

## 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:	Children and Families
What are the proposals being assessed? ( <b>Note:</b> 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	To tender for activities and short breaks for disabled children for 2013 onwards.
Manager Responsible for Area:	Richard Selwyn, Service Manager for Commissioning
Officer(s) completing the Initial Equality Implications Assessment (IEIA):	Audrey Salmon, Senior Commissioner
Date IEIA completed:	8 January 2013

<p><b>1.</b> 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>	The aim of the proposal is to tender for a wider range of activities and short break services for disabled children and their parents/carers – which will offer more choice and deliver better outcomes.
<p><b>2.</b> 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>	Current providers of local services and disabled children and parents/carers.
<p><b>3.</b> What data, information, evidence, research, statistics, surveys, and consultation(s) have you considered to undertake this assessment?</p> <p><i>(include the actual data, statistics and evidence)</i></p>	Results of the parent consultation; performance monitoring data; school census data. See attached Market Position Statement for summary of data.

4. Could your proposals disproportionately affect more people of one group than another?	Yes	No	If yes, please explain how?
	Yes		These services are targeted at children with disabilities.

#### 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	<b>A</b> Relevance	<b>B</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?)	<b>C</b> Assessing Negative Impact Score
	Low/ Medium/ High	Positive/ Adverse/ Neutral			
Age (including carers of young/older people)	High	Neutral	This proposed service is targeted at children and young people.	Evidence includes: Eligibility criteria and service user monitoring data.	
Disability (including carers of disabled people)	High	Neutral	This proposed service is targeted at disabled children and their parents/carers.	Parents and Carers of disabled children told us during a recent consultation that they would like a wider range of short break services to be available. The proposed service will offer greater choice to this group.	
Gender Reassignment	low	low	N/A	N/A	
Marriage and Civil Partnership	low	low	N/A	N/A	
Pregnancy and Maternity	low	low	N/A	N/A	
Race	High	Neutral	Over half of service users are from the Asian Community. Will need to ensure that services are culturally sensitive and appropriate to local communities.	School census data and service monitoring data.	

Religion or Belief	Low	low			
Sex	High	neutral	Disproportionate numbers of boys access this service. Will need to ensure that these services are appropriate for this group.	School census data and service monitoring data	
Sexual orientation	low	low	N/A	N/A	

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
<b>At the point of service delivery</b>	To ensure that the evaluation criteria assesses how well prospective providers address the specific needs of service users when tailoring services to meet their needs.	Better outcomes for children and families.	June 2013 onwards	Audrey Salmon, Senior Commissioner	Underway

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**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.	If the proposal to go out to tender for new services is approved; a wider range of services would be available to meet the diverse needs of disabled children and their parents and carers. This initial assessment indicates that a Full Equalities Impact Assessment is not required for this decision; however an assessment will be undertaken as part of the tendering process in line with the Council's Equality in Procurement and Commissioning Guidance.
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On the basis of your conclusion, do you suggest a full Equality Impact Assessment should be undertaken?	Yes		No	X
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If no, please explain why not?	A full EIA is not required as we are not proposing to change or withdraw this service. The proposal is to request approval to tender for new services; however an assessment will be undertaken as part of the tendering process in line with the Council's Equality in Procurement and Commissioning Guidance.
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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.	No.
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Signature - Lead Officer		Date	8 January 2013
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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](mailto: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		