or social considerations.
Medium	Amendments will be needed to the proposals to take account of any issues identified. Further actions may be necessary as well as internal/external expert advice/consultation could be required.
High	A full EqIA is required
Very High	

Making Adjustments (Improvement Action Plan) – Although a full EqIA may not be required, the IEIA may have identified potential adverse impact or steps you can take to enhance equality of opportunity. Making adjustments involves deciding what steps you will take to improve the service by removing the adverse impact of your proposals, and increasing the positive effects. These steps/actions will form your Improvement Action Plan.

5 - List below any actions you plan to take as a result of this IEIA.

Area of potential adverse impact e.g. Race, Disability	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
None					

Summary and Recommendations (this section must be included in Cabinet reports and your project proposal reports for the Commissioning Panel)					
Summary / Conclusion of assessment: (include the key findings and equality implications.		The report includes minor changes to current fees & charges, with no material impacts on identified groups			
On the basis of your conclusion, do you suggest a full Equality Impact Assessment should be undertaken?			Yes		No
If no, please explain why not?		The report includes minor changes to existing Fees & Charges			
Do you think that your proposals will have a cumulative effect upon a particular protected group in light of other council proposals that you are aware of? If yes, please explain the cumulative impact and on which groups.		The changes to prices are minor and have been considered by service managers to balance cost-recovery whilst avoiding impacts.			

Signature - Lead Officer	Ben Sellar-Moore	Date	3 rd December 2012
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Project Proposals being submitted to the Commissioning Panel

All other proposals including policy/service reviews, developing new policies, services and projects, restructure etc

On completion, your (signed) Initial Equality Implications Assessment template needs to be submitted with your project proposals by the set deadline.

As part of the Commissioning Panel process, all completed templates will be Quality Assured taking into account your recommendation whether a full EqIA is required or not. If the Quality Assurance Group disagrees with a recommendation that a full EqIA is not required, this will be fed back to the project leads with the group's comments and reason for their decision.

On completion, the (signed) Initial Equality Implications Assessment template needs to be forwarded to the Chair of your Directorate Equalities Task Group (ETG) to be reviewed and signed off.

After reviewing the template, your ETG may suggest you undertake a full EqIA; therefore it is important that you wait for this decision before submitting your report.

DETG Chairs – once you have reviewed and signed off the section above, please return this template to the Lead Officer with your comments and decision.

Lead officers must then email their completed (signed) templates to equalities@harrow.gov.uk to be published

Quality Assurance and Sign Off
(to be used by ETG's and the Quality Assurance Group)

Are the outcomes of the proposals clear?	Yes		No	
Comments:				
Is it clear who will be affected by what is being proposed?	Yes		No	
Comments:				
Are you satisfied with the level of data/evidence used to undertake this assessment?	Yes		No	
If no, explain why not?				
If a full EqIA is not required, are you satisfied with this outcome?	Yes		No	
If no, explain why not?				
Signature - Chair of Equality Task Group		Date		