

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: Arboricultural Works Tender			
Directorate / Service responsible: E&E Arboriculture			
Name and job title of lead officer: David Hayes			
Name & contact details of the other persons involved in the assessment: David Hayes & Tony Donetti			
Date of assessment: 15 August 2014			

Stage 1: Overview

1. What are you trying to do?

(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)

Harrow Council is externally tendering a contract to deliver arboricultural works within the London Borough of Harrow for the Environment and Enterprise Directorate. The overarching aim of the project is to deliver a contract which protects, improves and sustains the tree population of Harrow for the benefit and enjoyment of current and future generations.

The proposed contract represents a positive change in approach from reactive maintenance to a cyclical maintenance model which will result in a more proactive approach resolving problems before they occur. In the medium to long term costs from claims will reduce, complaints will reduce, resident satisfaction will increase, safety will increase and tree stock health will increase.

	<p>The procurement exercise is an enhancement to the current contract arrangements.</p> <p>We currently access a Brent Council framework better tailored to Brent's arboricultural needs. The proposed contract is a direct tender incorporating a Harrow lead performance management regime enabling more effective control of the contractor and better outcomes to the Council.</p>															
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	<table border="1"> <thead> <tr> <th>Residents / Service Users</th> <th>Partners</th> <th>Stakeholders</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Age</td> <td>Disability</td> </tr> <tr> <td>Gender Reassignment</td> <td>Marriage and Civil Partnership</td> <td>Pregnancy and Maternity</td> </tr> <tr> <td>Race</td> <td>Religion or Belief</td> <td>Sex</td> </tr> <tr> <td>Sexual Orientation</td> <td>Other</td> <td></td> </tr> </tbody> </table>	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	
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>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	<p>The tender and management of the contract is lead by the Environment and Enterprise Directorate under the Commissioning Services arm. The Housing arm of the Community Health and Wellbeing Directorate access the existing contract for their tree stock.</p> <p>Arboricultural Officers and E&E Contract Management have contributed to design of the contract specification which feeds into development of the EQIA.</p>															
<p>Stage 2: Evidence / Data Collation</p>																
<p>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.</p> <p>(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</p>																

Plan at Stage 7)

<p>Age (including carers of young/older people)</p>	<p>Younger/older people likely would suffer more where parks, roads and other spaces become increasingly overgrown with trees making them dark and therefore making people feel less secure – which could result in them choosing not to go out, or to generally feel less confident when going out. The move to an enhanced cyclical maintenance regime will improve the perception of safety for these groups with the pruning / thinning of trees making areas feel safer (anti-social behaviour / crime considerations). Demographical census data shows the population of Harrow is consists of 16-24 11.7%, 25-44 30.4%, 45-64 23.6%, 65+ 14.1%.</p>
<p>Disability (including carers of disabled people)</p>	<p>See Religion and Belief</p> <p>Increasing growth and lack of management of trees could increase damage to pavements and other surfacing, or generally make pavements more difficult to use. This would increase poor surfacing which would affect some equality groups more than others (older and disabled people in particular). The tender specification moves away from a reactive to a proactive cyclical maintenance regime and will therefore improve pavement and surface quality. Demographical census data shows the population of Harrow is consists of 16.4% people with disabilities.</p> <p>See emotional and wellbeing health benefits in socio economic.</p>
<p>Gender Reassignment</p>	<p>Not disproportionately affected</p>
<p>Marriage / Civil Partnership</p>	<p>Not disproportionately affected</p>
<p>Pregnancy and Maternity</p>	<p>Uneven or inaccessible pathways are a particular barrier to pushchair use or parents/carers of wheelchair users. The tender enhances and does not adversely affect pathways.</p>
<p>Race</p>	

	<p>See Religion and Belief.</p> <p>Harrow parks and green spaces have an estimated six million visits per year, making them the most used leisure facility in the Borough.</p> <p>Green spaces facilitate cultural interaction and community cohesion - providing an open environment for cultures to mix, to see each other and be seen; familiarising and normalising relationships.</p>
<p>Religion and Belief</p>	<p>See Race – cultural interaction and community cohesion</p> <p>Vulnerable groups (women, ethnic minorities, disabled) likely would suffer more where parks, roads and other spaces become increasingly overgrown with trees making them dark and therefore making people feel less secure. The move to an enhanced cyclical maintenance regime will improve the perception of safety for these groups with the pruning / thinning of trees making areas feel safer (anti-social behaviour / crime considerations).</p> <p>Tree species planting and tree locations may be relevant to differing religions and beliefs. The tender specification and pricing schedule facilitate the ability to ensure equality in these areas which will be considered as part of the wider Borough tree strategy.</p> <p>Demographical census data shows the population of Harrow has a wide diversity of religions and beliefs with the top three being 37.3% Christian, 25.3% Hindu, 12.5% Islam.</p>
<p>Sex / Gender</p>	<p>If paths are allowed to become very overgrown this might impact women more in terms of perception of safety. The tender enhances reduces overgrowth of trees through proactive cyclical maintenance therefore does not adversely affect perception of safety.</p>
<p>Sexual Orientation</p>	<p>See Race – cultural interaction and community cohesion</p>

Socio Economic	<p>The 2013 draft tree strategy data identifies Wards within the Borough that have lower numbers of Council owned trees. There is a clear correlation between wealthier and poorer areas with the wealthier areas having a higher tree stock than the poorer areas of the Borough. Trees provide significant health benefits including emotional well-being (attractive and green, natural and changing, contact with wildlife), physical health (cooling by reducing the 'urban heat island effect', cleaner air by removing air born pollutants, recreational enjoyment of well-treed and attractive places). The density of Housing and lack of availability of space to plant trees contributes to these figures, however the tender procurement exercise builds in prices for tree planting which can be called off at any time during the contract term facilitating the ability to address any imbalance issues. Future decisions for areas to plant new trees will be politically lead based upon surveys such as the tree strategy and are often funded by pots of money such as the Neighbourhood Investment Scheme (NIS) budget. This tender exercise is not connected to the decision making process for tree planting schemes.</p>			
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).	
Arboricultural Team and E&E Contract Management	E&E Contracts Board Arboricultural team lead contribution to design of the contract specification which feeds into development of the EQIA. Draft tree strategy document	The tender positively impacts on these groups facilitating the structure to support delivery of wider forthcoming equality initiatives and agendas as the service develops and funding becomes available.	Recommendation to duly include equalities impact consideration to the nine protected characteristics in policy and strategy documents particularly in relation to tree management and planting. Empower and involve people in tree planting via an active and popular volunteering programme involving all	

		<p>members of society – this will need further encouragement and support from the council.</p> <p>Prioritise spend / service based on community (Equalities) mapping focussing on parts of the Borough where there is greatest need.</p> <p>All of the above to run separately from tender of contract on a specific EQIA.</p>
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<p>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	<p>Tree Strategy Guidance published by the London Tree and Woodland Framework</p>
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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	✓	✓	✓	✓	✓	✓	✓	✓	✓

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?

Not required

(include this evidence, including any data, statistics, titles of documents and website links here)

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. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 9	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								
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?					Yes		No	
If yes, which Protected Characteristics could be affected and what is the potential impact?								
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?					Yes		No	
If yes, what is the potential impact and how likely is to happen?								

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									

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)

Outcome 1 – 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.

Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. *List the actions you propose to take to address this in the Improvement Action Plan at Stage 7*

Outcome 3 – 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. **(Explain this in 13a below)**

Outcome 4 – 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
Not applicable					

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.	15. 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? (Also Include in Improvement Action Plan at Stage 7)	16. How will the results of any monitoring be analysed, reported and publicised? (Also Include in Improvement Action Plan at Stage 7)
Complaints monitoring and analysis in relation to arboriculture works and their effect on the nine protected characteristics carried out by the arboricultural team. Contract performance monitoring and management.	Data will be available to anyone requesting the information. Where an inequality issue is found that cannot be resolved the relevant strategic	

	board will be informed.	
17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	Constructive feedback received only (not equality related).	
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)	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups
A fully inclusive and consulted contract. Analysis of bid submissions from prospective contractors.	Deliver a contract which protects, improves and sustains the tree population of Harrow for the benefit and enjoyment of current and future generations with no disproportionate impact on any of the nine protected characteristics.	Improved accessibility to the outdoors for different groups facilitating cultural interaction and community cohesion.
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.		
19. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	E&E Contacts Board	
Signed: (Lead officer completing EqIA)	[Redacted]	Signed: (Chair of DETG)
Date:	15 Aug 2014	Date: 01/09/14
Date EqIA presented at the EqIA Quality Assurance Group	01 Sep 2014	Signature of ETG Chair

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