

Appendix 1: Environmental Health Out of Hours Noise nuisance response service EqIA

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	MTFS		Other				
Title of Project:		Environmental Health out of hours noise nuisance response service.					
Directorate / Service responsible:		E&E / Environmental Heath (Domestic)					
Name and job title of lead officer:		Alex Hauck					
Name & contact details of the other persons involved in the assessment:		David Corby					
Date of assessment:		12/01/2015					
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)		The proposal is to remove the out of hours noise team service. The team will continue to carry out planned proactive visits for the day time teams, such as licensing visits and planning checks Deletion of the Environmental Health Out of Hours Noise service, to be implemented from 1 st October 2014. Saving £50k.					
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)		Residents / Service Users	X	Partners		Stakeholders	
		Staff	X	Age		Disability	

	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief		Sex	
	Sexual Orientation		Other			

3. Is the responsibility shared with another directorate, authority or organisation?

No.

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.

(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)

Age (including carers of young/older people)	No data collected. Unlike to have an adverse disproportionate effect.
Disability (including carers of disabled people)	No data collected. Unlike to have an adverse disproportionate effect.
Gender Reassignment	No data collected. Unlike to have an adverse disproportionate effect.
Marriage / Civil Partnership	No data collected. Unlike to have an adverse disproportionate effect.
Pregnancy and Maternity	No data collected. Unlike to have an adverse disproportionate effect.
Race	No data collected. Unlike to have an adverse disproportionate effect.
Religion and Belief	No data collected. Unlike to have an adverse disproportionate effect.
Sex / Gender	No data collected. Unlike to have an adverse disproportionate effect.
Sexual Orientation	No data collected. Unlike to have an adverse disproportionate effect.

Socio Economic	No data collected. Unlike to have an adverse disproportionate effect.		
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).
<p>Community Champions Housing Tenants</p> <p>See Appendix 1</p>	<p>An online survey supported by self-completion, plus hard copy questionnaires available at local libraries.</p> <p>The Community Engagement team publicised the web-link through the Community Champion network and key community organisations as well as publicising it on the Harrow website, events, and libraries. A sample of 520 has been achieved to date</p> <p>The survey is around 15 minutes in length, comprised of a mix of pre-coded and open ended questions.</p>	<p>25% of respondents thought that the proposals will have a detrimental effect on their quality of life. Cross tab analysis on age – disability and ethnicity indicated an even distribution across all three protected characteristics.</p> <p>Reasons of effect primarily relate to generalised environmental noise with minimal direct impact.</p>	<p>Data indicates that no protected groups are disproportionately effected. Therefore no further action is programmed</p>

6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?

List the Title of reports / documents and websites here.

None N/A

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**

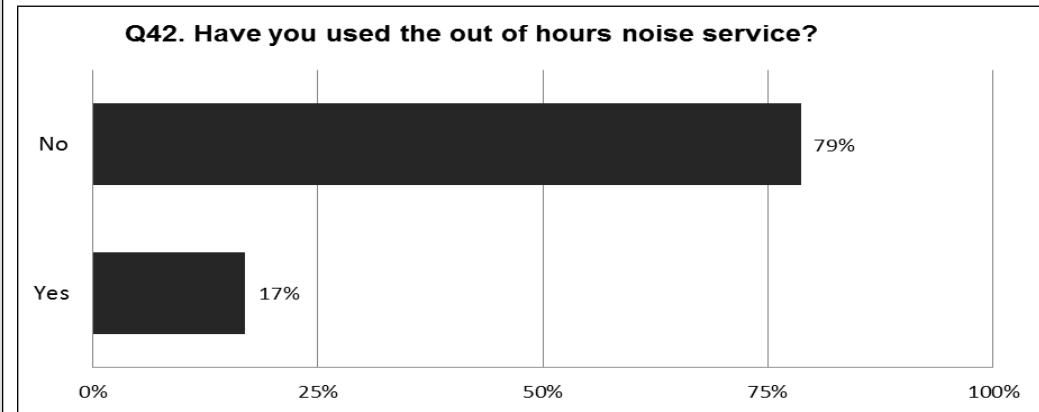
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 7

Stage 4: Collating Additional data / Evidence

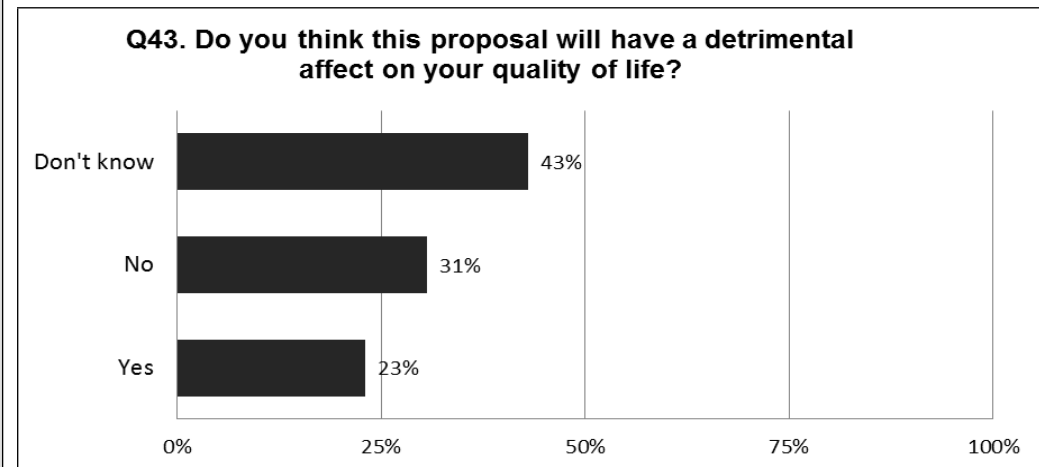
8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3?

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

Just under 1 out of 5 respondents (17%) had used the out of hours noise service.



Just under a quarter of respondents (23%) thought this proposal would have a detrimental affect on their quality of life. 43% said they did not know, and just under a third (31%) said it would not have a detrimental affect.



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			Yes	No X

Protected Characteristic?									
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		X			
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? <i>(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</i>									
	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
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.									
<ul style="list-style-type: none"> ▪ 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.	X
Outcome 2 – 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>	
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
N/A					

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*

<i>Action Plan at Stage 7)</i>	
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	
17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	

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

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?			
Signed: (Lead officer completing EqIA)	Alex Hauck	Signed: (Chair of DETG)	Hanif Islam
Date:	16/01/2015	Date:	
Date EqIA presented at the EqIA Quality Assurance Group	28/01/2015	Signature of ETG Chair	PP Hanif Islam

Appendix 1

Consultees

Afghan Association of London (Harrow)
Association of Senior Muslim Citizens
Gujarati Arya Association
Harrow Bengalee Association
Harrow Iranian Community Association (HICA)
Harrow Tamil Association
Indian Association of Harrow
Nepalese British Community UK
Pakistan Society of Harrow
Russian Immigrants Association
The Harrow African Caribbean Association (HACAS)
UK Asian Women's Conference (North London)
Harrow in Business (HiB)
Canons Community Association
Harrow Association of Disabled People
Harrow in Leaf
Middlesex Association for the Blind
Harrow Heritage Trust
North West London Lesbian & Gay Group (NWLLG)
Harrow Civic Residents' Association (HCRA)
Hatch End Association
HFTRA (Harrow Federation of Tenants' & Residents' Associations)
Harrow Association of Voluntary Service
Voluntary Action Harrow
Angolan Civic Communities Alliance (ACCA)
Harrow
British Afghan Women's Society
Harrow Association of Somali Voluntary Organisations (HASVO)
Harrow Bengalee Association
Harrow Equalities Centre
Harrow Somali Cultural & Educational Association

Jaago Punjabi Women's Group
Pinner Association
Wealdstone Active Community
ADHD and Autism Support Harrow
Mind in Harrow
National Osteoporosis Society Middlesex Group
Rethink: Harrow Support Group
Friends of Bentley Priory Nature Reserve
Friends of Canons Park
Friends of West Harrow Park
Harrow Youth Parliament
Capable Communities Ltd.
The Wish Centre
The Stanmore Society
Bessborough Cricket Club
Harrow Rugby Football Club
Harrow St. Mary's Youth Football Club
Pinner Cricket Club
Pinnstars Football Club
Harrow Mencap
Harrow Over 50 club
Harrow Community Transport
Harrow Centre for Volunteering
Harrow Volunteer Centre
Harrow Women's Centre
Headstone Manor Youth Football Club
Parkfield Youth Football Club
Pinner Albion Football Club
Pinner Jewish Football Club
Stanmore Football Club
Age Concern Harrow
Harrow Mencap
CAPRA Canons Park Residents Association
Harrow Nature Conservation Forum
Harrow St Mary's
Kenton Town FC
Parkfield Football Club
Parkfield Youth FC

Pinner Albion FC
St Josephs Youth FC
Stanmore Manor FC
Three Wishes Exiles
Venceremos FC
APB FC
Lankians CC
Pinner Challengers CC
Pinner Cricket Club
South Harrow CC
Tamil Union CC
West Harrow CC
Yarl CC
Youth Wing CC
Culver Bowls Club
Harrow Weald Bowls Club
Pinner Bowls Club
Stanmore Bowls Club
Pinner & Grammarians Rugby Football Club