# 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.

	ct / Proposal:	Tick ✓	Type of Decision:	Tick ✓			
Transformation			Cabinet	✓			
Capital			Portfolio Holder				
Service Plan			Corporate Strategic Board				
Other	MTFS	✓	Other				
	Title of Project:	Highways ve	erge grass cutting, moving from a three weekly to a six weekly cycle.				
Directorate /	Service responsible:	E&E					
Name and jo	b title of lead officer:	Mick Wynne					
Name & cont assessment:	act details of the other persons involved in the	David Corby, Andrew Smith, Sajni Durve					
Date of asses	ssment:	13/01/2015					
Stage 1: O	verview						
3		Harrow Pride currently undertakes cutting of grass verges to all Harrow managed highways on a 3 weekly cycle.					
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 council currently delivers this service on a three week cycle from March to November although this can be affected by weather conditions. Clippings are left distributed evenly over the verge to compost down back into the soil. The objective is to extend of the cutting frequency to a 6 weekly cycle which will apply to all verges across the borough is anticipated to achieve financial savings within the current residential street services budget of £82,000.				
		The reduc	ction in cutting frequency will realise these savings through t	ne removal of			

	3 posts from the current staffing establishment and associated vehicles.					
	Residents / Service Users	✓	Partners		Stakeholders	
	Staff	1	Age	✓	Disability	✓
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief		Sex	
	Sexual Orientation		Other			
<ul> <li>3. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	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)

It is unlikely that this proposal will have a significant on this characteristic as this is more an aesthetic matter. However, in the rare event that pedestrians need to cross and there isn't hard surfacing or a crossing nearby, elderly / vulnerable residents may find it difficult if they are faced with the option of longer grass verge for a significant distance to get to the nearest crossing. Borough wide 2011 census data (see data below) shows that Harrow has a fairly significant elderly population with 14.1% over the age of 65. Borough – wide age structure statistics from 2011 census Age (including carers of young/older people) **Age Structure** Harrow 2011 2011 2011 2011 % Rank - National Rank - London Data

All usual residents	239,056				
0 - 4	15,916	6.7	76	24	
5 - 7	9,007	3.8	40	14	
8 - 9	5,414	2.3	87	16	
10 - 14	14,590	6.1	96	9	
15	3,131	1.3	83	8	
16 - 17	6,604	2.8	34	3	
18 - 19	5,369	2.2	192	20	
20 - 24	16,066	6.7	89	25	
25 - 29	19,345	8.1	47	23	
30 - 44	53,358	22.3	45	30	
45 - 59	44,579	18.6	277	8	
60 - 64	12,010	5	301	8	
65 - 74	17,420	7.3	287	5	
75 - 84	11,659	4.9	283	5	
85 - 89	2,982	1.2	288	7	
90 & over	1,606	0.7	252	8	
Average Age (Mean)	37.6		287	8	
Average Age (Mean)	36			8	
Median Age	30		284	8	

Disability (including carers of disabled people)

In 24% (20,323) of Harrow's households one person has a long-term health problem or disability including dependant and no dependent children (please see table below). This equates to a 10% value across the population. The Environment Consultation results indicate 14% of respondents declaring a disability or health problem of which 9% refer to mobility issues.

It is unlikely that this proposal will have a significant on this characteristic as this is more an aesthetic matter. However, in the rare event that pedestrians need to cross and there isn't hard surfacing or a crossing nearby, residents with visual and/or mobility impairments may find it difficult if they are faced with the option of longer grass verge for a significant distance to get to the nearest crossing.

Adults not in Employment and Dependent Children and Persons with Long-term Health Problem or

	<u>D</u>	isability	for all Households					
	I	Harrow 2011 2011				2011	2011	
		All househ	olds : 84,268	Data	%	Rank - National	Rank - London	
	l I	<b>Household</b> :	s with:					
		No adults in	employment with dependent children	3,675	4	116	24	
	N	No adults ir	employment with no dependent children	18,788	22	324	15	
		Dependent	children of all ages	30,670	36	6	5	
		Dependent	children aged 0 - 4	12,435	15	24	13	
	C	One person lisability: V	in household with a long-term health problem or Vith dependent children	5,038	6	20	6	
			in household with a long-term health problem or to dependent children	15,285	18	293	10	
		One or mor	re person with a limiting long-term illness	N/A	N/A	N/A	N/A	
Gender Reassignment	N	No data collected. Unlikely to have an adverse disproportionate effect.						
Marriage / Civil Partne	ership	No data collected. Unlikely to have an adverse disproportionate effect.						
Pregnancy and Matern	nity	No data collected. Unlikely to have an adverse disproportionate effect.						
Race	N	o data c	ollected. Unlikely to have an adverse dispr	oportionate ef	fect.			
Religion and Belief	N	No data collected. Unlikely to have an adverse disproportionate effect.						
Sex / Gender	N	o data c	ollected. Unlikely to have an adverse dispr	oportionate ef	fect.			
Sexual Orientation	N	No data collected. Unlikely to have an adverse disproportionate effect.						
Socio Economic	N	No data collected. Unlikely to have an adverse disproportionate effect.						
5. What consultati	5. What consultation have you undertaken on your proposals?							
Who was consulted?	What consultation me were used?	· ·					•	

			consultation? (This may include further consultation with the affected groups, revising your proposals).
The consultation was carried out over the period 11 <sup>th</sup> September 2014 to 8 <sup>th</sup> November, 2014.  The consultation has given all residents the opportunity to respond.	The consultation has been promoted widely through posters, articles in the press and the web.  The consultation has had the most engagement in recent years and a variety of mechanisms to engage residents were taken forward: 100,000 Take part Booklets developed with survey distributed widely to stakeholder distribution list and through Harrow People 6000 booklets distributed as part of events  Specific web pages relating to the consultation and online web survey  7 Roadshows and 10 Drop in sessions held across Harrow and attendance at 50 Community Group meetings across Harrow	Survey Responses  Specifically in relation to impacts of the proposed changes in the survey residents were specifically asked which impacts would affect them most as an individual/family and a further question asking which proposals would impact the community as a whole. The following were fed back in order as having the most impact:  E&E sections include  Impact on you and your family:  1. Introducing a separate weekly food waste collection and charge for fortnightly collections of garden waste 2. Switch off some streetlights, or reduce the hours that they are on for  Impact on the community as a whole  1. Introducing a separate weekly food waste collection and charge for fortnightly collections of garden waste 2. Changes to parks maintenance 3. Relocation of beat sweepers from secondary shopping centres 4. Reduction in grass verge cutting  The impact on the protected characteristics for each of these proposals has not been specifically collected however this will be explored in the individual Equality Impact Assessments if proposals are taken forward for further consideration.	Based on the findings from this consultation elected members will be making a decision on the proposals that are to be taken forward for individual consultation. All proposals that are being taken forward to consultation will have their own individual detailed EqIA.  Councillors have confirmed that they will be taking forward a campaign for a fairer grant for Harrow.

resulting in 361 face to face in depth conversations

Translated documents on the web and in hard copy

Easy read of the consultation booklet and survey

Information on Facebook, Twitter and 4 responses received by video However the proposals that have been highlighted by the community as ones with the most impact that will have an obvious impact on groups with protected characteristics because they are users of their services are:

- Cutting some support provided to older and disabled people in Harrow under the Supporting People programme and
- Close or reduce some of the Council's early support services to families, including Children's Centres.

#### **Formal Letters**

23 formal responses were received which included feedback that some of the proposals could have impacts on groups that sit within the protected characteristics. These letters are not related to Environment proposals

#### **Petitions**

15 Petitions were received and this included the following in relation to Environmental services:

- 1 petition about locking of park gates with 108 signatures

#### **Harrow Youth Parliament**

The Youth Parliament tailored their own survey in response to Take Part which was asking whether young people agreed with proposals and therefore no feedback on impact. There were 495 responses received by the Council. The young people also held a debate and within this there was some concern relating to closure of libraries as used by young people and people to avoid isolation.

**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.

## 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	X	X							
No			X	X	X	X	X	Χ	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.

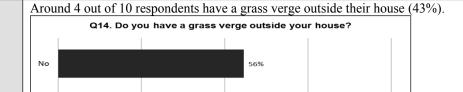
NO - If you have ticked 'No' to all of the above, then go to Stage 6

• 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)



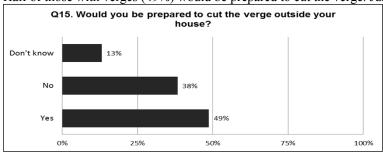
43%

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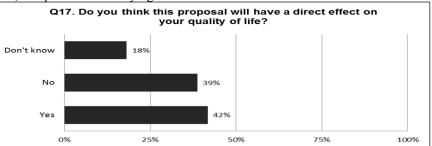
Yes

Half of those with verges (49%) would be prepared to cut the verge. Just over a third (38%) said no.

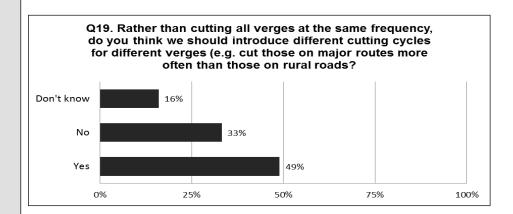
100%



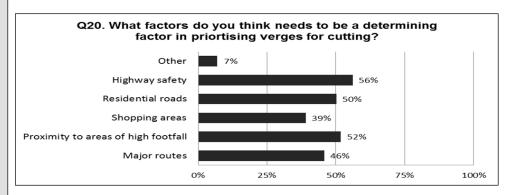
When asked about impact on quality of life from this proposal, 42% said it would impact their quality of life, compared to 39% saying it would.



Respondents were asked their views on the introduction of different cutting cycles for different verges. Half of respondents (49%) agreed with this suggestion.



When considering this prioritisation, highway safety was the most frequent response (56%), followed by proximity to areas of high footfall (52%).



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).

Community Champions Housing Tenants  Key Community groups	An online survey supported by self-completion, plus hard copy questionnaires available at local libraries. The Community Engagement team publicised the weblink through the Community Champion network and key community organisations as well as publicising it	Over 50% of respondents consider the current service to be good or better.	Consultation feedback has identified potential priorities for any targeted zonal cutting regimes if required
ricy community groups	on the Harrow website, events, and libraries. A sample of 520 has been achieved to date  The survey is around 15 minutes in length, comprised of a mix of pre-coded and open ended questions.	Of those who rated it poor or very poor, the majority cited general littering (97%) followed by flytipping (42%) as the main reasosn for that rating	Soco-economic and health impacts will be monitored using the Action Plans in the EqIAs
Staff	Members of staff were advised of the proposals that had staff impacts prior to the commencement of the Take Part and Cabinet reports proposing savings and took part in the Take Part Employee consultation. In addition, Trade Union colleagues have been given briefings prior to each Cabinet meeting agenda publication.	There will be a staff impact through the deletion of seven posts from the establishment. These posts are currently filled by agency workers so there will be no reduction in the number of permanent staff or redundancy but the reduction in posts may have an impact on remaining staff.  There is also a wider impact on staff across the Council as the deletion of full time equivalent posts reduces the redeployment opportunities to displaced staff as the organisation progress its change programme.	E&E will work with the corporate Organisational Development team in mitigating this impact

# 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? Ho	w likely is this to	o happen? How y	you will mitigate/remove any adverse impact?	
Protected	Adverse	Positive	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality
Characteristic	✓	<b>√</b>	Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 9	monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)
Age (including carers of			Longer grass could potentially cause a nuisance for residents, also may be hidden objects in longer grass.	Due to the fact that pedestrians are not expected to be walking on verges there is no direct implications
young/older people)	•		Impact on staff is a reduction in numbers – but does not disproportionately affect one or more protected characteristic.	The potential negative impacts are limited to aesthetics.  Monitor Service Requests through the Council's 'Collective' computer system which is used to monitor the queries and response time to rectify.
Disability (including carers of disabled	<b>√</b>		Longer grass could potentially affect mobility for people with mobility and visual impairments.	Due to the fact that pedestrians are not expected to be walking on verges there is no direct implications  The potential negative impacts are limited to aesthetics.
people)			Impact on staff is a reduction in numbers – but does not disproportionately affect one or more protected characteristic.	Monitor Service Requests through the Council's 'Collective' computer system which is used to monitor the queries and response time to rectify.
Gender Reassignment			No disproportionate adverse effect.	
Marriage and Civil Partnership			No disproportionate adverse effect.	
Pregnancy and Maternity			No disproportionate adverse effect.	
Race			No disproportionate adverse effect.	
Religion or Belief			No disproportionate adverse effect.	
Sex			No disproportionate adverse effect.	
Sexual orientation			No disproportionate adverse effect.	

11. Cumulative Impact – Considering what else is happening within the Council and	Yes		No	X
Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?				
Trocected Gridinateristic.				
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	Yes	x	No	
Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an	If verges are left un	tidy, this could deva	lue surrounding proper	ties.
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?				
13 To those any oxidence or concern that the notantial adverse impact identified may recult	t in a Duatacted Chaus	stariatia baina diand	vantaged2 (Dlance refe	u to the Counciate

**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	Χ	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.

- 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					
Disability & Age  Possibility that the increased verge cutting frequency may affect appearance of streets and people with other mobility impairments and/or those with visual impairments	Monitor deployment of mobile and amend work schedules to meet variable demand.  Monitor Service Requests through the Council's 'Collective' computer system which is used to monitor the queries and response time to rectify.	The Collective system captures all service requests and is used to monitor the response time to rectify.		Michael Wynne						

## 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)* 

As well as in house monitoring through the creation of random inspections via the Collective system, further monitoring of street cleansing performance is undertaken by an independent external body on 3 occasions per year.

<b>16.</b> How will the results of any monitoring be analysed, reported and publicised? (Also Include in Improvement Action Plan at Stage 7)			A full breakdown of performance, causes of litter, land class performance is provided as part of the external monitoring and assessment of cleansing performance. This will be reviewed and appropriate adjustments made.		
<b>17.</b> Have you received any complaints or complir assessed? If so, provide details.	out the proposals being	Full consultation analysis to be completed			
Stage 9: Public Sector Equality Dut	V				
<b>18.</b> How do your proposals contribute to discrimination, harassment and victimisat (Include all the positive actions of your p working hours for parents/carers, IT equ	wards to	vance equality of opportunits, for example literature wil	ty and foster good rela	tions between dif	ferent groups.
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	
N/a		N/a		N/a	
Stage 10 - Organisational sign Off (	(to be	completed by Chair of D	Departmental Equali	ties Task Grou	0)
The completed EqIA needs to be sen	it to th	e chair of your Departm	ental 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)	Mick Wynne		Signed: (Chair of	DETG)	Hanif Islam
Date:	13/01/2015		Date:		

Signature of ETG Chair

28/01/2015

Date EqIA presented at the EqIA Quality Assurance Group

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