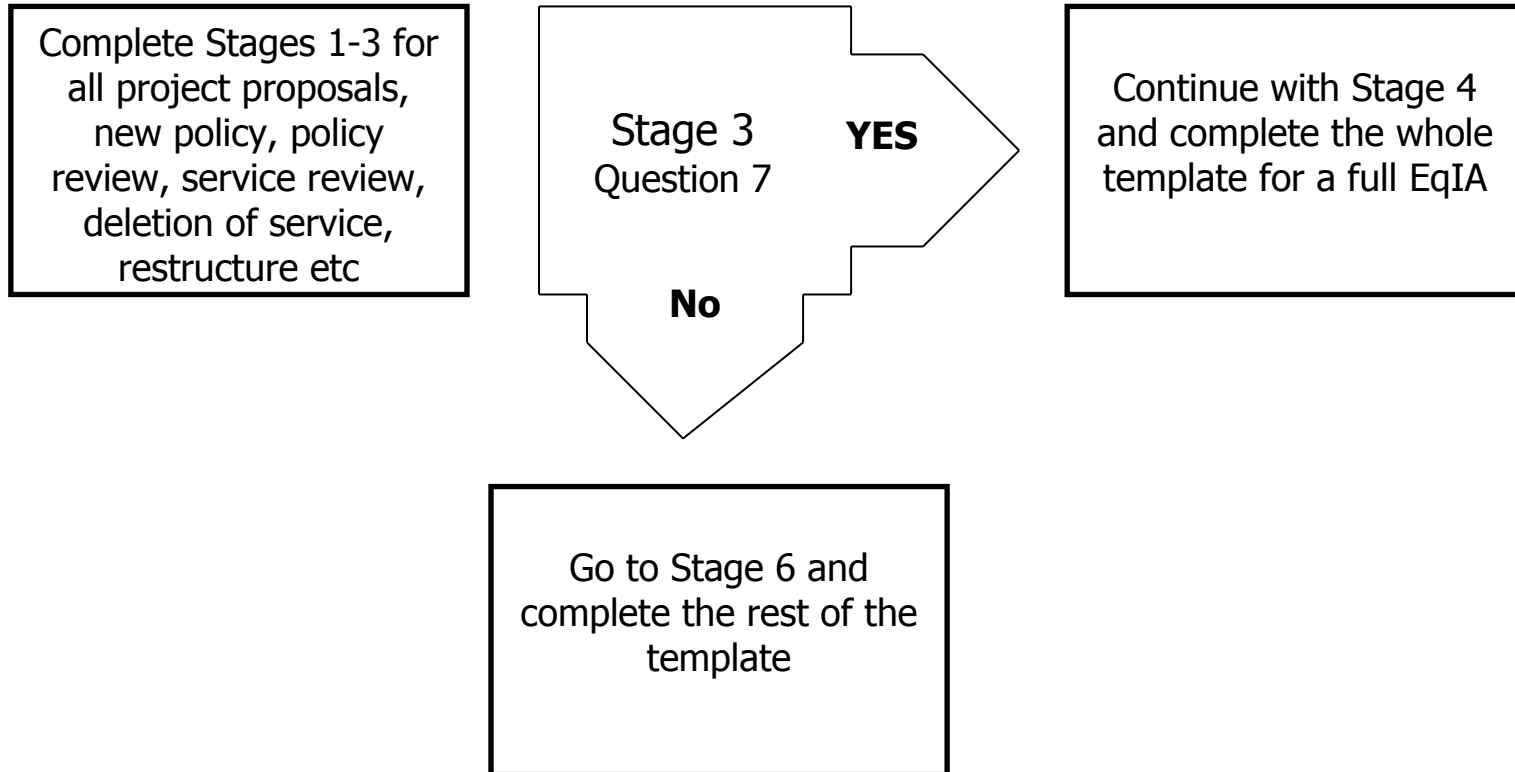


# Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process. There is now just one Template. Project Managers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



## Equality Impact Assessment (EqIA) Template

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 assessment.

It will also help you to look at the EqIA Template with Guidance Notes to assist you in completing the EqIA.

Type of Project / Proposal:	Tick ✓	Type of Decision:	Tick ✓
Transformation		Cabinet	✓
Capital		Portfolio Holder	
Service Plan		Corporate Strategic Board	
Other		Other	
Title of Project:	The Community Safety Plan for 2014 -2017		
Directorate / Service responsible:	Resources to co-ordinate; all to deliver		
Name and job title of lead officer:	Mike Howes, Senior Policy Officer		
Name & contact details of the other persons involved in the assessment:			
Date of assessment:	July 2014		
<b>Stage 1: Overview</b>			
<p><b>1. What are you trying to do?</b></p> <p>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>To set priorities for community safety activity over the years 2014-2017 so that the Council, the Police, the Health Service, voluntary and community organisations and others share a common direction of travel in relation to community safety.</p> <p>The major priorities are the “MOPAC 7 “ crimes; Burglary; Violence with Injury; Vandalism; Theft from the Person; Robbery; Theft of a Vehicle and Theft from a Vehicle: as well as Anti-social behaviour; Domestic Violence and reducing re-offending. The MOPAC 7 crimes have been identified by the Mayor as having the greatest impact on the public while ASB causes the greatest local concern, and domestic violence makes up a higher proportion of crime in Harrow than in any other London Borough. Reducing re-offending should help achieve these other</p>		

	<p>crime reduction priorities.</p> <p>The Plan also describes an aspiration to make Harrow the safest borough in London within the period covered by the Plan. If this is achieved, it will equate to a reduction of almost 2,500 crimes a year in Harrow.</p>					
<p><b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b></p>	Residents/Service Users	✓	Partners	✓	Stakeholders	✓
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment	✓	Marriage and Civil Partnership		Pregnancy and Maternity	
	Race	✓	Religion or Belief	✓	Sex	✓
	Sexual Orientation	✓	Other			
<p><b>3. Is the responsibility shared with another directorate, authority or organisation? If so:</b></p> <ul style="list-style-type: none"> <li>• Who are the partners?</li> <li>• Who has the overall responsibility?</li> <li>• How have they been involved in the assessment?</li> </ul>	<p>All Council Directorates, the Police, The Probation Service, the Fire Service, Harrow Magistrates, the Health Service and the Voluntary and Community Sector.</p> <p>Safer Harrow has considered the strategic assessment which analyses crime and ASB trends and drew up the priorities contained within the Community Safety Plan. Had any adverse impacts been identified in this assessment, they would have been reported to Safer Harrow to consider changing the Plan.</p>					
<p><b>Stage 2: Evidence / Data Collation</b></p>						
<p><b>4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.</b></p> <p><b>(Where you have gaps (data is not available/being collated), you may need to include this as an action to address in your Improvement Action Plan at Stage 7)</b></p>						
<p>Age (including carers of young/older people)</p>	<p>Of the crime types where the age of the victim and the suspect might be relevant, Robbery and Violence with Injury have similar profiles with both victims and suspects being predominantly young. For example, for Violence with Injury, 26% of victims were 25-34 years old and a further 25% younger while only 19% of</p>					

	<p>victims were aged 45 or more. For Robbery, 22% of victims were 17 or younger with a further 35% being between 17 and 34 and, again, only 19% of victims were aged over 45. For theft from the person, however, victims aged 45 and over accounted for 31% of the total.</p> <p>For suspects the majority for both Robbery and Violence with injury were under 35</p>
Disability (including carers of disabled people)	No data on crime affecting this protected characteristic
Gender Reassignment	No data on crime affecting this protected characteristic
Marriage / Civil Partnership	No data on crime affecting this protected characteristic
Pregnancy and Maternity	No data on crime affecting this protected characteristic
Race	<p>Of the crime types where the ethnicity of the victim and of the suspect might be relevant, there is no clear pattern. For Robbery, the largest group of victims, 45%, were Asian with 27% being White while for Violence with Injury, 41% of victims were white and 32% Asian.</p> <p>For suspects in Robbery, 42% were Afro-Caribbean, 20% white and 13% Asian and for Violence with Injury, 34% were White, 24% Asian and 23% Afro-Caribbean.</p> <p>Racist and Religious Hate Crime, which are recorded together showed a slight increase although Harrow's figures remain at around 2% of London's crime in this category.</p>
Religion and Belief	No data on crime affecting this protected characteristic
Sex / Gender	81% of victims of robbery were male. This is a substantial increase on the previous year, when just over 70% of victims were male and the year before when the proportion was 55%. Male victims of Violence with Injury accounted for 71% of the total but 46% of victims of Theft from the Person were female – the largest proportion given that in a large number of cases, no sex was recorded.
Sexual Orientation	There were 14 homophobic offences in the most recent Strategic Assessment period, a decrease of eight compared to the 12 months prior to this

Socio Economic	No data on the variable impact of crime on people in different socio-economic is available.
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**5. What consultation have you undertaken on your proposals?**

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).
In the three previous years, the Residents panel was consulted on the outcomes of the strategic assessment to ensure that the statistical picture of Harrow drawn from crime reports echoed resident experience – which it did. As the crime pattern had not changed significantly for this year, the consultation was not repeated	Resident Panel questionnaire	That the understanding of crime in Harrow presented in the Strategic Assessment on which the Community safety Plan is based was an accurate representation of the public experience of crime. The data showing the groups most likely to be victims of specific crimes, suspects in specific crime types and the levels of fear of crime and confidence in the Police reflected the information in the strategic assessment.	The Community Safety Plan is based on the evidence contained in the Strategic Assessment which has, in previous years, been endorsed by the Residents Panel as an accurate account of the public experience of crime. As such, the proposals in the Community Safety Plan already address the most significant crime types
Safer Harrow	Debate at meetings of Safer Harrow	The proposals have been modified to reflect the advice and expertise of Safer Harrow members	

<b>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</b>  List the Title of reports / documents and websites here.	At the end of the period covered by the strategic assessment, Harrow had the second lowest level of overall crime of London’s 32 Metropolitan Police boroughs, with 53 recorded offences per 1,000 population compared to the London average of 89 per 1,000 population. Compared to London as a whole, Harrow has a high proportion of residential burglaries and a low proportion of theft/handling offences.
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In other respects, the composition of Harrow's overall crime is similar to London as a whole.

Harrow's level of residential burglary was slightly below the London borough average in the most recent year. However, 13.1% of Harrow's overall crime rate was residential burglary. This is the highest proportion of any London borough. Also, Harrow's rate of Domestic Violence was a higher proportion of Borough crime than in any other London Borough although with a total that was below the London Borough average making Harrow the borough with the 28<sup>th</sup> highest total of DV crime.

### Stage 3: Assessing Potential Disproportionate Impact

**7.** Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	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	x	x	x	x

**YES** - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

**NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**

- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 7

### Stage 4: Collating Additional data / Evidence

**8.** What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage

3?  (include this evidence, including any data, statistics, titles of documents and website links here)	
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**9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?**

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).

**Stage 5: Assessing Impact and Analysis**

**10. What does your evidence 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	Adverse ✓	Positive ✓	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.  <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 9</b>	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)
Age (including carers of young/older)				

people)				
Disability (including carers of disabled people)				
Gender Reassignment				
Marriage and Civil Partnership				
Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				



Sexual orientation									
<b>11. Cumulative Impact</b> – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?					Yes		No		
If yes, which Protected Characteristics could be affected and what is the potential impact?									
<b>11a. Any Other Impact</b> – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?					Yes		No		
If yes, what is the potential impact and how likely is to happen?									
<b>12.</b> Is there any evidence or concern that the potential adverse impact identified may result in a Protected Characteristic being disadvantaged? (Please refer to the <a href="#">Corporate Guidelines for guidance on the definitions of discrimination, harassment and victimisation and other prohibited conduct under the Equality Act</a> ) available on <a href="#">Harrow HUB/Equalities and Diversity/Policies and Legislation</a>									
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No									
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 6: Decision

**13.** 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: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	✓
<b>Outcome 2</b> – Minor adjustments to remove / mitigate adverse impact or advance 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 7</i>	
<b>Outcome 3</b> – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance 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 13a 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)	

**13a.** If your EqIA is assessed as **outcome 3 or you have ticked 'yes' in Q12**, explain your justification with full reasoning to continue with your proposals.

### Stage 7: Improvement Action Plan

**14.** 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 required to mitigate	How will you know this is achieved? E.g. Performance Measure / Target	Target Date	Lead Officer	Date Action included in Service / Team Plan


### Stage 8 - Monitoring

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

<b>15.</b> How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	The Strategic Assessment is produced annually and the Community Safety Plan updated to reflect changing circumstances. Therefore, a change in the crime pattern affecting one or more protected characteristic will be highlighted early in the new financial year.
<b>16.</b> How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Regular crime monitoring at Safer Harrow will enable the impact of the actions proposed in the Community Safety Plan to be assessed and changes made to the
<b>17.</b> Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	No

### Stage 9: Public Sector Equality Duty

**18.** How do your proposals contribute towards 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
The plan proposes actions to address crime including race, religious and homophobic crime		Reducing crime increases community confidence and cohesion, enabling people from

different backgrounds more easily to trust each other

**Stage 10 - 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.**

<b>19.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	Resources ETG		
Signed: (Lead officer completing EqIA)	Mike Howes	Signed: (Chair of DETG)	Alex Dewsnap
Date:		Date:	
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	