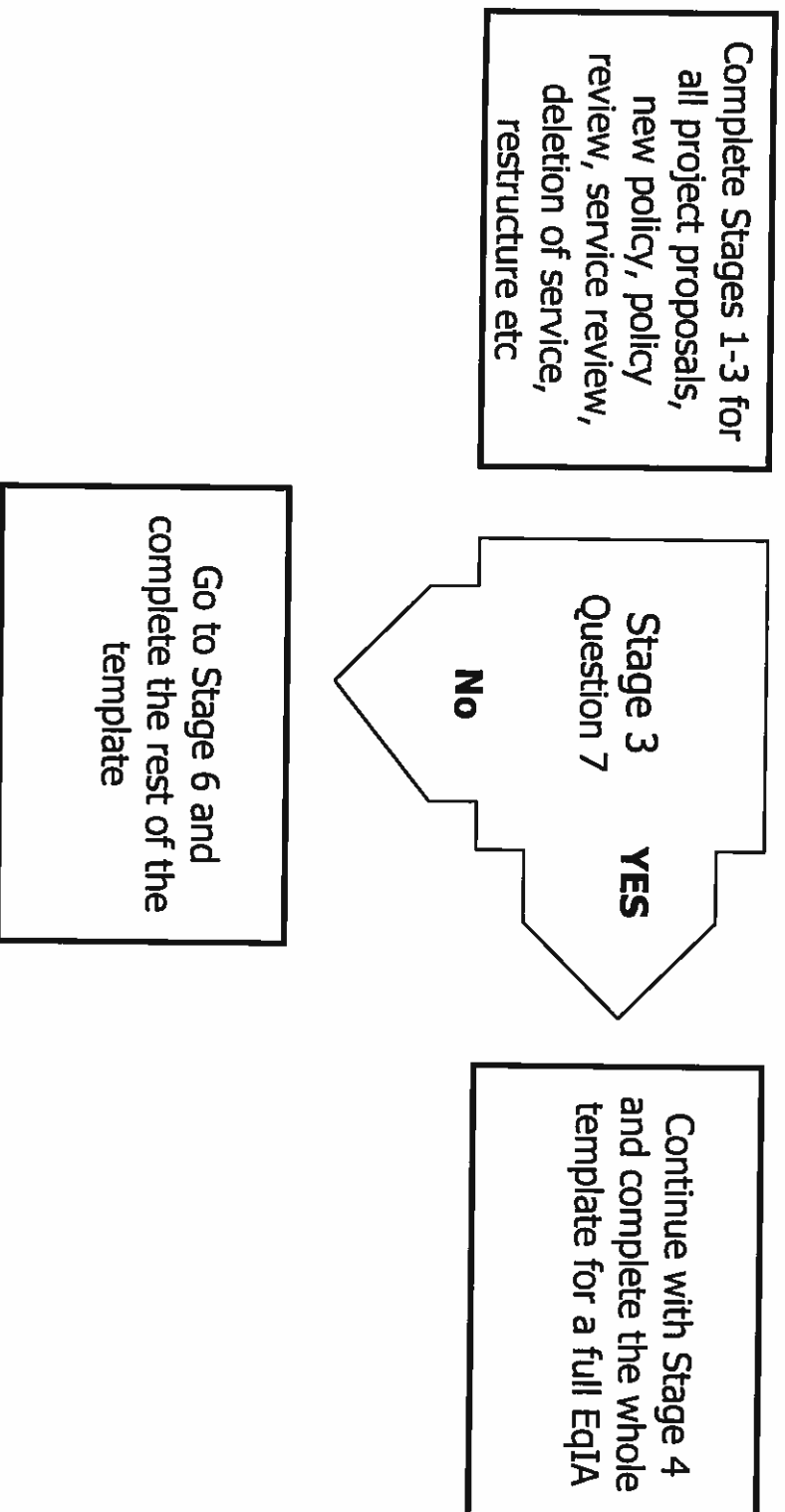


The Council has revised and simplified its Equality Impact Assessment process. There is now just one Template. Project Managers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



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 <input checked="" type="checkbox"/>	Type of Decision:	Tick <input checked="" type="checkbox"/>
Transformation	<input type="checkbox"/>	Cabinet	X
Capital	<input type="checkbox"/>	Portfolio Holder	
Service Plan	<input type="checkbox"/>	Corporate Strategic Board	
Other	X	Other	
Title of Project:			
Tree Strategy (2015-2018)			
Directorate / Service responsible:			
Environment and Enterprise			
Name and job title of lead officer:			
Jackie Barry-Pursell Policy and Funding Office, Environment and Enterprise			
Name & contact details of the other persons involved in the assessment:			
Hanif Islam – Policy and Performance Manager, Environment and Enterprise			
Date of assessment:			

Stage 1: Overview

<p>1. What are you trying to do?</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>Policy Review – The Tree Strategy</p> <p>A new Strategy has been drafted to set out how the Council manages and maintains the tree stock. It provides the framework and outlines the mechanism by which the Council will achieve its vision:</p> <p>“To protect, improve and sustain the tree population of Harrow for the benefit and enjoyment of current and future generations.”</p>						
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Residents / Service Users</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 25%;">Partners (contractors)</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 15%;">Stakeholders</td> <td style="width: 15%; text-align: center;">X</td> </tr> </table>	Residents / Service Users	X	Partners (contractors)	X	Stakeholders	X
Residents / Service Users	X	Partners (contractors)	X	Stakeholders	X		

<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? 	Staff	X	Age	X	Disability	X
	Gender		Marriage and Civil Partnership		Pregnancy and Maternity	X
	Reassignment					
	Race		Religion or Belief		Sex	
	Sexual Orientation		Other			
<p>Environment and Enterprise Children and families (including schools) Community, Health and Wellbeing (including Housing) Contractors (when undertaking work on behalf of the Council)</p>						

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.

<p>2011 Census Data</p> <p>Harrow Borough Profile</p> <p>Results from consultation</p>	<p>Looking at the borough's population in three broad age groups, 0-15 (children), 16-64 (working age) and 65+ (older people), the breakdown (Census 2011) is as follows: 0-15 20.1%, 16-64 65.8%, 65+ 14.1%.</p> <p>However, there is no data available to evidence that any particular age group would be disproportionately adversely affected.</p>
<p>Age (including carers of young/older people)</p>	<p>There is no data available to demonstrate that this group would be disproportionately adversely affected.</p>
<p>Disability (including carers of disabled people)</p>	<p>The tree strategy has a list of scenarios where tree pruning works are unlikely to be carried out and this includes excessive debris from trees such as leaves or fruit falling on the ground which could potentially</p>

	make the ground slippery. However, the strategy clearly states that Health & Safety is paramount and even generally excluded works will be carried out if it becomes a matter of Health & Safety.
Gender Reassignment	No data available to demonstrate that this group would be disproportionately affected.
Marriage / Civil Partnership	Harrow has a very high percentage of married couples. 53.7 per cent of residents (aged 16+) are in a marriage, above the national level of 46.6 per cent, and ranks 1 st in London. The borough has lower levels of people with other marital and civil partnership status. (Census 2011) However, there is no data available to demonstrate that this group would be disproportionately adversely affected.
Pregnancy and Maternity	No data available to demonstrate that this group would be disproportionately adversely affected.
Race	The GLA's 2011 Census Ethnic Diversity Indices show that Harrow is ranked 7 th nationally for ethnic diversity. Diversity indices measure the number of different/distinct groups present in the population and the sizes of these distinct groups relative to each other. However, there is no evidence available to demonstrate that any particular race would be disproportionately adversely affected.
Religion and Belief	Census 2011 found that religious affiliation is very high in Harrow, with Harrow having the 2 nd lowest number of residents who stated that they have no religion. Christianity was identified as Harrow's most common religion with 37.3 per cent of followers. However, there is no data available to demonstrate that any religious group would be disproportionately adversely affected.
Sex / Gender	No data available to demonstrate that this group would be disproportionately adversely affected.
Sexual Orientation	No data available to demonstrate that this group would be disproportionately adversely affected.
Socio Economic	Census 2011 found that 70.6% of Harrow's residents are economically active. Above the national rate but just below London's level of 71.7%. The largest grouping amongst Harrow's economically inactive residents is retired people, accounting for over a third of this group. Students are the next largest economically inactive group. However, there is no data available to demonstrate that any particular socio economic group would be

		disproportionately adversely affected by this strategy.		
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).	
Members	Draft policy circulated with a request for email reply comments	Comments were received about planting priorities and other matters. No issues around protected characteristic groups were flagged up.	Tree strategy updated with comments received. No further consultation.	
Council Officers (including E & E Directors)	Draft policy circulated with a request for email reply comments	Comments were received about maintenance regimes and other matters. No issues around protected characteristic groups were flagged up.	Tree strategy updated with comments received. No further consultation.	
Interest Groups	Draft policy circulated with a request for email reply comments	Comments were received about planting priorities, tree stock and other matters. No issues around protected characteristic groups were flagged up.	Tree strategy updated with comments received. No further consultation.	
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.		DEFRA (2007) - A Strategy for England's Trees, Woods and Forests' Independent Panel on Forestry: Final Report, July, 2012 Connecting Londoners with Trees and Woodlands: A Tree and Woodland Framework for London, March 2005, Greater London Authority Branching Out: The future for London's street trees, April 2011, Greater London		

¹Published by the Department for Environment Food and Rural Affairs, 2007.

	<p>Authority</p> <p>Clearing the air: The Mayor's Air Quality Strategy, December 2010, Greater London Authority</p> <p>Harrow's Sustainable Community Strategy - Working together and working with you, 2009.</p> <p>Harrow Biodiversity Action Plan, 2008.</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	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

<p>8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3?</p> <p>(include this evidence, including any data, statistics, titles of documents and website links here)</p>	
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<p>9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?</p>			
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?	Yes	No							
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?									
	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.	X
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA.	
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
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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)

The Tree Strategy covers a four year period between 2015 to 2018. An interim review, including public consultation will be carried out in 2016 to ensure the Strategy remains adequate and appropriate.

It will be necessary for monitoring to be carried out to allow the success of the Tree Strategy to be assessed and to assist in identifying areas where new or amended tree policy is necessary. A series of performance indicators have been identified to facilitate this monitoring and are detailed below:

- Number of new trees successfully established each year.
- Net increase of the tree population year on year
- Number of vacant tree pits
- Number of trees inspected every four years
- Number of management plans produced and successfully implemented for woodland sites.
- Numbers of parks and open spaces sites in which trees have been inspected and database updated.
- Number of insurance claims successfully defended and amount spent on insurance claims.
- Number of trees removed or permitted to be removed by the Council.

		<ul style="list-style-type: none"> Number of requests/complaints/queries responded and actioned within the agreed timescales. <p>The last bullet point will identify any issues that could be deemed to be related to particular characteristic groups.</p> <p>A database of tree related requests will be maintained and this will be reviewed in 6 months</p> <p>Constructive comments received.</p>
16. How will the results of any monitoring be analysed, reported and publicised? (Also Include in <i>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
Clear Tree Strategy supported by robust monitoring arrangements	The Strategy's objectives include the following: 1. To improve the quality of life of all members of the community by creating a healthier and attractive environment by encouraging tree planting 2. To improve the local environment and biodiversity through the legal and physical protection of trees	The Strategy's objectives include the following: 1. To improve the quality of life of all members of the community by creating a healthier and attractive environment by encouraging tree planting 2. To improve the local environment and biodiversity through the legal and physical protection of trees
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)		Signed: (Chair of DETG)	
Date:	22/12/2014	Date:	05/01/2015
Date EqIA presented at the EqIA Quality Assurance Group	5 January 2015	Signature of ETG Chair	