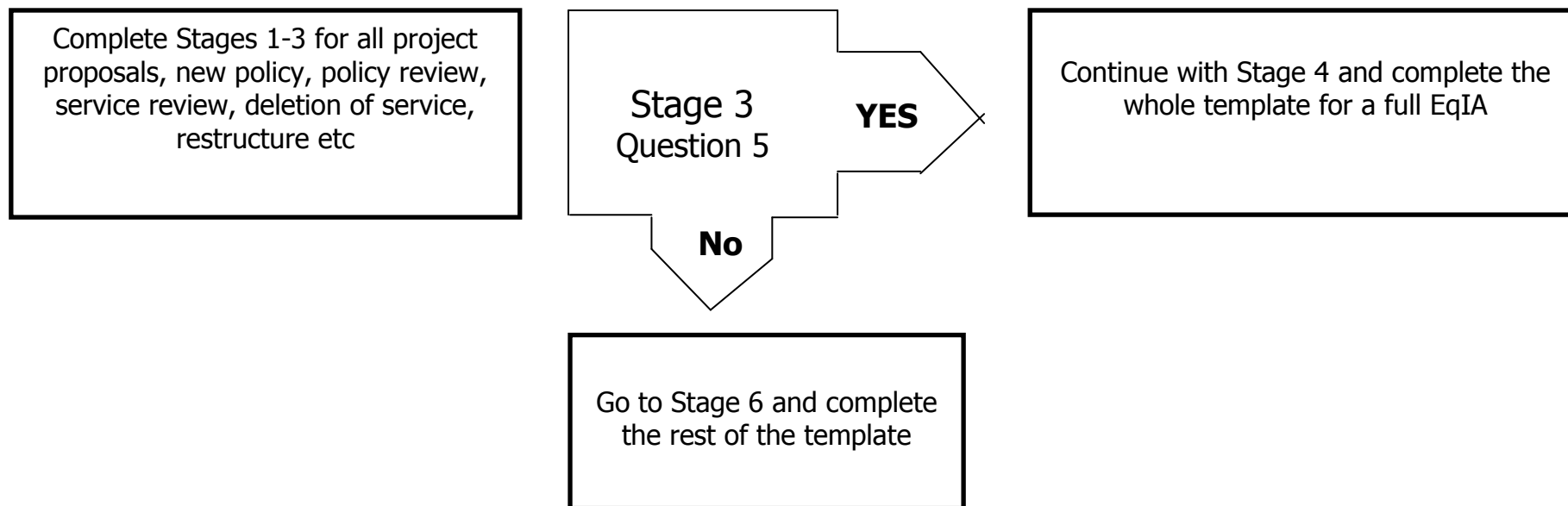


Equality Impact Assessment Template

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



- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.
- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.
- **SIGN OFF:** All EqIAs need to be signed off by your Directorate Equality Task Groups. EqIAs relating to Cabinet Reports need to be submitted to the EqIA Quality Assurance Group at least one month before your Cabinet Report date. This group meets on the first Monday of each month.
- Legal will NOT accept any reports without a fully completed, Quality Assured and signed off EqIA.

The EqIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓	<input type="checkbox"/> Cabinet <input checked="" type="checkbox"/> Portfolio Holder <input type="checkbox"/> Other (explain)
Date decision to be taken:	Draft Budget December 2015, Cabinet report Arts & Heritage Jan 2016 and Final Budget February 2016
Value of savings to be made (if applicable):	2016-17 -£k342 reversal of savings reducing to £60k pa revenue subsidy from 2017-18 to 2020-21
Title of Project:	Future Delivery of Arts & Heritage (transfer of services to Cultura London and reallocation of savings based on Cabinet report May 2015)
Directorate / Service responsible:	Community Department, Environment & Culture Directorate
Name and job title of Lead Officer:	Divisional Director Environment & Culture (vacant)
Name & contact details of the other persons involved in the assessment:	Marianne Locke Divisional Director Community & Culture x 6530
Date of assessment (including review dates):	26 th October 2015 and 22 nd December 2015

Stage 1: Overview

<p>1. What are you trying to do?</p> <p>(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>The MTFs approved by Cabinet and Council in February 2015, assumed that the Arts & Heritage service would no longer require a Council subsidy from 2016/17 onwards, saving the Council £615k, of which £100k is planned for 2015/16 and the balance of £515k for 2016/17. In March 2015, Harrow Museum was successful in its application to the Heritage Lottery Fund for £3.5million. In May 2015, Cabinet approved a draft business plan for the Arts and Heritage service to deliver savings for 2016-17 and beyond whilst ensuring the continued delivery of services at Harrow Arts Centre, Harrow Schools Music Service and Harrow Museum/Headstone Manor. The aim of this proposal is to avoid closure of key cultural facilities which would have a greater impact on communities and the health and wellbeing of several of the protected characteristics. Officers are now progressing on delivering the change as follows:</p> <ul style="list-style-type: none"> • Transferring arts & heritage services to Cultura London (a charitable trust set up for the purpose of delivering services) • Identifying £1million capital funding to support the delivery of the Charity's business plan as follows: <ul style="list-style-type: none"> - Developing new income streams (eg arthouse cinema, functions,) continuing
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	<p>arts delivery whilst reducing costs</p> <ul style="list-style-type: none"> - develop a creative hub for SMEs. <ul style="list-style-type: none"> • The regeneration of the Hatch End site to deliver residential targets in the Regeneration Strategy whilst retaining the Arts Centre and Elliott Hall with a possible refurbishment funded through S106, CIL or external fundraising • An ongoing commitment to Harrow Museum of £60k pa until 2020-21. <p>Members will receive a Cabinet report in January outlining the progress to the stated business plan aims and seeking a final decision on the transfer of services.</p> <p>The charitable objects of Cultura London are as follows:</p> <p>(1) <i>to advance for the public benefit arts, culture and heritage;</i></p> <p>(2) <i>to advance education in, but not limited to, arts, music, dance and entertainment;</i></p> <p>(3) <i>to provide for the recreation of members of the public by providing services and facilities to them in the interests of social welfare with the object of improving their conditions of life; and</i></p> <p>(4) <i>the therapeutic use of music and art for the protection and advancement of good health including (but not limited to) the relief of physical and mental illness and the alleviation of development, emotional, social and behavioural difficulties.</i></p>					
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	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? 	<p>The development of the Arts Centre site is part of the Regeneration Strategy (Regeneration and Planning Division).</p>					

<ul style="list-style-type: none"> • Who has the overall responsibility? • How have they been involved in the assessment? 	Overall responsibility is the Community Department.
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Stage 2: Evidence & Data Analysis

- 4. What evidence is available to assess the potential impact of your proposals? 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, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.
- (Where you have gaps (data is not available/being collated for any Protected Characteristic), you may need to include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact																																
Age (including carers of young/older people)	<p>Audience statistics.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">Age</th> <th style="padding: 2px;"></th> </tr> <tr> <td style="padding: 2px;">0<6</td> <td style="padding: 2px;">0%</td> </tr> <tr> <td style="padding: 2px;">7<12</td> <td style="padding: 2px;">1%</td> </tr> <tr> <td style="padding: 2px;">13<19</td> <td style="padding: 2px;">2%</td> </tr> <tr> <td style="padding: 2px;">20<30</td> <td style="padding: 2px;">4%</td> </tr> <tr> <td style="padding: 2px;">31>45</td> <td style="padding: 2px;">11%</td> </tr> <tr> <td style="padding: 2px;">46>64</td> <td style="padding: 2px;">30%</td> </tr> <tr> <td style="padding: 2px;">65+</td> <td style="padding: 2px;">35%</td> </tr> <tr> <td style="padding: 2px;">Not obtained</td> <td style="padding: 2px;">17%</td> </tr> </table> <ul style="list-style-type: none"> • Staff: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="text-align: left; padding: 2px;">Age</th> <th style="padding: 2px;"></th> </tr> <tr> <td style="padding: 2px;">0<5</td> <td style="padding: 2px;">0%</td> </tr> <tr> <td style="padding: 2px;">6<12</td> <td style="padding: 2px;">0%</td> </tr> <tr> <td style="padding: 2px;">13<19</td> <td style="padding: 2px;">0%</td> </tr> <tr> <td style="padding: 2px;">20<25</td> <td style="padding: 2px;">0%</td> </tr> <tr> <td style="padding: 2px;">26<55</td> <td style="padding: 2px;">80%</td> </tr> <tr> <td style="padding: 2px;">56<75</td> <td style="padding: 2px;">20%</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">In addition, 100% of recipients of Harrow Music Service are under 18 years old.</p>	Age		0<6	0%	7<12	1%	13<19	2%	20<30	4%	31>45	11%	46>64	30%	65+	35%	Not obtained	17%	Age		0<5	0%	6<12	0%	13<19	0%	20<25	0%	26<55	80%	56<75	20%	<ul style="list-style-type: none"> • These proposals may have a negative impact if the Arts Centre is closed or depending on which option for HAC is approved. However, the proposal is to reinstate a budget to allow for a new Trust to establish itself so this is likely to have a positive impact compared to other options. The proposal to transfer services to a Trust is likely to have a positive impact for all three services as it will reduce overheads and enable external fundraising to a level which could not be achieved by the Council. This is to achieve ongoing sustainability for non-statutory services valued by residents. • If the services move to a Trust then there will be a TUPE situation for staff. There are 38 permanent staff, 6 fixed term staff (ending in March 2016) as well as 106 temporary contracts and 'as and when' staff who work across the sites, as performance staff, sessional music tutors etc. • There could be a potential staffing impact if there are any changes to delivering the charity's business plan. However, if this option is not adopted there could be a greater impact if facilities/services have
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		to be closed.
Disability (including carers of disabled people)	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Disability Disabled 8% Non disabled 71% Not obtained 21%</p> </div> <ul style="list-style-type: none"> • Audience statistics • Staff: <ul style="list-style-type: none"> • Disabled 5% • Non disabled 95% 	<ul style="list-style-type: none"> • These proposals may have a negative impact if the Arts Centre is closed or depending on which option for HAC is approved. However, the proposal is to reinstate a budget to allow for a new Trust to establish itself so this is likely to have a positive impact compared to other options. The proposal to transfer services to a Trust is likely to have a positive impact for all three services as it will reduce overheads and enable external fundraising to a level which could not be achieved by the Council. This is to achieve ongoing sustainability for non-statutory services valued by residents. • If the services move to a Trust then there will be a TUPE situation for staff. There are 38 permanent staff, 6 fixed term staff (ending in March 2016) as well as 106 temporary contracts and 'as and when' staff who work across the sites, as performance staff, sessional music tutors etc • There could be a potential staffing impact if there are any changes to delivering the charity's business plan. However, if this option is not adopted there could be a greater impact if facilities/services have to be closed.
Gender Reassignment	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> •
Marriage / Civil Partnership	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> •
Pregnancy and Maternity	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> •

Race	<p>Ethnicity</p> <p>Asian 0% Bangladeshi Asian British 2% Asian Indian 2% Asian Pakistani 1% Asian other 0% Black African 0% Black British 1% Black Caribbean 2% Black Other 1% Chinese Latin American Middle Eastern Mixed heritage 1% White British 56% White European 3% White Irish 4% White other 2% Other 2% Not obtained 22%</p>		<ul style="list-style-type: none"> • These proposals may have a negative impact if the Arts Centre is closed or depending on which option for HAC is approved. However, the proposal is to reinstate a budget to allow for a new Trust to establish itself so this is likely to have a positive impact compared to other options. The proposal to transfer services to a Trust is likely to have a positive impact for all three services as it will reduce overheads and enable external fundraising to a level which could not be achieved by the Council. This is to achieve ongoing sustainability for non-statutory services valued by residents. • If the services move to a Trust then there will be a TUPE situation for staff. There are 38 permanent staff, 6 fixed term staff (ending in March 2016) as well as 106 temporary contracts and 'as and when' staff who work across the sites, as performance staff, sessional music tutors etc • There could be a potential staffing impact if there are any changes to delivering the charity's business plan. However, if this option is not adopted there could be a greater impact if facilities/services have to be closed. 																											
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	<ul style="list-style-type: none"> • 	
Sex / Gender	<div data-bbox="472 804 786 1019" style="border: 1px solid black; padding: 5px;"> <p>Gender Male 26% Female 53% Other 0% Not obtained 22%</p> </div> <ul style="list-style-type: none"> • Audience • • Staff: <div data-bbox="472 1187 786 1369" style="border: 1px solid black; padding: 5px;"> <p>Gender Male 50% Female 50% Other Not obtained</p> </div> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • These proposals may have a negative impact if the Arts Centre is closed or depending on which option for HAC is approved. However, the proposal is to reinstate a budget to allow for a new Trust to establish itself so this is likely to have a positive impact compared to other options. The proposal to transfer services to a Trust is likely to have a positive impact for all three services as it will reduce overheads and enable external fundraising to a level which could not be achieved by the Council. This is to achieve ongoing sustainability for non-statutory services valued by residents. • If the services move to a Trust then there will be a TUPE situation for staff. There are 38 permanent staff, 6 fixed term staff (ending in March 2016) as well as 106 temporary contracts and 'as and when'

	<ul style="list-style-type: none"> • 	<p>staff who work across the sites, as performance staff, sessional music tutors etc</p> <ul style="list-style-type: none"> • There could be a potential staffing impact if there are any changes to delivering the charity's business plan. However, if this option is not adopted there could be a greater impact if facilities/services have to be closed.
Sexual Orientation	<ul style="list-style-type: none"> • no data currently available for audience • • Staff: 	<ul style="list-style-type: none"> • These proposals may have a negative impact if the Arts Centre is closed or depending on which option for HAC is approved. However, the proposal is to reinstate a budget to allow for a new Trust to establish itself so this is likely to have a positive impact compared to other options. The proposal to transfer services to a Trust is likely to have a positive impact for all three services as it will reduce overheads and enable external fundraising to a level which could not be achieved by the Council. This is to achieve ongoing sustainability for non-statutory services valued by residents. • If the services move to a Trust then there will be a TUPE situation for staff. There are 38 permanent staff, 6 fixed term staff (ending in March 2016) as well as 106 temporary contracts and 'as and when' staff who work across the sites, as performance staff, sessional music tutors etc • There could be a potential staffing impact if there are any changes to delivering the charity's business plan. However, if this option is not adopted there could be a greater impact if facilities/services have to be closed.
	<p>Sexual Orientation</p> <p>Hetrosexual 19%</p> <p>Prefer not to say 5%</p>	
	<ul style="list-style-type: none"> • Not obtained 76% 	

Stage 3: Assessing Potential Disproportionate Impact

5. 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 6

Stage 4: Further Consultation / Additional Evidence

- **6.** 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? E.g. revising your proposals
Consultation has been done with arts and heritage users and local residents and ward councillors on the proposals approved by Members in May 2015 and through Open Days etc on the proposed transfer to Cultura London in November /December 2015	There could be a positive impact on all characteristics but particularly age if the Arts Centre remains open and serving the community. If the services move to a Trust then there will be a TUPE situation for staff.	The final proposals will be brought to Cabinet in January 2016.

Stage 5: Assessing Impact

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact ✓	Adverse Impact		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 7	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 6)
		Minor ✓	Major ✓		
Age (including carers of young/older people)	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. People of all ages use the services but in particular under 16s (schools music) and over 60s (Harrow Arts Centre and Harrow Museum).	Any building works will be subject to ongoing consultation as part of the planning process.
Disability (including carers of disabled people)	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. There are disabled events and activities at HAC and the Museum.	Any building works will be subject to ongoing consultation as part of the planning process. An access panel will help inform any design as it did for Harrow Museum
Gender Reassignment	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. There are LGBT events and activities at HAC and the Museum.	Any building works will be subject to ongoing consultation as part of the planning process.
Marriage and Civil Partnership	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate.	Any building works will be subject to ongoing consultation as part of the planning process.

Pregnancy and Maternity	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. There are Family Fun Days at HAC and Harrow Musuem.	Any building works will be subject to ongoing consultation as part of the planning process.	
Race	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. A number of community group across Harrow use HAC for events and activities and there are resident companies such as Shrishti Dance Academy.	Any building works will be subject to ongoing consultation as part of the planning process.	
Religion or Belief	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. A number of religious events and activities are held at HAC such as Yom Kippur and Durga	Any building works will be subject to ongoing consultation as part of the planning process.	
Sex	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. Events and activities provide for all genders.	Any building works will be subject to ongoing consultation as part of the planning process.	
Sexual orientation	✓			The impact is likely to be positive for all ages if Members approve the transfer of services to a Trust as this will help ensure the ongoing sustainability of non-statutory services in a difficult financial climate. There are LGBT events and activities at HAC and the Museum.	Any building works will be subject to ongoing consultation as part of the planning process.	
8. 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?						
9. Any Other Impact – Considering what else is happening within the				Yes	No	✓

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 it to happen?

Stage 6 – Improvement Action Plan

List below any actions you plan to take as a result of this Impact Assessment. These should include:

- Proposals to mitigate any adverse impact identified
- Positive action to advance equality of opportunity
- Monitoring the impact of the proposals/changes once they have been implemented
- Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?

Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
All	There will be full consultation with staff and TUs regarding the TUPE situation.	Staff are TUPE'd in April 2016 with no industrial dispute.	Sandra Bruce-Gordon and Marianne Locke	April 2016
All	Ongoing consultation and engagement with service users including as part of any planning application	Services are transferred to the Trust in April 2016 and planning applications receive approval by the Planning Committee	Sandra Bruce-Gordon and Marianne Locke	Ongoing

Stage 7: Public Sector Equality Duty

10. How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:

1. Eliminate unlawful discrimination, harassment and victimisation

The proposals will enable the sustainable delivery of arts and heritage services to existing and potential users when the Council can no longer support these services with subsidy. If

and other conduct prohibited by the Equality Act 2010 2. Advance equality of opportunity between people from different groups 3. Foster good relations between people from different groups	these proposals are not taken forward, there could be a cessation of services or closure of facilities which is likely to have negative impact on protected characteristics.
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Stage 8: Recommendation

11. 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 of opportunity are being addressed.	✓
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Outcome 2 – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are listed in the Action Plan above.	
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Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. 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 Q12 below)	
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12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.	
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Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	
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Signed: (Lead officer completing EqIA)	Marianne Locke	Signed: (Chair of DETG)	
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Date:	27 Oct 2015 and 22 nd Dec 2015	Date:	
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Date EqIA presented at the EqIA Quality Assurance Group (if required)		Signature of DETG Chair	
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