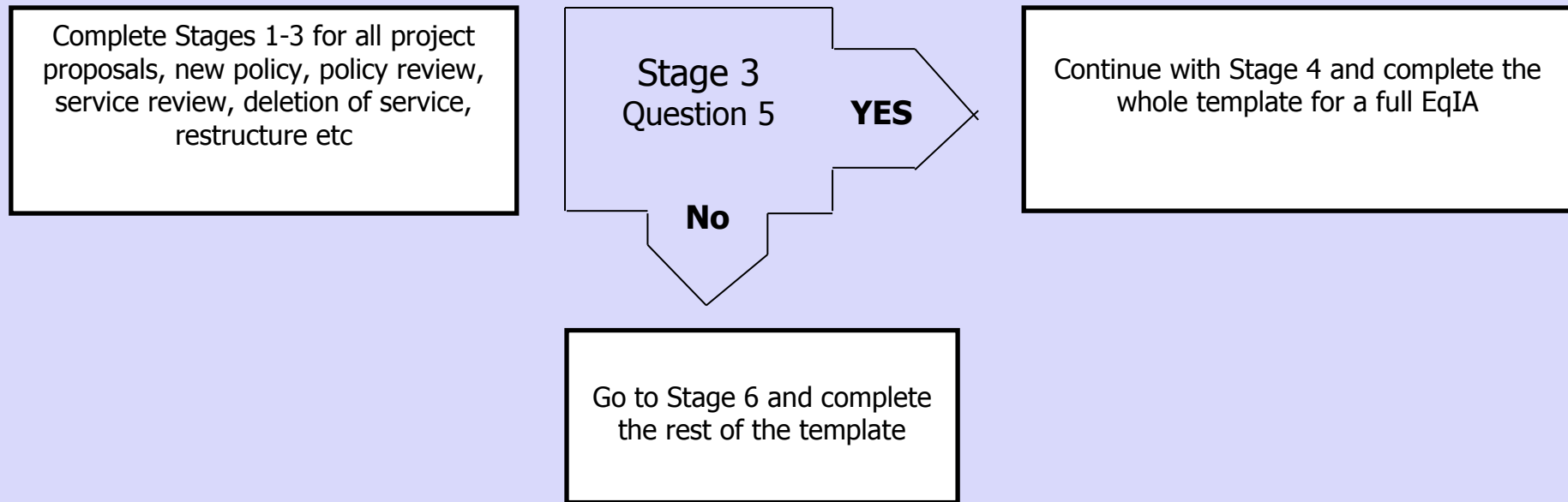


# Equality Impact Assessment Template

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

<b>Type of Decision: Tick ✓</b>	<input type="checkbox"/>	Cabinet	<input type="checkbox"/>	Portfolio Holder	<input type="checkbox"/>	Other (explain)	delegated
Date decision to be taken:	2015						
Value of savings to be made (if applicable):							
Title of Project:	Proposal to restructure the Legal Practice following the merger of the legal teams and support services from Barnet, Harrow, Hounslow and in due course Aylesbury Vale.						
Directorate / Service responsible:	Legal & Governance Services, Resources Directorate						
Name and job title of Lead Officer:	Hugh Peart, Director of Legal & Governance Services						
Name & contact details of the other persons involved in the assessment:	Jessica Farmer, Head of Legal Practice						
Date of assessment (including review dates):	July 2015 but this EIA will be reviewed throughout the restructure.						

## Stage 1: Overview

<p><b>1. What are you trying to do?</b></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>To restructure the merged legal teams from Barnet Hounslow and Harrow that form HB Public Law. Staff consultation documents outline the proposals for the restructure (in 2 phases) with some of the key aims being:</p> <ul style="list-style-type: none"> <li>- to fully integrate the staff and the work, so that any lawyer can work for any Council and in future for any new clients;</li> <li>- eliminate duplication of functions and roles;</li> <li>- ensure all staff are consistently and appropriately managed, supported and developed;</li> <li>- make it clear to clients who to contact for support;</li> <li>- reduce operating costs to meet agreed funding from all Councils, and to be able to secure new work;</li> <li>- be client focussed and work flexibly to retain existing clients and attract new ones;</li> <li>- comply with the Inter Authority Agreement between Harrow, Barnet and Hounslow Councils and meet Lexcel &amp; IIP standards;</li> </ul>
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- be clear what support is available and from whom;

- have a structure which is scalable as workloads increase or decline;

- ensure work is done at the appropriate levels, by appropriately remunerated staff; and

- have consistency in individual job titles and spans of control.

The restructure has been undertaken in 2 phases: Phase 1 – management restructure; Phase 2 – all other roles.

<b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b>	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:**

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

Whilst it is a merged service, staff who transferred from Hounslow are Harrow employees so the responsibility lies with Legal & Governance Services.

**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
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Age (including carers of young/older people)	Some staff are carers.	This will be borne in mind during the process and individual issues raised by staff will be addressed as part of the consultation.
Disability (including carers of disabled people)	5% of staff in the Legal Practice have declared a disability.	Individual issues raised by staff will be addressed as part of the consultation.
Gender Reassignment		Individual issues raised by staff were addressed as part of the consultation.
Marriage / Civil Partnership		Individual issues raised by staff were addressed as part of the consultation.
Pregnancy and Maternity	Staff on maternity leave have been notified of the consultation and invited to the consultation meetings. There are currently 3 staff on maternity leave. (July 2015)	Individual issues raised by staff were addressed as part of the consultation.
Race	24% of the department have declared themselves to be BME. 57% declared unknown 19% declared as white	Individual issues raised by staff will be addressed as part of the consultation.
Religion and Belief		Individual issues raised by staff will be addressed as part of the consultation.
Sex / Gender	There is a greater number of female staff than male staff across the department. Therefore if there is any impact on staff it is likely to have a greater impact on female staff purely because of numbers.	Individual issues raised by staff will be addressed as part of the consultation.
Sexual Orientation		Individual issues raised by staff will be addressed as part of the consultation.

### 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 document Meetings  Consultation will be undertaken in phases. .		

## 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.  <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
		Minor ✓	Major ✓		
Age (including carers of young/older people)					
Disability (including carers of disabled people)					
Gender Reassignment					
Marriage and Civil Partnership					

Pregnancy and Maternity					
Race					
Religion or Belief					
Sex					
Sexual orientation					

<b>8. Cumulative Impact</b> – 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	
<b>9. Any Other Impact</b> – 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 it to happen?	Yes		No	

**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**

**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

**Stage 8: Recommendation**

**11.** Please indicate which of the following statements best describes the outcome of your EqIA ( ✓ tick one box only)

<b>Outcome 1</b> – 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.	
<b>Outcome 2</b> – 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.	
<b>Outcome 3</b> – 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. <b>(Explain this in Q12 below)</b>	
<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.	

**Stage 9 - Organisational sign Off**

<b>13.</b> 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	