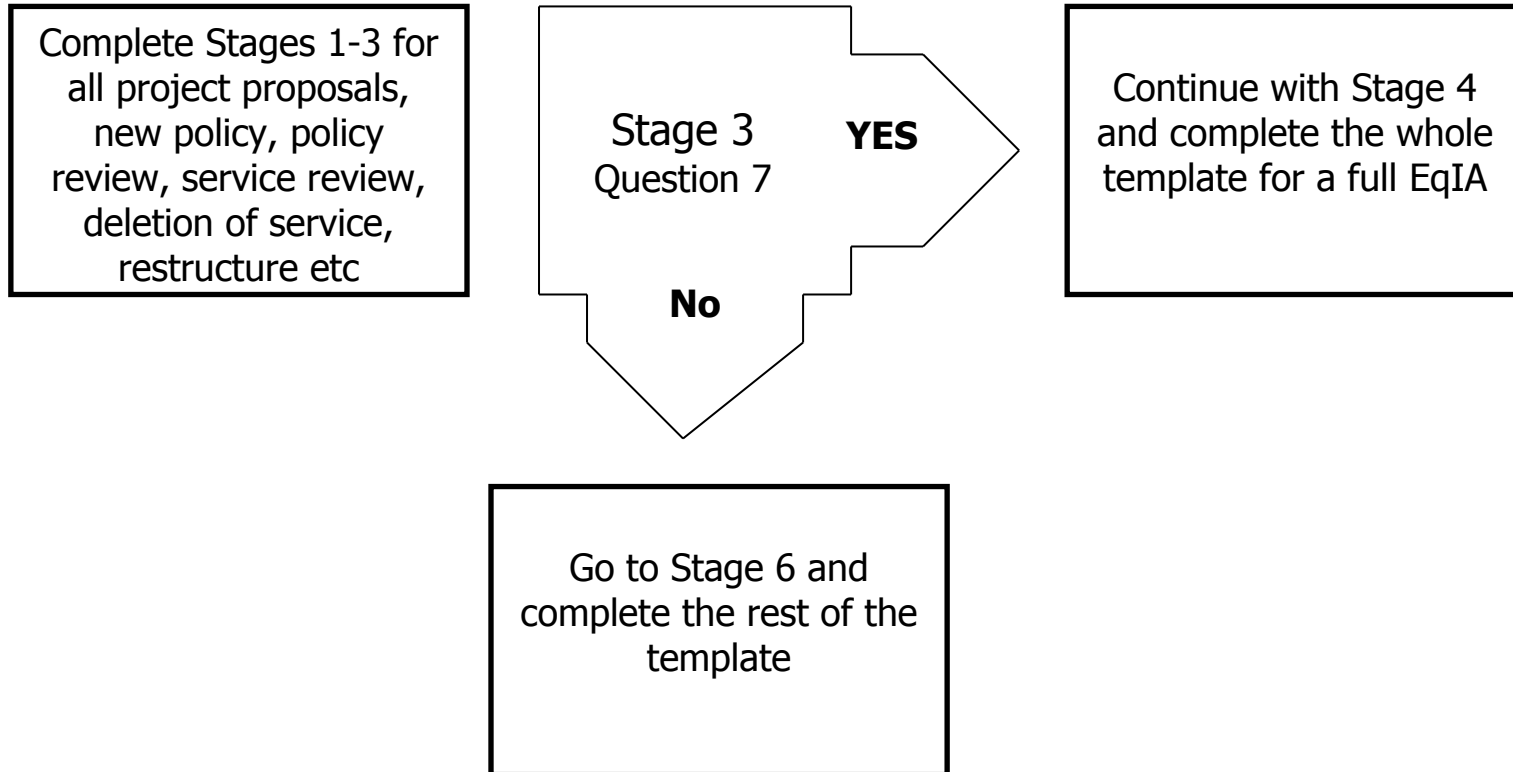


Equality Impact Assessment Template

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	✓
Capital		✓	Portfolio Holder	
Service Plan			Corporate Strategic Board	
Other			Other	
Title of Project:		Future Options for Harrow Arts Centre, Headstone Manor Museum and Harrow Music Service		
Directorate / Service responsible:		Community & Cultural Services		
Name and job title of lead officer:		Sandra Bruce-Gordon, Interim Service Manager Arts & Heritage		
Name & contact details of the other persons involved in the assessment:		Marianne Locke, Divisional Director, Community & Culture, marianne.locke@harrow.gov.uk, 020 8736 6530		
Date of assessment:		March 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 Arts and Heritage Service must ensure that it is fit for purpose going forward and that it has the capacity to deliver the Council's priorities albeit in a different model, if need be. An options appraisal is currently being developed to assess a preferred option to sustain the services for the future; this restructure is necessary to ensure sustainability of the service within <i>any</i> governance model.					
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	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? 	Not Applicable.					
Stage 2: Evidence / Data Collation						
<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 Plan at Stage 7)</p>						
All	<p>In general data has been collected on the demographic profile of Museum visitors throughout the development phase, but prior to that, there was little recent information on the profile of the Museum visitor.</p> <p>The data gathered from the development phase indicates that:</p> <p>The slight majority of visitors are female (54%)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Most are 60-69 years old (24%) or 40-49 years old (17%) <input type="checkbox"/> 67% are White British and 12% are Asian / Asian British (Indian) <input type="checkbox"/> 10% consider themselves to have a disability <input type="checkbox"/> 64% know about the museum because they live nearby, 27% because they attended an event or activity <input type="checkbox"/> 42% of visitors walked, 46% travelled by car <p>Procedures have been established during the development phase for the on-going collection of data that will create a growing body of evidence as to who is using the site. This surveying will be embedded within the museum's culture as a key monitoring technique when the project opens.</p>					
Age (including carers of young/older people)	<p>26-55: 80%</p> <p>56 -75: 20%</p> <p>The number of children and young people in the area around Headstone Manor Museum, especially between the ages of 8 and 17, is higher than in the rest of Harrow, London and England. There is also a predicted increase in population growth over the next 10-15 years, especially amongst the 0-15 age group. We have reflected this in our refined target audiences.</p>					

The number of young adults is low if compared with the rest of London and England, as is the number of people aged 60-74. However, the ageing UK population will be reflected in Harrow in coming years with a projected increase in those aged 65 years and above. The development of family and youth activities is therefore key.

Arts Centre Audience statistics.

Age	
0<6	0%
7<12	1%
13<19	2%
20<30	4%
31>45	11%
46>64	30%
65+	35%
Not obtained	17%

Museum Staff Profile

Age

0<5	0%
6<12	0%
13<19	0%
20<25	0%
26<55	80%
56<75	20%

Museum Staff Disability Profile

Disabled: 5%
Non-disabled: 95%
Borough Profiles

UK 2011 Census data indicates that 14.6% of Harrow residents have difficulty in day-to-day activities and that 16.5% report less than good health. Further to this, 9.5% of our questionnaire respondents consider **themselves to have a disability**

Disability (including carers of disabled people)

	<p>Arts Centre Disability statistics</p> <table border="1"> <tr> <td> <p>Disability Disabled 8% Non disabled 71% Not obtained 21%</p> </td> </tr> </table>	<p>Disability Disabled 8% Non disabled 71% Not obtained 21%</p>
<p>Disability Disabled 8% Non disabled 71% Not obtained 21%</p>		
Gender Reassignment	0	
Marriage / Civil Partnership	Not known	
Pregnancy and Maternity	Pregnant: 1	
Race	<p>Asian Indian: 5% Black Caribbean: 5% Black Other: 5% Mixed Heritage: 5% White English: 65% White Other: 5% Not known: 10%</p> <p><u>Audience</u> Like many parts of London, Harrow has become increasing multicultural in recent years, with the 2011 census figures revealing that nearly 60% of Harrow’s population are from minority ethnic groups. The population living around Headstone Manor (the Lower Super Output Area) remains predominantly White British (34.1%), but with a significant multi-ethnic population. Indian ethnicity is highly represented (19.3%) – and this is anticipated to grow in coming years – followed by White Other (8.9%), Black Caribbean (3.4%) and Arab(3.4%).</p>	
Religion and Belief	<p>Christian: 10% Jewish: 2% Atheist: 4% Not known: 84%</p> <p><u>Audience Statistics</u> <u>Religion</u> Muslim 1% Christian 41% Buddhist 0%</p>	

	Sikh 0% Jewish 11% Hindu 3% Atheist 5% Agnostic 4% Other 7% Not obtained 27%
Sex / Gender	Male: 50% Female: 50% <u>Arts centre Audience statistics</u> <u>Gender</u> Male 26% Female 53% Other 0% Not obtained 22%
Sexual Orientation	Heterosexual: 19% Not known: 81%
Socio Economic	Not known

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).
Unions/Schools/Internal staff/Museum Project board/Harrow Museum trust	Informal briefing and discussion around consultation proposals.	There are no major impacts on different groups/protected characteristics.	N/A
Staff	Team and individual briefings. Consultation feedback invited and an issue log created.	As above.	N/A
	Workshops, attendance at	Potential impact of closure on	Contained within proposals

Local associations, Arts Centre Users	meetings etc	older people at Harrow Arts Centre	
<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.</p>		<p>Statistics on staff profile provided by Harrow HR.</p> <p>Headstone Manor</p> <p>National policies were considered as part of the business planning, including:</p> <ul style="list-style-type: none"> - Department for Culture, Media and Sports (DCMS): Taking Part Report, 2013 - Participation and engagement in cultural activities – Analysis of Taking Part Survey, DCMS Aug 2011 - Cultural Education in England, An Independent Review (DCMS & DfE) 2010 - Maintaining world-leading national museums and galleries and supporting the museum sector (DCMS) Feb 2013 - The importance of Tourism to Britain- Govt Tourism Policy, Joh Penrose , Minister for Tourism and DCMS- Mar 2011 <p>A number of other relevant sites and museums have been explored in preparation for the business and activity planning elements of the project. The findings from these explorations and lessons learnt have been taken into consideration when developing our proposals.</p> <p>Some of the sites include:</p> <ul style="list-style-type: none"> - Ipswich Museum - RSPB Sandwell - West House, Pinner <p>Harrow Arts Centre</p>	

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

We have looked at the following research in relation to the impact of cultural interventions on older people especially quality of life.



Quality of Life and Well-being Measuring the Benefits of Culture and Sport Literature Review and Thinkpiece



Annual Report
1314.pdf

Participation Report.

Attendance and registration information including:

Harrow Music Service statistics.

FESTIVALS - APPROXIMATE NO OF CHILDREN PARTICIPATING				
FESTIVAL NAME	MONDAY	TUESDAY	WEDNESDAY	
BAND	171	134		
GUITAR		152		
STRINGS	144	132	125	
WORLD		140		
CHOIR SHOWCASE	184		255	
RECORDER		133		
PERCUSSION DAY		60		
TOTALS	499	751	380	1630

Headstone Manor/ Harrow Museum Consultation Activities 2014

Consultation Questionnaires

Questionnaires were conducted using two methods – on-street surveys to get feedback from non-users, and on-site surveys of Museum visitors.

147 surveys were completed by visitors to the Museum whilst on site.

23 surveys were completed online.

326 surveys were completed at on-street events.


Consultation Data

Profile of current visitor:

- The slight majority of visitors are female (58%)
- Most are 60+ years old (41%) or 40-49 years old (19%)
- 67% are White British and 11% are Asian / Asian British (Indian)
- 9% consider themselves to have a disability
- 67% know about the museum because they live nearby, 24% because they attended an event or activity
- 44% of visitors walked, 43% travelled by car
- 39% would like to see an improved café, 28% would like to see improved museum exhibitions
- Top desired activities: event days and festivals, markets, talks and lectures

The results of the questionnaire showed that:

- 66% of people surveyed had visited the Museum (this includes people that we surveyed on-site)
- People who visited mostly walked (44%) or went by car (43%), while only 10% took the bus

	<p>For activities that would encourage people to visit Headstone:</p> <ul style="list-style-type: none"> • 52% were interested in Event days and music festivals • 45% were interested in Markets • 35% were interested in Recitals and music events • 41% were interested in Family and children’s activities • 30% were interested in Talks and lectures • 35% were interested in Outdoor activities • 25% were interested in Guided tours • 25% were interested in Arts and crafts workshops for adults • 53% of people preferred getting information through the local paper <p>Facilities used at Headstone:</p> <ul style="list-style-type: none"> • 82% might use the cafe • 45% might use the gift shop • 27% might use the learning facilities • 22.8% might use the event space for hire <div style="text-align: center;">  <p>Museum young volunteer statistics.xls</p> </div>
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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).
Following consultations were with regards to Headstone Manor			
Staff & Volunteers	Workshop on future activities, business operations at the site	Positive impacts for the whole community of greater access to	Further consultation. Establishment of an Access Panel to

	(5 th Feb 2014)	historic buildings and events	ensure proposals achieve the greatest access to everyone.
Friends of Harrow Museum Museum Volunteers Local Residents	1:2:1 meetings to discuss the types of events and learning activities a new museum could provide (12 th Mar 2014)	Positive for the whole community, improving greater access to engagement and learning activities	Establishment of an Access Panel to ensure proposals achieve the greatest access to everyone.
General Public	On-street surveys about potential of new museum – Town Centre (22 nd Mar 2014)	Positive impacts for the whole community of greater access to historic buildings, engagement, learning and community events	Further consultation. Establishment of a mailing list of interested parties.
General Public + stakeholders	Open Day with architects and exhibition designers presenting design proposals (29 th Mar 2014)	Positive impacts for the whole community of greater access to historic buildings, engagement, learning and community events	Further consultation. Establishment of a mailing list of interested parties
General Public	On-street surveys about potential of new museum – Wealdstone (15 th Apr 2014)	Positive impacts for the whole community of greater access to historic buildings, engagement, learning and community events	Further consultation. Establishment of a mailing list of interested parties
Disabled People (Inc individuals from the following groups; Harrow United Def Club, Middlesex Assoc for the Blind, Harrow Assoc Disabled People, Harrow Disability Day Services and Harrow Mencap)	Access Panel site visit & workshop (1 st May 2014)	Positive impacts for disabled people making historic buildings & museum collection physically, a/v, & intellectually accessible for the first time ever.	We have created the Headstone Manor Access Panel that has involved different local disability organisations to help reduce physical, sensory and intellectual barriers to the Museum. This group includes: Harrow Disability Day Services, Middlesex Association for the Blind, Harrow Association of Disabled People, Harrow United Deaf Club and Harrow Mencap. Further consultation with the Access Panel as designs develop. Appointment of Access Consultant within the design team. Staff and volunteer training will include Equality and Diversity as well as Access and Disability Awareness.
Museum Visitors + Community	Surveys of general visitors to the	Positive impacts for the whole	Further consultation

Group Stakeholders (Headstone Manor)	museum and at events such as May Day festival; telephone interviews with stakeholders.	community of greater access to historic buildings, engagement, learning and community events	
Carramea Community Resource Centre (BAME Groups including Harrow Anti-Racist Alliance, Russian Immigrant Association, Harrow Kuwait Community Association, Kurdish Community group and Indian Association of Harrow))	Focus group to discuss the potential of the new museum (6 th May 2014)	Positive impacts for greater access to historic buildings, engagement, learning and community events. Opportunity to enrich the museum collection with artefacts and oral histories which reflect the modern diverse population of Harrow, currently under-represented in the collection.	Further consultation Proposals for targeted activities to attract future participation in events from these groups have been developed
Families	Focus group to discuss the potential of the new museum (10 th May 2014) Surveys with family groups at the Museum Open Day and May Day. Liaison with NCT Harrow Chair Interview with Home Educator	Positive impacts for greater access to historic buildings, engagement and learning. Particular opportunity to support early years & intergenerational learning	Further consultation Proposals for targeted activities to attract future participation in events from these groups have been developed Explore the appointment of Youth and Family Engagement Officer – suggestion from Young Peoples Group
Indian Association of Harrow	Presentation at meeting & guided tour of Headstone Manor (13 th May & 20 th Jun 2014)	Positive impacts for greater access to historic buildings, engagement, learning and community events. Opportunity to enrich the museum collection with artefacts and oral histories which reflect the modern diverse population of Harrow, currently under-represented in the collection. IAH has provided a letter of support for the project.	Further consultation Proposals for targeted activities to attract future participation in events from these groups have been developed
General Public	On-street surveys about potential of new museum – Tesco Station Road (30 th May 2014)	Positive impacts for the whole community of greater access to historic buildings, engagement, learning and community events	Further consultation. Establishment of a mailing list of interested parties.
General Public	On-street surveys about potential of new museum – Harrow Leisure Centre (14 th Jun 2014)	Positive impacts for the whole community of greater access to historic buildings, engagement, learning and community events	Further consultation. Establishment of a mailing list of interested parties.

Local residents	Presentation at Headstone Residents Association AGM	Positive impacts for the whole community of greater access to historic buildings, engagement, learning and community events	Further consultation.
Young People	Focus group with 100% Group – Harrow Arts Centre Focus group with the young volunteers at Headstone Manor Museum Targeted on street engagement Kate O'Connor – secondary education visits – check who she is?	Positive impacts for the whole community of greater access to historic buildings, engagement, learning and community events	Proposals for targeted activities to attract future participation in events from these groups have been developed Explore the appointment of Youth and Family Engagement Officer – suggestion from Young Peoples Group.

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)	✓		Children – 4,000 children (aged 5-11) per year will lose the opportunity to learn about Harrow's history through taught sessions Young people – 25-30 young people (aged 14-25) per year will lose the opportunity to volunteer and gain valuable skills Carers of children – 200 children (aged 0-11) per year and their carers will lose the opportunity to participate in low-cost, high quality learning events Older people 60 people (aged 60-90) per year will lose the opportunity to stay fit and active by volunteering at the museum 500 people (aged 50-100) per year will lose the opportunity	

		<p>to attend low-cost, high quality learning events</p> <p>1,500 people (aged 50-100) per year will lose the opportunity to participate in free social music activities every Sunday</p> <p>11,500 visits to the museum by people aged 60+ will not take place each year, removing a free, local opportunity to be social, active and engaged in learning</p> <p>Should the Arts Centre close an estimated 15,250 young people would be directly affected. 6% of the audience at Harrow Arts Centre are under the age of 25 with 85% of young people under 25 participating in arts and educational programmes at the centre. Young people have adopted the Arts Centre as their home with 95 arts award qualifications being undertaken here alongside award winning and externally funded positive youth activities that are recognised as exemplar. Should the Arts Centre close the negative impact on the health and wellbeing of young people would be felt keenly across the Borough. It is recognised that there are Seven clusters of social and emotional capabilities that support the achievement of positive life outcomes for young people, including educational attainment, employment and health. The clusters are:</p> <ol style="list-style-type: none"> 1) Communication 2) Confidence and Agency 3) Creativity 4) Managing Feelings 5) Planning and Problem Solving 6) Relationships & Leadership 7) Resilience & Determination <p>These are recognised and embedded in the participation programme at the Arts Centre. In addition 1600 young people would lose the opportunity of performing music as part of their programme of work with Harrow Music Service</p> <p>Our conclusion is that there will be a major impact on young people within the Borough should the Arts Centre close. It would have a detrimental effect on their health and wellbeing with no positive activities programme provided elsewhere in the Borough. There would be no opportunity for performance within the Borough for the thousands of young people who currently actively participate in the arts and culture.</p> <p style="text-align: center;">✓</p> <p>Headstone Manor Museum</p>	
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			<p>Greater physical access to the historic buildings</p> <p>Greater physical/ multi-sensory access to the museum collection</p> <p>Free access to stimulating environment with opportunity to meet other people/ carers</p> <p>Free access to learning resources for pre-school children</p>	
Disability (including carers of disabled people)	✓	✓	<p>2,500 visits to the museum by disabled people will not take place each year, removing a free, local opportunity to be social, active and engaged in learning</p> <p>Headstone Manor Museum</p> <p>Greater physical access to the historic buildings</p> <p>Greater physical/ multi-sensory access to the museum collection</p>	
Gender Reassignment		✓	<p>Headstone Manor Museum</p> <p>Free access to historic buildings and museum</p> <p>Opportunity to learn about history of local area and contribute own perspective to contextual information</p>	
Marriage and Civil Partnership		✓	<p>Headstone Manor Museum</p> <p>Free access to historic buildings and museum</p> <p>Opportunity to learn about history of local area and contribute own perspective to contextual information</p>	
Pregnancy and Maternity		✓	<p>Headstone Manor Museum</p> <p>Free access to historic buildings and museum</p> <p>Opportunity to learn about history of local area and contribute own perspective to contextual information</p>	
Race	✓	✓	<p>9,250 visits to the museum by people of BAME origin will not take place each year, removing a free, local opportunity to be social, active and engaged in learning</p> <p>Headstone Manor Museum</p>	

			Free access to historic buildings and museum Opportunity to learn about history of local area and contribute own perspective to contextual information	
Religion or Belief		✓	Headstone Manor Museum Free access to historic buildings and museum Opportunity to learn about history of local area and contribute own perspective to contextual information	
Sex		✓	Headstone Manor Museum Free access to historic buildings and museum Opportunity to learn about history of local area and contribute own perspective to contextual information	
Sexual orientation		✓	Headstone Manor Museum Free access to historic buildings and museum Opportunity to learn about history of local area and	
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?				x
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?				x
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

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. <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
Disability	Office space with suitable access for motorised wheelchair.	Office accommodation plan agreed and tested prior to 'go live' date.	From 'go live' date of new structure.	Amit Kandelia	N/A
Pregnancy and Maternity	Office space that can be accessed via lift or on ground floor.	As above	As above	Amit Kandelia	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? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	The proposals will be reviewed through regular 1:1 meetings, team meetings and Senior Management Team meetings. This EQIA will continue to be reviewed and updated during the course of the project.
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Any adverse effects that appear will be included in risk assessments and reported quarterly via CCIB.
17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	Comments received have been entered into an issue log

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
See action plan.	N/A	N/A

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)	Marianne Locke	Signed: (Chair of DETG)	Carol Yarde
Date:	21 April 2015	Date:	21 April 2015
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	Carol Yarde