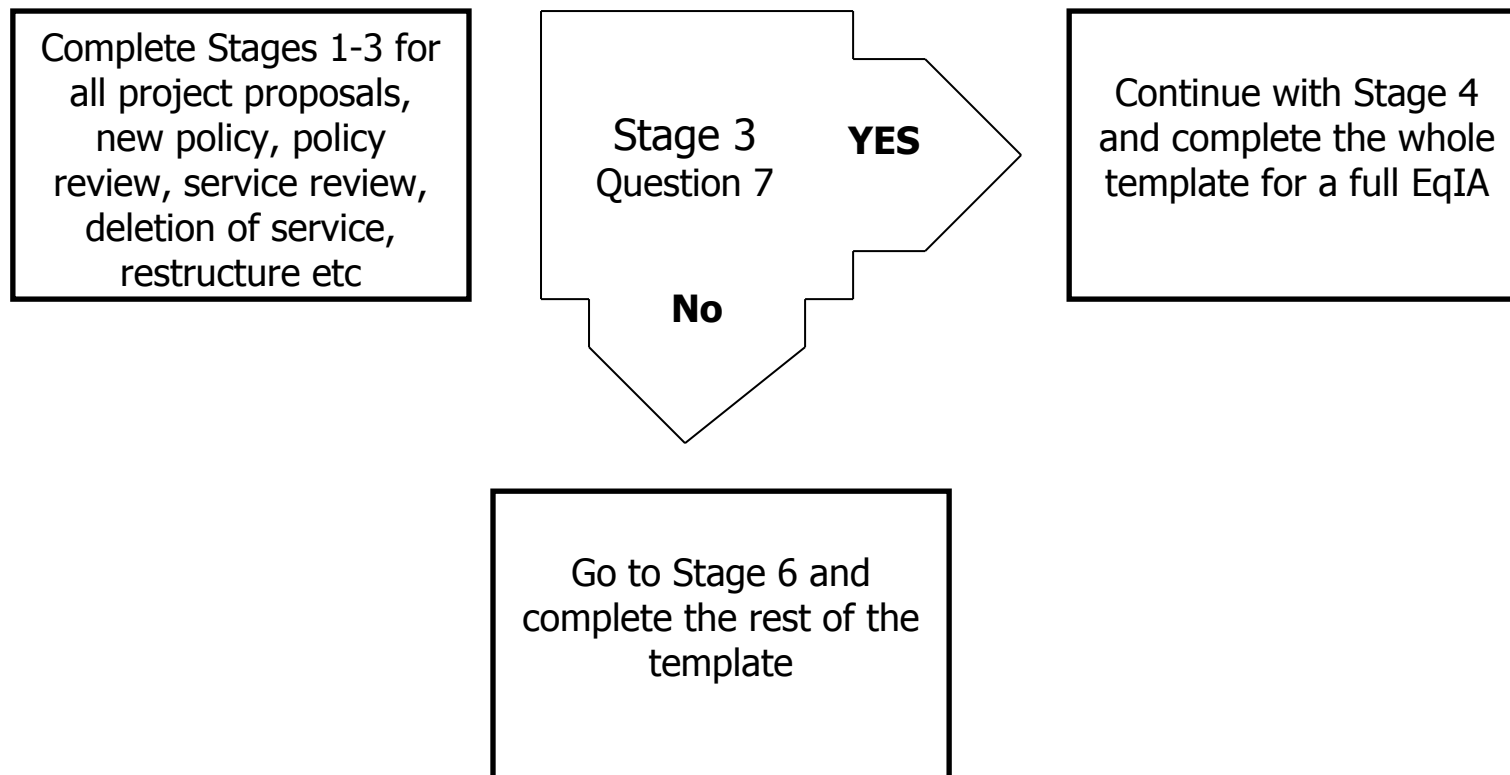


# Equality Impact Assessment Template

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	X
Capital		Portfolio Holder	
Service Plan	X	Corporate Strategic Board	
Other		Other	
Title of Project:		Harrow Youth Offending Partnership Youth Justice Plan 2014-15	
Directorate / Service responsible:		Children and Families Directorate, Targeted Services Division	
Name and job title of lead officer:		Chris Spencer Director Childrens Services.	
Name & contact details of the other persons involved in the assessment:		Ann Garratt Service Manager Youth Offending Team. Tel ext 6976 Aman Sekhon-Gill Tel ext 6755	
Date of assessment:		11 <sup>th</sup> August 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>It is a statutory requirement to produce an annual Youth Justice Plan for Harrow.</p> <p>The plan identifies the responsibilities and the actions required by the Youth Offending Team and Partners to protect the public, prevent crime and anti-social behaviour committed by young people with the overall aim of improving the life chances for children and young people.</p> <p>The Youth Offending Team does not undertake prevention work with young people who are at risk of offending. First time entrants refers to young people who have committed an offence but are diverted from the criminal justice system through</p>	

	<p>TRIAGE.</p> <p>The Youth Offending Team follows a series of processes prescribed by the Youth Justice Board, including the completion of an assessment (ASSET) of the young person from which an individualised intervention plan is developed.</p> <p>The Youth Offending Team receives funding from the YJB on the completion of the annual Youth Justice Plan. Harrow Council also provides funding. The Metropolitan Police, Probation and Health all provide funding in kind. In addition the Youth Offending Team commissions services eg parenting programmes.</p> <p>The Youth Justice Board has identified 3 outcome indicators for all Youth Offending Teams:</p> <p>Reducing first time entrants to the criminal justice system</p> <p>Reducing re-offending</p> <p>Reducing the risk of custody.</p> <p>.</p>					
<p><b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	Residents / Service Users	x	Partners	x	Stakeholders	x
	Staff	x	Age	x	Disability	x
	Gender Reassignment	x	Marriage and Civil Partnership	x	Pregnancy and Maternity	x
	Race	x	Religion or Belief	x	Sex	x
	Sexual Orientation	x	Other	x		
<p><b>3.</b> Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> <li>Who are the partners?</li> </ul>	<p>The responsibility for the Harrow Youth Offending Team lies within the Children and Families Directorate. The work of the Youth Offending Team is overseen by a statutory multi agency Management Board whose members include Police,</p>					

<ul style="list-style-type: none"> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	<p>Probation, Health, Youth Justice Board, the Court and the third sector.</p> <p>The Youth Justice plan is produced in consultation with the Youth Offending Management Board.</p> <p>Overall responsibility is with the Youth Offending Management Board.</p>
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## Stage 2: Evidence / Data Collation

**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.

The Youth Offending Management Panel has undertaken a self assessment using the Youth Justice Board Self Assessment to inform the development of the plan. Underpinning the plan are the 3 outcome indicators identified by the Youth Justice Board : reducing first time entrants to the criminal justice system, reducing re-offending, reducing the risk of custody.

There has been a reduction in first time entrants to the criminal justice system from 127 in 2011/12 to 79 in 2012/13

The latest available figures for re-offending in the year 2011/12 identified a further reduction in re-offending rates to 35% from 41.6% (ie 70 out of 200 young people were re-offenders compared to 99 young people out of 238

There has been a reduction in the numbers of young people in custody from 17 in 2011/12 to 10 young people in 2012/13.

The plan takes into account interventions and activities which have impacted on the 3 outcome indicators.

In addition Harrow has a high number of young people who are looked after who are offenders/re-offenders. The strategy to reduce the number of looked after children in the criminal justice system is linked to the plan.

Age (including carers of young/older people)	The Youth Offending Team works with young people aged 10-17 years.
Disability (including carers of disabled people)	Young people who offend may be in this category
Gender Reassignment	It is possible that young people who offend may be in this category
Marriage / Civil Partnership	Due to the age of young people who the youth offending team works with few, if any, young people who

	offend may be in this category.		
Pregnancy and Maternity	Young people who offend may be in this category		
Race	Young people who offend may be in this category		
Religion and Belief	Young people who offend may be in this category		
Sex / Gender	Young people who offend may be in this category		
Sexual Orientation	Young people who offend may be in this category		
Socio Economic	Young people who offend may be NEET (not in education, employment or training)		
<b>5. What consultation have you undertaken on your proposals?</b>			
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).
The Harrow Youth Offending Management Board	Involved in the Youth Justice Board self assessment and the development of the Harrow 2014/15 youth justice plan.	Limited or nil adverse impact	Fed into the 2014/14 Harrow youth offending partnership youth justice plan
Young people	Completion of "What do you think?" forms	Limited or nil adverse impact	Fed into the 2014/14 Harrow youth offending partnership youth justice plan
Youth Justice Board Business Partner	Attends the Youth Offending Management Board	Limited or nil adverse impact	Fed into the 2014/14 Harrow youth offending partnership youth justice plan
<b>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this</b>	Monthly and quarterly performance reports.		

assessment?  List the Title of reports / documents and websites here.	The Youth Justice Board self assessment.  The Youth Justice Action Plan 2013/14  The Harrow Youth Offending Team Annual Report 2013/14
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### 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)		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending Reducing the use of custody	
Disability (including		X	The plan addresses the 3 outcomes identified by the Youth Justice Board	

carers of disabled people)			Reducing first time entrants Reducing re-offending Reducing the use of custody	
Gender Reassignment		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending Reducing the use of custody	
Marriage and Civil Partnership		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending Reducing the use of custody	
Pregnancy and Maternity		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending Reducing the use of custody	
Race		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending Reducing the use of custody	
Religion or Belief		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending	



			Reducing the use of custody	
Sex		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending Reducing the use of custody	
Sexual orientation		X	The plan addresses the 3 outcomes identified by the Youth Justice Board Reducing first time entrants Reducing re-offending Reducing the use of custody	

**11. Cumulative Impact** – 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?

If yes, which Protected Characteristics could be affected and what is the potential impact?

Yes		No	<b>X</b>
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**11a. Any Other Impact** – 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?

If yes, what is the potential impact and how likely is to happen?

Yes		No	<b>X</b>
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**12.** Is there any evidence or concern that the potential adverse impact identified may result in a Protected Characteristic 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) available on [Harrow HUB/Equalities and Diversity/Policies and Legislation](#)

	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
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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.	X
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<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>	
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<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>	
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<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)	
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<b>13a.</b> If your EqIA is assessed as <b>outcome 3 or you have ticked 'yes' in Q12</b> , explain your justification with full reasoning to continue with your proposals.	
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### 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 Date	Lead Officer	Date Action included in Service /
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		/ Target			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.

<p><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></p>	<p>The monthly and quarterly performance reports will measure the impact of the plan. The plan will be reviewed by the Youth Offending Management Board. The Youth Justice Board self assessment will be reviewed to inform the annual youth offending plan.</p>
<p><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></p>	<p>Performance will be reported to the Youth Offending Management Board on a quarterly basis. Annual report to Harrows Corporate Parenting Panel. Reporting to the Safer Harrow Partnership.</p>
<p><b>17.</b> Have you received any complaints or compliments about the proposals being assessed? If so, provide details.</p>	<p>None</p>

### 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
Harrow Children and Families Directorate currently operate within these requirements and will continue to do so.	See left column	See left column

**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?			
Signed: (Lead officer completing EqIA)	Ann Garratt	Signed: (Chair of DETG)	Roger Rickman
Date:	21 <sup>st</sup> August 2014	Date:	21 <sup>st</sup> August 2014
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	