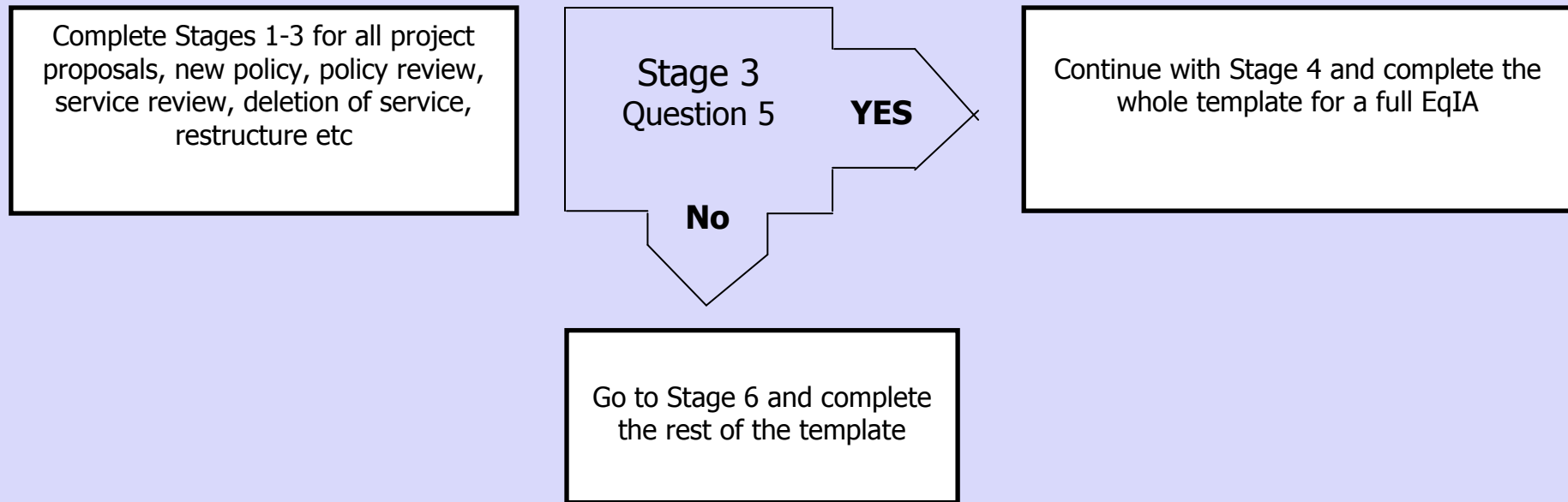


Equality Impact Assessment Template

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 ✓	✓	Cabinet		Portfolio Holder		Other (explain)	
Date decision to be taken:							
Value of savings to be made (if applicable):	£150k						
Title of Project:	Commissioning Team – Reduce the commissioning team by 2FTE						
Reference:	PA_19						
Directorate / Service responsible:	CHW						
Name and job title of Lead Officer:	Jonathan Price						
Name & contact details of the other persons involved in the assessment:	Jonathan Price ext: 2963						
Date of assessment (including review dates):	August 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 Strategic Commissioning team comprises of 3.6FTE and report to the Head of Strategic Commissioning & Provider services. Following the Senior management restructure the team is to merge with the Children’s commissioning unit to establish a People’s commissioning unit.</p> <p>Discussions with the Commissioning network and Children’s SMT have taken place and a plan to deliver both savings over the two years has been agreed.</p> <p>Savings Proposal:</p> <p>This proposal is to reduce the Commissioning team in Adults as part of the merged unit from 3.6FTE to 1.6FTE.</p> <p>This will deliver a saving of £150,000 in 2016/17.</p> <p>The new unit will establish commissioning intentions for the People’s directorate in 2015/16 and deliver the MTFS implementation plans for 2016 – 2018.</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? Who has the overall responsibility? How have they been involved in the assessment? 	<p>The proposal is reliant upon commitments made by the Children’s SMT and Commissioning network, overall responsibility remains with adult services. These teams have been involved within the formulation of the proposal.</p>			

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)	HR Records for Adults staff impacted by the proposal.	All staff impacted by the proposal are between the age of 40 and 60 and are of working age.
Disability (including carers of disabled people)	HR Records for Adults staff impacted by the proposal	None of the staff impacted have identified that they have a disability.
Gender Reassignment	HR information not recorded	No Information recorded
Marriage / Civil Partnership	HR Records for Adults staff impacted by the proposal	No relevant
Pregnancy and Maternity	HR information not recorded	Not relevant
Race	HR Records for Adults staff impacted by the proposal	The impact of this proposal is not more severe for any particular race.

Religion and Belief	HR information not recorded	Not relevant
Sex / Gender	HR Records for Adults staff impacted by the proposal	All staff impacted by the proposal are female
Sexual Orientation	HR information not recorded	

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
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A full consultation will be carried out with staff if this proposal is accepted, it will include the appropriate input from the union to ensure the fairest outcome.	To be assessed after consultation	To be assessed after consultation

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)		✓		All staff impacted by the proposal are aged between 40 and 60 and as such this age range alone is impacted	Mitigation will come in the form of consultation with the staff impacted and the Unions. Any redundancies will need to be appropriately managed using internal redeployment procedures.
Disability (including carers of disabled people)				No impact	n/a
Gender Reassignment				No data	N/a

Marriage and Civil Partnership				Not relevant	Mitigation will come in the form of consultation with the staff impacted and the Unions. Any redundancies will need to be appropriately managed using internal redeployment procedures.		
Pregnancy and Maternity				No impact	n/a		
Race				Selection of staff for redundancy will follow the Council's agreed procedure	Mitigation will come in the form of consultation with the staff impacted and the Unions. Any redundancies will need to be appropriately managed using internal redeployment procedures.		
Religion or Belief				No data available to assess impact	n/a		
Sex		✓		All staff impacted by the proposals are female, as such the proposal only has a direct impact on female members of staff.	Mitigation will come in the form of consultation with the staff impacted and the Unions. Any redundancies will need to be appropriately managed using internal redeployment procedures.		
Sexual orientation				No data	n/a		
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? If yes, which Protected Characteristics could be affected and what is the potential impact?				Yes	✓	No	
				This proposal is one of many proposals across the Council, which entail job reductions. This limitation is likely to limit the opportunity for redeployment of staff who may be at risk of redundancy.			
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
Age	Detailed, meaningful consultation	Results of Consultation	Jonathan Price	TBC
Sex	Detailed, meaningful consultation	Results of Consultation	Jonathan Price	TBC

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 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

Further assessment is required to manage Equity in provisions within the constraints of the budget pressures to minimise risks

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.	✓
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.	
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)	
12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.	

Stage 9 - Organisational sign Off

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