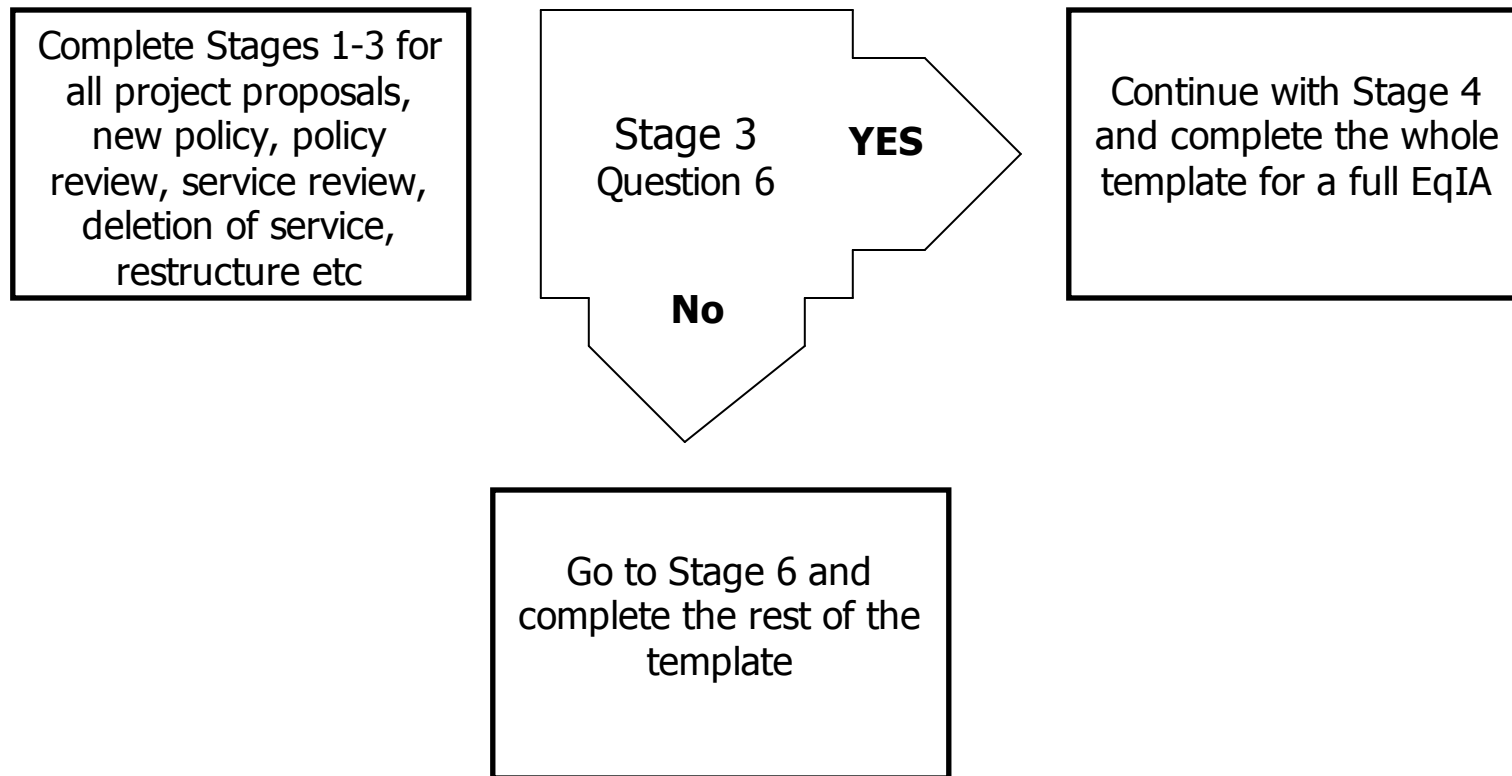


Appendix 1 - Equality Impact Assessment



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:		Procurement of Mobility Assessments Contractor			
Directorate / Service responsible:		Resources / Collections and Benefits			
Name and job title of lead officer:		Fern Silverio – Project Manager			
Name & contact details of the other persons involved in the assessment:		Fern Silverio – Head of Service			
Date of assessment:		8 th July 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 primary objective of the procurement is to secure the seamless provision of third party support from 15 th May 2016 when the existing contract for mobility transport assessments with Access Independent is scheduled to end. The procurement requires a Service Provider to carry out face to face and desktop mobility assessments for Blue Badge, Freedom Pass and Taxi Card scheme eligibility.			

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	✓		
3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	<p>The provision of mobility assessments is a not shared responsibility.</p> <p>The responsibility for concessionary transport eligibility assessments rests with the Resources Directorate with the Corporate Director Resources having overall responsibility.</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. (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)

Gender Reassignment	There is no data included for this characteristic
Marriage / Civil Partnership	There is no data included for this characteristic
Pregnancy and Maternity	There is no data included for this characteristic

Race

Table 1: Ethnic group by sex, Harrow, 2011

Source: 2011 Census, Table DC2101EW, Office for National Statistics, Crown Copyright

Ethnic Group	All persons	Males		Females	
	Number	Number	%	Number	%
All Residents	239,056	118,023	49.4	121,033	50.6
White: Total	100,991	50,104	49.6	50,887	50.4
White: English/Welsh/Scottish/Northern Irish/British	73,826	37,039	50.2	36,787	49.8
White: Irish	7,336	3,537	48.2	3,799	51.8
White: Gypsy or Irish Traveller	181	84	46.4	97	53.6
White: Other White	19,648	9,444	48.1	10,204	51.9
Mixed/multiple ethnic group: Total	9,499	4,749	50.0	4,750	50.0
Mixed/multiple ethnic group: White and Black Caribbean	2,344	1,130	48.2	1,214	51.8
Mixed/multiple ethnic group: White and Black African	1,053	533	50.6	520	49.4
Mixed/multiple ethnic group: White and Asian	3,417	1,739	50.9	1,678	49.1
Mixed/multiple ethnic group: Other Mixed	2,685	1,347	50.2	1,338	49.8
Asian/Asian British: Total	101,808	50,418	49.5	51,390	50.5
Asian/Asian British: Indian	63,051	30,852	48.9	32,199	51.1
Asian/Asian British: Pakistani	7,797	4,092	52.5	3,705	47.5
Asian/Asian British: Bangladeshi	1,378	684	49.6	694	50.4
Asian/Asian British: Chinese	2,629	1,226	46.6	1,403	53.4
Asian/Asian British: Other Asian	26,953	13,564	50.3	13,389	49.7
Black/African/Caribbean/Black British: Total	19,708	9,097	46.2	10,611	53.8
Black/African/Caribbean/Black British: African	8,526	3,840	45.0	4,686	55.0
Black/African/Caribbean/Black British: Caribbean	6,812	3,012	44.2	3,800	55.8
Black/African/Caribbean/Black British: Other Black	4,370	2,245	51.4	2,125	48.6
Other ethnic group: Total	7,050	3,655	51.8	3,395	48.2
Other ethnic group: Arab	3,708	1,989	53.6	1,719	46.4
Other ethnic group: Any other ethnic group	3,342	1,666	49.9	1,676	50.1

Religion and Belief	<ul style="list-style-type: none"> • Christianity is Harrow's most common religion with 37.3 per cent (89,181) of followers • 71 per cent of Harrow's Christian population are of White ethnicity, comprised of the following groups: 67.6 per cent White British; 10.2 per cent White Irish; 0.2 per cent Gypsy/Irish Traveller; and 22 per cent White Other • 14.1 per cent (12,538 people) of Harrow's Christian group is comprised of residents of Black/Black British origin, the second highest broad ethnic group • Hindus form Harrow's second largest religious group and is the country's largest Hindu community with 60,407 residents. 97 per cent of Hindus are of Asian/Asian British origin. • Harrow's Muslim community is one of the borough's most ethnically diverse groups, originating from a number of different backgrounds. Nearly two-thirds (61.4%) are of Asian/Asian British origin; 14.1 per cent are Black/Black British; 13.4 per cent are from Other Groups (mainly Arab); 7 per cent are from White groups; and 4.1 per cent are from Mixed/Multiple ethnic groups. • 95 per cent of Harrow's Jewish community come from the White ethnic groups • 86 per cent of Harrow's Sikh residents are Asian/Asian British, a similar level to the borough's Buddhist community, at 87 per cent • Harrow is ranked first nationally for people with Other Religions, with 5,945 people. 99 per cent of people who follow other religions in Harrow are Asian/Asian British, which is borne out by the fact that Jainism is the most practised religion in Harrow of these Other Religions. • 22,871 people in Harrow (9.6%) stated that they have no religion. 71 per cent of those with no religion are of White ethnicity; and nearly nine per cent are of Mixed race. • The 2011 Census question on religion was a voluntary question and 14,781 residents (6.2%) didn't answer this question. Over half (53.4%) who chose not to answer this question were of White ethnicity and 29 per cent were Asian/Asian British.
Sex / Gender	<ul style="list-style-type: none"> • 50.6 per cent of Harrow's residents are females: 49.4 per cent are males. • There is some variation by ethnic group with a higher proportion of males of: Pakistani ethnicity (52.5%) Arab ethnicity (53.6%); and Other Black ethnicity (51.4%). • There are higher proportions of females who are: Black-Caribbean origin (55.8%); Black-African ethnicity (55%); Chinese (53.4%); and Gypsy or Irish Travellers (53.6%). The latter is Harrow's smallest minority ethnic group with just 181 residents in total.
Sexual Orientation	There is no data included for this characteristic

Socio Economic	<ul style="list-style-type: none"> • 14 per cent of Harrow's residents are classified in the NS-SeC category 1 (higher managerial, administrative and professional occupations). This is above both the national level of 10.3 per cent and the London level of 13.2 per cent. Nearly twice as many of Harrow's men, compared to women, fall within this category. • Harrow's largest NS-SeC category is 2 (lower managerial, administrative and professional occupations) with 21.3 per cent (37,270) of residents, similar to the national level of 20.8 per cent, but below London's level of 23.1 per cent. This is also the largest category for England & Wales, as well as for London. • In percentage terms the biggest change over the decade, for Harrow (for both men and women), was in the category long-term unemployed, which increased by 132 per cent, from 1,265 to 2,940. 1.7 per cent of residents were recorded in this category, the same as the national level, but below London's level of 2 per cent. • For men there was a significant increase in the number who have never worked, with an 88 per cent increase over the decade, rising from 1,445 to 2,720 • For women the increase in the number of small employers and own account workers (NS-SeC 4) was notable, with numbers increasing from 2,700 to 5,520 (+104%)
<p>5. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	<p>Harrow Equalities Centre website (harrowequalitiescentre.org.uk) indicates that Harrow is made up of people from at least 137 different countries and, based upon the seven religions listed in the standard tables from the census, has the highest level of religious diversity of any local authority in England and Wales.</p> <p>Based upon the 2011 census, Harrow has a population of 239,100 residents. Additionally, the following are of note:</p> <p>Of the resident population, 49.4% are male and 50.6% are female, 14.1% of the population are over the age of 65 compared to 11.1% for London generally.</p>

53.7% of couples are married compared to a national average of 46.6% and accordingly ranks Harrow Council highest in London for married couples. In contrast, Harrow is ranked last in London for single people never married or registered in a same-sex civil partnership; 31st for people living in a registered same-sex civil partnership; 31st for separated; last for divorced or formerly in a same-sex civil partnership which is now legally dissolved and last for cohabiting couples.

30.9% of Harrow's residents are White British, ranking Harrow fourth lowest nationally. The GLA's 2011 Census Ethnic Diversity Indices show that Harrow is ranked 7th nationally for ethnic diversity (based on the 18 ethnic group classification), with a score of 5.27. Diversity indices measure the number of different/distinct groups present in the population and the sizes of these distinct groups relative to each other.

Harrow's Indian group is the borough's largest minority ethnic group, with a population of 63,050 (26.4%), ranking Harrow 2nd nationally, after Leicester.

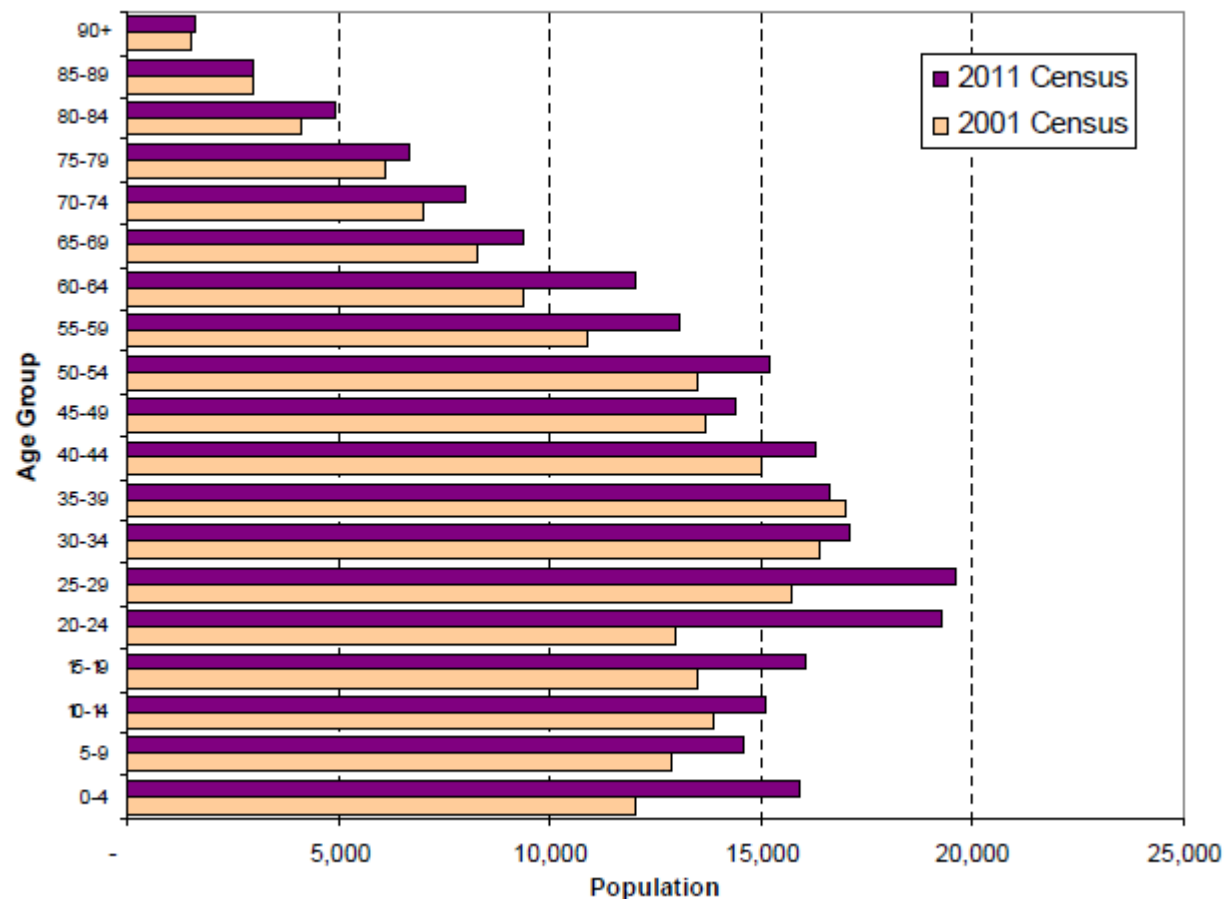
The Harrow Equality in Employment Monitoring Report 2012/13 has been used to obtain data about the organisational composition. Current employee data records for the Collections and Benefits teams have also been used.

The 2011 Census

- In Harrow 14.1% of residents (33,600) were aged 65 and over in 2011, compared to 14.5% (29,929) in 2001. In 2011, within England 16.3% of people were aged 65 and over, compared to 11.1% in London and 12.7% in Outer London.
- The number of residents aged 80 and over in Harrow is estimated to be 9,500 in 2011, 4% of residents. This compares to 8,544 residents in 2001, 4.1% of residents. Corresponding rates in 2011 for England, London and Outer London are 4.6%, 3.1% and 3.7% respectively.

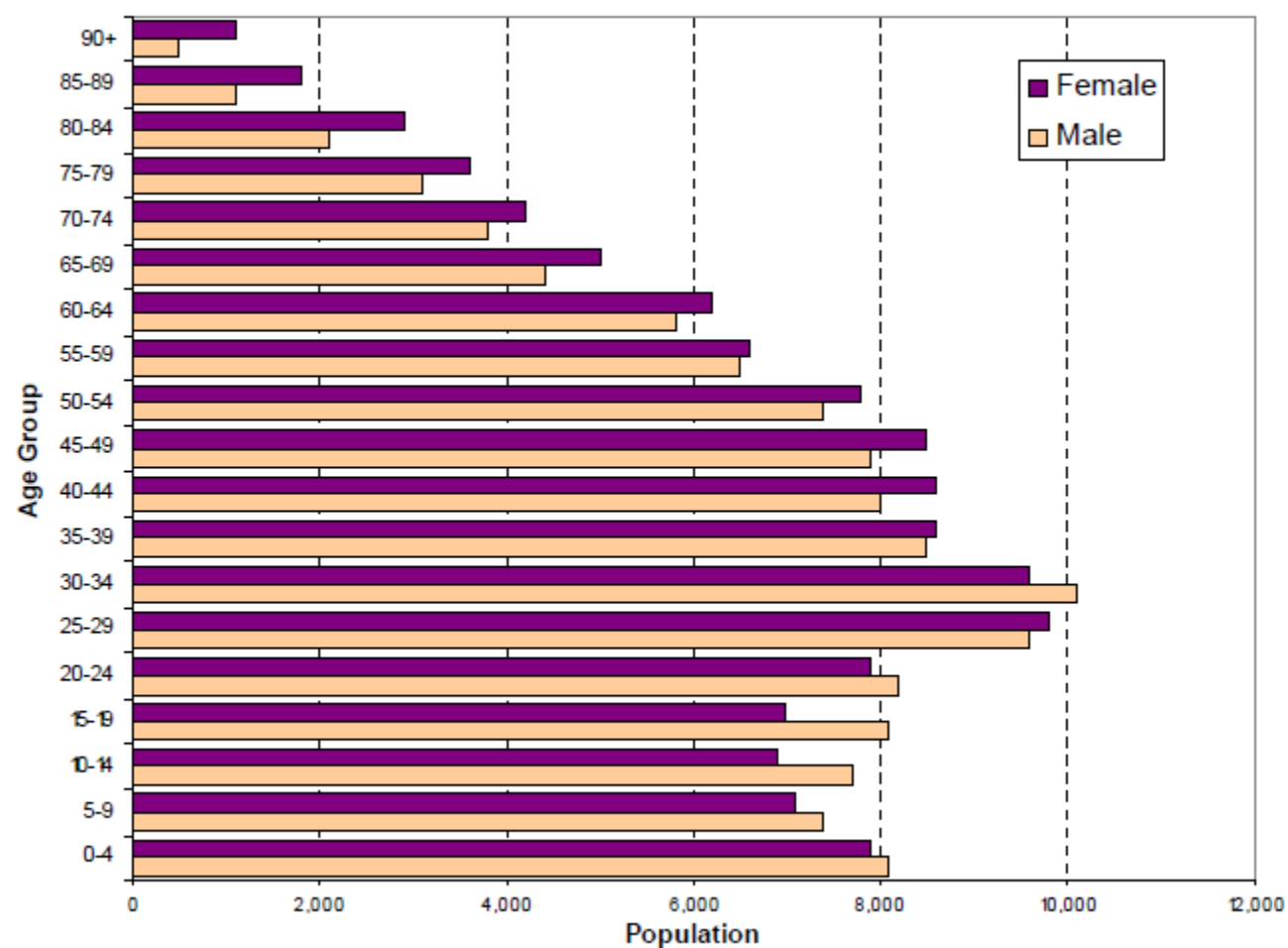
A growing older population is an important fact as mobility assessments generally are carried out to assess our older residents as well as those with physical mobilities.

Figure 1: Harrow's Population by Age Group, 2001 & 2011



Source: 2001 Census (KS02) and 2011 Census (P04), Office for National Statistics. Crown Copyright

Figure 2: Harrow's Population by Gender, 2011



Source: 2011 Census (P04-P06), Office for National Statistics. Crown Copyright

Table 2: Ethnic group by age, Harrow, 2011

Source: 2011 Census, Table DC2101EW, Office for National Statistics, Crown Copyright

Ethnic Group	All Persons	Age 0 to 4		Age 5 to 15		Age 16 to 64		Age 65 and over	
		Number	%	Number	%	Number	%	Number	%
All categories: Ethnic group	239,056	15,916	6.7	32,142	13.4	157,331	65.8	33,667	14.1
White: Total	100,991	4,628	4.6	9,931	9.8	63,894	63.3	22,538	22.3
White: English/Welsh/Scottish/Northern Irish/British	73,826	2,925	4.0	7,551	10.2	44,189	59.9	19,181	26.0
White: Irish	7,336	200	2.7	499	6.8	4,700	64.1	1,937	26.4
White: Gypsy or Irish Traveller	181	17	9.4	60	33.1	97	53.6	7	3.9
White: Other White	19,648	1,486	7.6	1,821	9.3	14,908	75.9	1,433	7.3
Mixed/multiple ethnic group: Total	9,499	1,759	18.5	2,933	30.9	4,488	47.2	319	3.4
Mixed/multiple ethnic group: White and Black Caribbean	2,344	348	14.8	784	33.4	1,142	48.7	70	3.0
Mixed/multiple ethnic group: White and Black African	1,053	148	14.1	291	27.6	593	56.3	21	2.0
Mixed/multiple ethnic group: White and Asian	3,417	723	21.2	1,122	32.8	1,452	42.5	120	3.5
Mixed/multiple ethnic group: Other Mixed	2,685	540	20.1	736	27.4	1,301	48.5	108	4.0
Asian/Asian British: Total	101,808	7,134	7.0	13,652	13.4	71,817	70.5	9,205	9.0
Asian/Asian British: Indian	63,051	3,691	5.9	6,918	11.0	45,670	72.4	6,772	10.7
Asian/Asian British: Pakistani	7,797	744	9.5	1,350	17.3	5,184	66.5	519	6.7
Asian/Asian British: Bangladeshi	1,378	100	7.3	242	17.6	931	67.6	105	7.6
Asian/Asian British: Chinese	2,629	97	3.7	256	9.7	1,984	75.5	292	11.1
Asian/Asian British: Other Asian	26,953	2,502	9.3	4,886	18.1	18,048	67.0	1,517	5.6
Black/African/Caribbean/Black British: Total	19,708	1,730	8.8	4,119	20.9	12,628	64.1	1,231	6.2
Black/African/Caribbean/Black British: African	8,526	821	9.6	1,904	22.3	5,498	64.5	303	3.6
Black/African/Caribbean/Black British: Caribbean	6,812	337	4.9	896	13.2	4,750	69.7	829	12.2
Black/African/Caribbean/Black British: Other Black	4,370	572	13.1	1,319	30.2	2,380	54.5	99	2.3
Other ethnic group: Total	7,050	665	9.4	1,507	21.4	4,504	63.9	374	5.3
Other ethnic group: Arab	3,708	460	12.4	947	25.5	2,198	59.3	103	2.8
Other ethnic group: Any other ethnic group	3,342	205	6.1	560	16.8	2,306	69.0	271	8.1

Table 5: Bad or Very Bad health by ethnic group by sex by age, Harrow, 2011

Source: 2011 Census, Table DC3201EW, Office for National Statistics, Crown Copyright

Ethnic Group	All people with bad or very bad health	Age 0 to 15		Age 16 to 49		Age 50 to 64		Age 65 and over	
		Number	%	Number	%	Number	%	Number	%
All categories: Ethnic group	10,927	330	3.0	2,623	24.0	2,772	25.4	5,202	47.6
White	5,350	102	1.9	1,092	20.4	1,230	23.0	2,926	54.7
Mixed/multiple ethnic group	226	30	13.3	113	50.0	42	18.6	41	18.1
Asian/Asian British	4,259	123	2.9	954	22.4	1,234	29.0	1,948	45.7
Black/African/Caribbean/Black British	685	54	7.9	278	40.6	152	22.2	201	29.3
Other ethnic group	407	21	5.2	186	45.7	114	28.0	86	21.1

Table 6: Limiting long-term health where day to day activities are limited a lot, by ethnic group by sex by age, Harrow, 2011

Source: 2011 Census, Table DC3201EW, Office for National Statistics, Crown Copyright

Ethnic Group	All residents whose day-to-day activities limited a lot	Age 0 to 15		Age 16 to 49		Age 50 to 64		Age 65 and over	
		Number	%	Number	%	Number	%	Number	%
All categories: Ethnic group	16,167	655	4.1	3,343	20.7	3,445	21.3	8,724	54.0
White	8,557	221	2.6	1,460	17.1	1,536	18.0	5,340	62.4
Mixed/multiple ethnic group	330	77	23.3	137	41.5	45	13.6	71	21.5
Asian/Asian British	5,819	229	3.9	1,191	20.5	1,539	26.4	2,860	49.1
Black/African/Caribbean/Black British	974	81	8.3	372	38.2	193	19.8	328	33.7
Other ethnic group	487	47	9.7	183	37.6	132	27.1	125	25.7

- 16,187 (6.8%) people in Harrow have a limiting long-term illness/health problem or disability that affects their day-to-day activities a lot.
- Limiting long-term illness (LLTI) generally affects older people to a greater extent and overall 54 per cent (8,724) of residents aged 65 and over have a LLTI that limits their activities a lot (Table 6). The next largest group greatly affected by LLTI is the working age group (age 16 to 64). 42 per cent (6,788) residents with a LLTI, that limits day-to-day activities a lot, are of working age. Just 4.1 per cent (655) of the 16,167 residents with a severely limiting LLTI are aged 15 and under.
- In the White group LLTI, which limits activities a lot, increases with age and 62.4 per cent of all White residents with a very limiting LLTI are aged 65 and over. In the Mixed race group the highest percentages of people with a very limiting LLTI are aged 16 to 49, at 41.5 per cent. Similarly in the Black/Black British and Other ethnic groups there are more people aged 16 to 49 with a LLTI, at 38.2 per cent and 37.6 per cent respectively.
- Overall only 4.1 per cent (655) of people with a severely limiting LLTI are children aged 15 and under, but in the Mixed/multiple ethnic group category this proportion is much higher, at 23.3 per cent

Bad or Very Bad Health

- Bad or very bad health affects older people more (Table 5). Of those with bad or very bad health 47.6 per cent of sufferers (5,202) are residents aged 65 and over. 54.7 per cent (2,926) of residents from the White group (with bad or very bad health) are aged 65 and over, whilst the lowest rate, at only 18.1 per cent, is for residents from the Mixed/multiple ethnic group.

- Overall, 49 per cent (5,350) of all residents in bad/very bad health are from the White groups; 2 per cent (226) are of Mixed race; 39 per cent (4,259) are Asian/Asian British; 6.3 per cent (685) are Black/Black British; and 3.7 per cent (407) are from Other ethnic groups.
- 3 per cent of children (330) aged 15 and under were reported to be in poor health in the 2011 Census. The Mixed race group had the highest level, at 13.3 per cent (30), followed by the Black/Black British group at 7.9 per cent (54).

Table 6: Limiting long-term health where day to day activities are limited a lot, by ethnic group by sex by age, Harrow, 2011

Source: 2011 Census, Table DC3201EW, Office for National Statistics, Crown Copyright

Ethnic Group	All residents whose day-to-day activities limited a lot	Age 0 to 15		Age 16 to 49		Age 50 to 64		Age 65 and over	
		Number	%	Number	%	Number	%	Number	%
All categories: Ethnic group	16,167	655	4.1	3,343	20.7	3,445	21.3	8,724	54.0
White	8,557	221	2.6	1,460	17.1	1,536	18.0	5,340	62.4
Mixed/multiple ethnic group	330	77	23.3	137	41.5	45	13.6	71	21.5
Asian/Asian British	5,819	229	3.9	1,191	20.5	1,539	26.4	2,860	49.1
Black/African/Caribbean/Black British	974	81	8.3	372	38.2	193	19.8	328	33.7
Other ethnic group	487	47	9.7	183	37.6	132	27.1	125	25.7

- 16,187 (6.8%) people in Harrow have a limiting long-term illness/health problem or disability that affects their day-to-day activities a lot.
- Limiting long-term illness (LLTI) generally affects older people to a greater extent and overall 54 per cent (8,724) of residents aged 65 and over have a LLTI that limits their activities a lot (Table 6). The next largest group greatly affected by LLTI is the working age group (age 16 to 64). 42 per cent (6,788) residents with a LLTI, that limits day-to-day activities a lot, are of working age. Just 4.1 per cent (655) of the 16,167 residents with a severely limiting LLTI are aged 15 and under.
- In the White group LLTI, which limits activities a lot, increases with age and 62.4 per cent of all White residents with a very limiting LLTI are aged 65 and over. In the Mixed race group the highest percentages of people with a very limiting LLTI are aged 16 to 49, at 41.5 per cent. Similarly in the Black/Black British and Other ethnic groups there are more people aged 16 to 49 with a LLTI, at 38.2 per cent and 37.6 per cent respectively.
- Overall only 4.1 per cent (655) of people with a severely limiting LLTI are children aged 15 and under, but in the Mixed/multiple ethnic group category this proportion is much higher, at 23.3 per cent

Stage 3: Assessing Potential Disproportionate Impact

6. 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

7. What additional data / evidence have you considered to further assess the potential disproportionate impact of your proposals? (include this evidence, including any data, statistics, titles of documents and website links here)

Census data for Harrow has been used to inform the service of who our clients might be and to allow us to ensure any contractor appointed takes into account the population diversity within Harrow.

8. 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>Staff dealing with concessionary travel were consulted regarding the proposals to procure a contractor for mobility assessments and also of the proposal to externalise the automatic assessments currently carried out in-house.</p> <p>This document was also shared with Trade Union representatives from GMB and Unison and revisions made with due regard to representations and comments received.</p>	<p>Meetings and Presentations were used. Responses were given to written, verbal and electronic questions received as part of the consultation process</p>	<p>The posts being used to fund the support are all currently vacant. Consequently, there is no anticipated impact on a protected characteristic or group.</p>	<p>The contract specification was revised to take account of comments and suggestions received.</p>

Stage 5: Assessing Impact and Analysis

9. 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)			<p>There are currently 6 employees within Access Harrow who carry out concessionary Travel tasks. There is however no anticipated impact from this procurement on employees as there are other generic posts used to fund the service which are currently vacant and have been for some time.</p> <p>There is no anticipated impact on customers as the procurement for a mobility assessments contractor will stipulate that where face to face mobility assessments need to take place, those assessments will continue to be delivered at Civic 1 Offices , the process therefore continuing as is.</p> <p>.</p>	Jonathan to complete

Disability (including carers of disabled people)			There is no anticipated impact from this procurement on employees as the posts used to fund the service are currently vacant and have been for some time. There is no anticipated impact on customers as the procurement is for “back office” support and mirrors the existing “back office” service.	
Gender Reassignment			There is no gender reassignment data held within the Council records although it is anticipated that there will not be any adverse impact arising from the proposals concerning this protected characteristic.	
Marriage and Civil Partnership			There is insufficient information held from which to determine any potential impact although it is anticipated that there will not be any adverse impact arising from the proposals concerning this protected characteristic.	
Pregnancy and Maternity			There is no anticipated impact from this procurement on employees as the posts used to fund the service are currently vacant. There is no anticipated impact on customers.	
Race			There is currently x% of the staff working in concessionary travel team and x% of the team is within a BAME grouping	

Religion or Belief			it is anticipated that there will not be any adverse impact arising from the proposals concerning this protected characteristic.	
Sex			within the there is currently x% of staff are female. There is however no anticipated impact from this procurement on employees as the posts used to fund the service are currently vacant service.	

Sexual orientation			There is insufficient information currently recorded from which to determine any potential impact although it is anticipated that there will not be any adverse impact arising from the proposals concerning this protected characteristic.	
10. 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? If yes, which Protected Characteristics could be affected and what is the potential impact?				Yes Across the organisation, the impact of cost reductions is likely to lead to further reductions in the number of posts. However, as this procurement is not anticipated to have an impact on a protected characteristic for the reasons outlined within this assessment, it is unlikely that there will be a cumulative impact arising from other proposals that may be considered.
				No ✓

10a. 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? If yes, what is the potential impact and how likely is to happen?				Yes It is anticipated that there will be no other impact on individuals under this proposal
11. 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 There is no current evidence or concern to suggest that a potential adverse impact will arise from this procurement. Third Party Support arrangements already exist for the service and the posts being used to fund it are already vacant and have been for some time. There is no anticipated impact on customers either as the support is for “back office” services that replicate the current service processes.				
	Age	Disability	Gender	Marriage
	Pregnancy and	Race	Religion and	Sex
				Sexual

	(including carers)	(including carers)	Reassignment	and Civil Partnership	Maternity		Belief		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

12. 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 12a 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)	
12a. If your EqIA is assessed as outcome 3 or you have ticked 'yes' in Q11 , explain your justification with full reasoning to continue with your proposals.	

Stage 7: Improvement Action Plan

13. 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
There are no anticipated adverse impacts arising from this proposal.	Review impact of proposals within six months of the implementation date.	By completion of the review undertaken.	1 st May 2016	Fern Silverio	To be confirmed

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.

14. 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>	Monitoring will be undertaken by the Revenues and Benefits Management Team with overall responsibility resting with the Head of Service – Collections and Benefits. The timings and frequency of monitoring arrangements will be determined based upon the timescale for implementation.
15. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	It is anticipated that the results of any monitoring will be analysed, reported and publicised within the department in the manner determined and agreed as appropriate.
16. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	Some comments were received regarding the proposals. These were considered and responded to with responses being circulated to all Concessionary travel employees and Trade Union representatives.

Stage 9: Public Sector Equality Duty

17. 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
The Service Provider will be required to comply with the Public Sector Equality Duty as set out within the contract documents and in accordance with the provisions of their method statement submission concerning "Social Value".		

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.

18. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	EqIA Quality and Assurance		
Signed: (Lead officer completing EqIA)	Fern Silverio	Signed: (Chair of DETG)	Alex Dewsnap
Date:	1 st September 2015	Date:	
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	