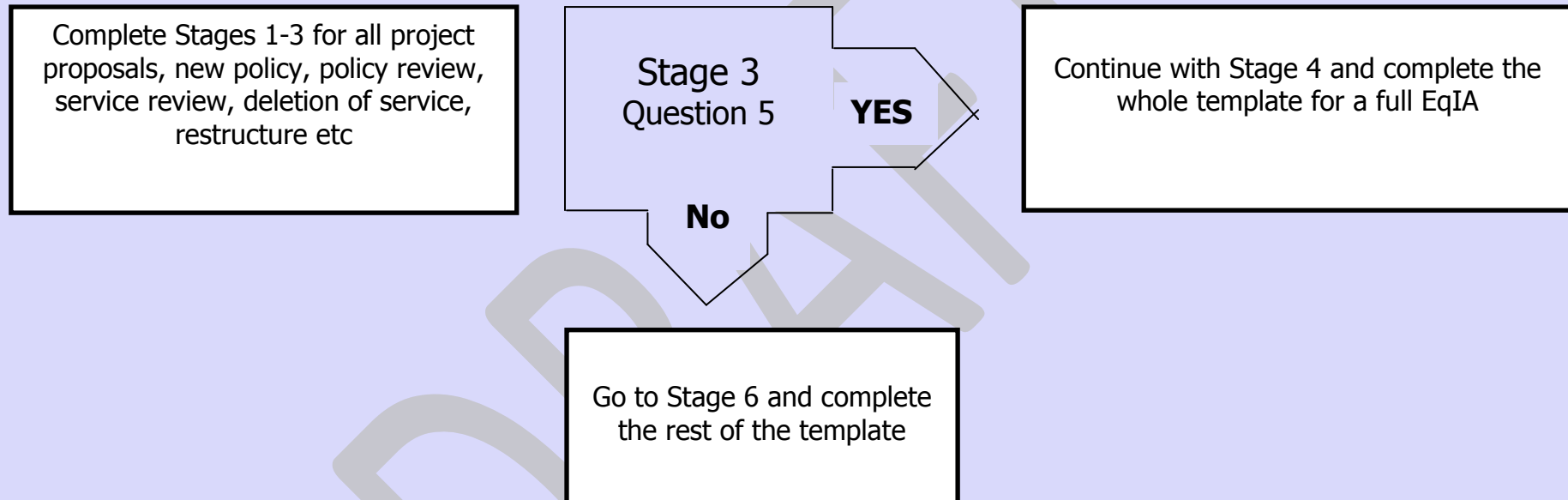


Equality Impact Assessment Template

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:	Cabinet						
Value of savings to be made (if applicable):	RES LG03 £50k						
Title of Project:	Shared Registration and Nationality Checking Service						
Directorate / Service responsible:	Resources & Commercial – Legal & Governance						
Name and job title of Lead Officer:	Elaine McEachron – Democratic Electoral & Registration Services Manager						
Name & contact details of the other persons involved in the assessment:	Elaine McEachron – Democratic & Electoral Services Manager 0208 424 1097 Hugh Peart – Director of Legal & Governance Services – 0208 424 1272						
Date of assessment (including review dates):	16 November 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>As part of efficiency savings, consideration is being given to reviewing the delivery of the Registration and Nationality Service. It is proposed to consider entering into a shared service arrangement with London Borough of Brent. This would involve a complete relocation of the Registration and Nationality Service, and amalgamating the Harrow Service Registration Service within the service offered by Brent.</p> <p>As the proposal is to relocate and deliver the service from the offices of the London Borough of Brent, this will involve the TUPE transfer of the current staff.</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? 	<p>The responsibility for the delivery of part of the service (Nationality Checking) is delivered jointly with Access Harrow who are aware of the proposals. In addition, the service is governed by the rules and regulations of the General Register Office, who will be fully consulted on the proposals.</p>						

<ul style="list-style-type: none"> How have they been involved in the assessment? 	The business case is at a very early stage and it is likely that further assessments will take place as the case develops.
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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)	Harrow 2013 mid-year population estimates show the population to be 243,400. Of those likely to use the Services 65% are aged 16-64 and 15% are aged 65 and over.	No impact is envisaged to any particular age group. As they would still have access to all the services currently offered by Harrow, albeit at a different location. Harrow is service by excellent transport links to Brent regardless of location within Harrow.
Disability (including carers of disabled people)		
Gender Reassignment		
Marriage / Civil Partnership	<p>The 2011 data showed that 53.67% those aged 16 and over were married and 0.16% civil partnership.</p> <p>Harrow is a Designated Office and took approximately 2158 notices of marriage in the last year, and conducted 596 Marriages including Civic Partnerships. Couples can give notice at any designated office and marry at any venue of their choice. Therefore although there is an adverse impact on services users as they will not be able to give their notice in Harrow, a joint service offers</p>	<p>There is an adverse impact on services users as they will not be able to give their notice in Harrow and will have to travel. However, it is anticipated that the proposed joint service will offer Harrow residents greater flexibility and choice for appointments, and ceremonies.</p> <p>Brent is currently responsible for Barnet Registration Services and it is possible that residents to north east of the borough could benefit from the link.</p>

	greater flexibility and choice to the service users.	This will be explored further.
Pregnancy and Maternity	Birth registration takes place in the borough where the child is born. Harrow does not have a hospital and the majority of Harrow births take place at Northwick Park Hospital in the London Borough of Brent. Therefore residents currently attend Brent Registration Services to register birth. However residents are able to make a Birth Declaration at Harrow Registration Service and information has to be passed to Brent or the relevant local authority. Harrow on average registers 24 home births per year.	Harrow residents currently travel to the relevant local authority to register births and given the number of home birth the impact of the proposal on service users will be minimal. Brent is currently responsible for Barnet Registration Services and it is possible that residents to north east of the borough could benefit from the link. This will be explored further.
Race		
Religion and Belief	As the service is available to every resident regardless of religion or belief no one particular religion will be impacted over another.	
Sex / Gender		
Sexual Orientation		

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
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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
Staff – discussions have already taken place with the staff. However detailed consultation will take place on the proposals as they are developed.	Based on the profile of the current staff it is not anticipated that there will be any adverse impact.	The full impact of the proposal will be assessed as the Business Case is developed.
Union – will be consulted on the proposals as they are developed.		

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)	✓	✓		It is unlikely that one particular age group will be affected by the proposals as all age group either currently travel out borough for particular Registration Service and will have to continue to do so.	Harrow is well served with transport links to Brent from all parts of the borough.
Disability (including carers of disabled people)	✓	✓		Residents with a disability like all other residents will be expected to travel.	As the proposal is developed this will be further assessed.
Gender Reassignment					
Marriage and Civil Partnership	✓	✓		As above, notice of marriage can be given at any Designated Office, it is therefore anticipated that there will be no adverse impact.	Harrow is well served with transport links to Brent from all parts of the borough. Past records will be securely stored as is the current practice and copied will continue to be made available on request. No proposed change is anticipated to any of the current licensed venues which will continue to be made available to Harrow residents.
Pregnancy and Maternity	✓	✓		Birth registration is given in the relevant authority. Home birth registration can be given at the offices of the service provider.	Harrow is well served with transport links to Brent from all parts of the borough.

Race	✓	✓		No one particular group will be impacted by the proposal	
Religion or Belief	✓	✓		No one particular religious group will be impacted by the proposal.	
Sex	✓	✓		No one particular group will be impacted by the proposal.	
Sexual orientation	✓				
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	
If yes, which Protected Characteristics could be affected and what is the potential impact?					No
9. Any Other Impact – Considering what else is happening within the				Yes	✓
					No

<p>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?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	<p>In addition to registration of births, taking of notice of marriage/civil partnerships and conducting, Harrow also deals with registration of death (approximately 531), offers a Nationality Checking Services (approximately 938 in the last year although this is likely to increase) and carries out Citizenship Ceremonies, currently weekly with 2 in the last week of the Month. The proposal envisages that these additional services would be undertaken by the service provider providing greater availability to Harrow residents.</p> <p>Residents would be expected to travel to Brent but as indicated Harrow is well served with transport links to Brent.</p> <p>As the proposal develops, further assessment of the impact will be undertaken.</p>
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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

Stage 7: Public Sector Equality Duty

<p>10. How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:</p> <ol style="list-style-type: none"> 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 	
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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)

<p>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.</p>	
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<p>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.</p>	
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<p>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)</p>	
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<p>12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.</p>	
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Stage 9 - Organisational sign Off

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

DRAFT