

## TEMPLATE 2 - Full Equality Impact Assessment (EqIA)

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this form and assessment.

What are the proposals being assessed? ( <b>Note:</b> ‘proposal’ includes a new policy, policy review, service review, function, strategy, project, procedure, restructure)	The Council’s Capital Programme for 2013/14
Which Directorate / Service has responsibility for this?	Corporate Director of Resources
Name and job title of lead officer	Steve Tingle
Name & contact details of the other persons involved in the EqIA:	Alex Dewsnap; Carol Yarde; Richard Segalov; Jerry Hickman; John Moyles
Date of assessment:	29 January 2013

### Stage 1: Overview

<p>1. What are the aims, objectives, and desired outcomes of your proposals? (Explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<p>To set out the Council’s Capital Programme which is aimed at helping the Council achieve its goal of supporting the corporate priorities and outcomes set out in the Corporate Plan whilst setting a programme that is affordable, prudent and sustainable in accordance with the CIPFA Prudential Code</p> <p>It needs to be recognised that approval of the Council’s Capital Programme budget sets the overall spending totals and the spending totals for each service area over broad categories rather than giving detailed approval to every project. The detail of each capital project will be included in business cases that will go to the Capital Forum for approval and it is only after this formal approval can the project commence. Each business case has to set out how the spending is linked to Council’s strategies and the Corporate Plan. The business case is also where the full Equality Impact Assessment, pertaining specifically to that project, will be undertaken.</p>
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<p><b>2.</b> What factors / forces could prevent you from achieving these aims, objectives and outcomes?</p>	<p>Although the funding of the capital programme has been identified, the complexity of financial planning and the link between the capital programme and revenue implications means it is challenging to ensure that the Council strikes the intended balance between protecting services, investing in priorities, generating savings and efficiencies and reducing council tax increases. The Council's capital project approval process prevents any proposal which amounts to discrimination from being implemented and any project that is likely to lead to differential impact to be varied to mitigate the differential impact.</p>
<p><b>3.</b> Who are the customers? Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.</p>	<p>All residents of the Borough are likely to be affected to varying degrees by the proposals in the Capital Programme. This Equality Impact Assessment in each project business case will seek to identify the impact on residents who share a characteristic related to the nine protected characteristics under the Equality Act 2010.</p>
<p><b>4.</b> Is the responsibility shared with another department, authority or organisation? If so:</p> <ul style="list-style-type: none"> <li>• Who are the partners?</li> <li>• Who has the overall responsibility?</li> </ul>	<p>The capital budget proposals arise from all Departments and Directorates coordinated by the Corporate Director of Resources.</p>
<p><b>4a.</b> How are/will they be involved in this assessment?</p>	<p>This Equality Impact Assessment has been prepared under the auspices of the Chairs of the Directorate Equality Task Groups to bring experience and insight from all areas of the Council.</p>
<p><b>Stage 2: Monitoring / Collecting Evidence / Data</b></p>	
<p><b>5.</b> What information is available to assess the impact of your proposals? Include the actual data, statistics and evidence (including full references) reviewed to determine the potential impact on each equality group (protected characteristic). This can include results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, workforce profiles, service users profiles, local and national research, evaluations etc (Where possible include data on the nine protected characteristics. Where you have gaps, you may need to include this as an action to address in the action plan)</p>	
<p>Age (including carers of young/older people)</p>	<p>This initial Equality Impact Assessments provides some detail regarding the impact of individual proposals. This Assessment identifies that the nature of the capital spending and on average, people from minority ethnic communities, women and, to varying degrees, people who share the other protected characteristics may be more likely to rely on Council services than other people and, therefore, are potentially more likely</p>
<p>Disability (including carers of disabled people)</p>	

Gender Reassignment	to be impacted upon by these spending proposals. However, each business case will include more details on how the particular spending of that project will impact on the demographic profile of the Borough.			
Marriage / Civil Partnership				
Pregnancy and Maternity				
Race				
Religion and Belief				
Sex / Gender				
Sexual Orientation				
6. Is there any other (local, regional, national research, reports, media) data sources that can inform this assessment? Include this data (facts, figures, evidence, key findings) in this section.	No			
7. Have you undertaken any consultation on your proposals? (this may include consultation with staff, members, unions, community / voluntary groups, stakeholders, residents and service users)	Yes	X	No	
<p><b>NOTE:</b> If you have not undertaken any consultation as yet, you should consider whether you need to. For example, if you have insufficient data/information for any of the protected characteristics and you are <b>unable</b> to assess the potential impact, you may want to consult with them on your proposals as how they will affect them. Any proposed consultation needs to be <b>completed before</b> progressing with the rest of the EqIA.</p> <p><b>Guidance on consultation/community involvement toolkit can be accessed via the link below</b></p> <p><a href="http://harrowhub/info/200195/consultation/169/community_involvement_toolkit">http://harrowhub/info/200195/consultation/169/community_involvement_toolkit</a></p>				
Who was consulted?	What consultation methods were used?	What do the results show about the impact on different equality groups (protected characteristics)?	What action are you going to take as a result of the consultation? This may include revising your proposals, steps to mitigate any adverse impact. <i>(Also Include these in the Improvement Action Plan at Stage 5)</i>	
Stakeholders (including Tenants)	There has been a series of stakeholder consultation events held during December.	There was no feedback on the Council's proposed capital budget.	N/A	
Schools and school related forums e.g. Education Strategy Consultative Forum	A series of meeting and events	There is a statutory responsibility to provide school places so the results of the consultation were	Spending is being tailored to meet demographic need	

		more around how this responsibility can be met.	
Corporate Directors, Divisional Directors and other senior staff	Meetings and written correspondence.	To prioritise available funding on projects that support the Council's Corporate Plan and statutory responsibilities.	The proposed programme reflects their views.
Elected Members with officer proposals	Meetings and written correspondence.		

### Stage 3: Assessing Impact and Analysis

8. What does your information tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

Protected Characteristic	Positive	Adverse	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 5)
Age (including carers of young/older people)	x		The capital programme has been established in accordance with the strategies of the Council, the capital strategy and MTFs. This policy does not impact on any of the relevant groups identified by the Council. The aim of the programme is to help the Council achieve its goal of supporting the priorities and outcomes set out in the Council's Corporate Plan whilst setting a capital programme that is affordable, prudent and sustainable in accordance with the CIPFA Prudential Code. This Assessment identifies that the nature of the capital spending and on average, people from minority ethnic communities, women and, to varying degrees, people who share the other protected	Where full Equality Impact assessments are undertaken as project details emerge, these will better quantify the impact of the additional spending.

			characteristics may be more likely to rely on Council services than other people and, therefore, are potentially more likely to be positively impacted upon by these spending proposals	
Disability (including carers of disabled people)	x		See above	See above
Gender Reassignment	x		See above	See above
Marriage and Civil Partnership	x		See above	See above
Pregnancy and Maternity	x		See above	See above
Race	x		See above	See above
Religion or Belief	x		See above	See above
Sex	x		See above	See above
Sexual Orientation	x		See above	See above
Other (please state)				
<p><b>9. Cumulative impact – Are you aware of any cumulative impact?</b>  For example, when conducting a major review of services. This would mean ensuring that you have sufficient relevant information to understand the cumulative effect of all of the decisions.  <b>Example:</b>  A local authority is making changes to four different policies. These are funding and delivering social care, day care, and respite for carers and community transport. Small changes in each of these policies</p>			<p>The detail of the impact from the proposed capital programme spending is not yet sufficiently clear to identify with any certainty which proposals, groups and protected characteristics may be involved. However, it is clear that the reason that many of the people who use Council services do so, especially those services that deliver safeguarding, social care and support, is because they are in need due to their age and/or disability. It is also the case that, on average, residents of minority ethnic communities and women are more likely to be deprived and in need than other people.</p>	

<p>may disadvantage disabled people, but the cumulative effect of changes to these areas could have a significant effect on disabled people's participation in public life. The actual and potential effect on equality of all these proposals, and appropriate mitigating measures, will need to be considered to ensure that inequalities between different equality groups, particularly in this instance for disabled people, have been identified and do not continue or widen. This may include making a decision to spread the effects of the policy elsewhere to lessen the concentration in any one area.</p>	<p>It is therefore probable that there will be a positive differential impact on these groups from proposals to the additional capital spending proposals.</p> <p>Each Full Equality Impact Assessment undertaken at the business case of stage of the capital project approval process will identify specific positive and/or negative impact on the residents of the Borough and will address mitigation in respect of the detailed proposal that it assesses.</p>
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**10.** How do your proposals contribute towards the requirements of the Public Sector Equality Duty (PSED), which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups.

(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups	Are there any actions you can take to meet the PSED requirements? <i>(List these here and include them in the Improvement Action Plan at Stage 5)</i>
<p>The Council's capital project approval process prevents any proposal which amounts to discrimination from being implemented and any project that is likely to lead to differential impact to be varied to mitigate the differential impact.</p>	-	-	-

**11.** Is there any evidence or concern that your proposals may result in a protected group being disadvantaged (please refer to the Corporate Guidelines for guidance on the definitions of discrimination, harassment and victimisation and other prohibited conduct under the Equality Act)?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	x	x				x	x	x	

If you have answered "yes" to any of the above, set out what justification there may be for this in Q12a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)

If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is proportionate to achieve the aims of the proposal.

If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. (select outcome 4)  
If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. (select outcome 4)

#### Stage 4: Decision

**12.** Please indicate which of the following statements best describes the outcome of your EqIA ( tick one box only)

<b>Outcome 1</b> – No change required: when the EqIA has not identified any potential for unlawful conduct or adverse impact and all opportunities to enhance equality are being addressed.	x
<b>Outcome 2</b> – Minor adjustments to remove / mitigate adverse impact or enhance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 5</i>	
<b>Outcome 3</b> – Continue with proposals despite having identified potential for adverse impact or missed opportunities to enhance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. <b>(explain this in 12a below)</b>	
<b>Outcome 4</b> – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)	

**12a.** If your EqIA is assessed as **outcome 3** or have ticked 'yes' in Q11, explain your justification with full reasoning to continue with your proposals.

N/A

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**Stage 5: Making Adjustments (Improvement Action Plan)**

13. List below any actions you plan to take as a result of this impact assessment. This should include any actions identified throughout the EqIA.

Area of potential adverse impact e.g. Race, Disability	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
-	--	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

**Stage 6 - Monitoring**

The full impact of the decision may only be known after the proposals have been implemented, it is therefore important to ensure effective monitoring measures are in place to assess the impact.

14. How will you monitor the impact of the proposals once they have been implemented? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 5)</i>	The impact of each individual proposal will be monitored by the service directorate responsible for the service. Each business case will detail outcomes and the achievement of these will be formally reported upon back through to the Capital Forum.			
15. Do you currently monitor this function / service? Do you know who your service users are?	Yes	N/A	No	N/A
16. What monitoring measures need to be introduced to ensure effective monitoring of your proposals? <i>(Also Include in Improvement Action Plan at Stage 5)</i>	N/A			
17. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 5)</i>	N/A			
18. Have you received any complaints or compliments about the policy, service, function, project or proposals being assessed? If so, provide details.	None			

**Stage 7 – Reporting outcomes**

The completed EqIA must be attached to all committee reports and a summary of the key findings included in the relevant section within them.

EqIA's will also be published on the Council's website and made available to members of the public on request.



<p><b>19. Summary of the assessment</b></p> <p><b>NOTE:</b> This section can also be used in your reports, however you must ensure the full EqIA is available as a background paper for the decision makers (Cabinet, Overview and Scrutiny, CSB etc)</p> <p>What are the key impacts – both adverse and positive?          Are there any particular groups affected more than others?          Do you suggest proceeding with your proposals although an adverse impact has been identified? If yes, what are your justifications for this?          What course of action are you advising as a result of this EqIA?</p>	<p>It needs to be recognised that approval of the Council’s Capital Programme budget sets the overall spending totals and the spending totals for each service area rather than giving detailed approval to every project. The detail of each capital project will be included in business cases that will go to the Capital Forum for approval and it is only after this formal approval can the project commence and the capital programme be implemented. The business case is where the full Equality Impact Assessments pertaining specifically to that project will be undertaken.</p>
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<p><b>20. How will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc</b></p>	<p>Council website</p>
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**Stage 8 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)**

**The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.**

<p><b>21. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</b></p>	
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<p>Signed: (Lead officer completing EqIA)</p>	<p>Signed: (Chair of DETG)</p>
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<p>Date:</p>	<p>Date:</p>
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