

# Equality Impact Assessment

Appendix 4

quality Impact Assessment (EqIA)							
<b>Type of Decision: Tick ✓</b>	<input checked="" type="checkbox"/>	Cabinet	<input type="checkbox"/>	Portfolio Holder	<input type="checkbox"/>	Other (explain)	
Date decision to be taken:	10 March 2016						
Value of savings to be made (if applicable):							
Title of Project:	Stanmore Business Innovation Centre						
Directorate / Service responsible:	Economic Development – Regeneration Enterprise and Planning						
Name and job title of Lead Officer:	Mark Billington Head of Economic Development and Research						
Name & contact details of the other persons involved in the assessment:	Mark Billington, <a href="mailto:Mark.billington@harrow.gov.uk">Mark.billington@harrow.gov.uk</a> 020 8736 6533 x6533						
Date of assessment (including review dates):	10/2/16						
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>The purchase of commercial work space provides an opportunity to generate an income stream to meet the MTFs targets for Regeneration, Enterprise and Planning and to provide work space for businesses and to support job creation</p> <p>The property market is currently failing to provide space for small businesses and growing businesses. The introduction of Permitted Development has resulted in the loss of office space to residential conversions. The introduction of Permitted Development has led to a loss of office accommodation in the borough, that loss includes occupied units as well as vacant space. To date 20,000sqm of office space has been lost, this is the equivalent of losing 2,000 jobs. To put this into perspective, this is equal to two thirds of the 3,000 job creation target in the Regeneration Strategy. The purchase of the work space at Stanmore Place will help safe guard jobs. As office landlords convert their premises to residential units, business tenants are squeezed out of offices, and need space elsewhere (either in Harrow or out of the borough).</p>						
<p><b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that</b></p>	Residents / Service Users	<input type="checkbox"/>	Partners	<input type="checkbox"/>	Stakeholders	<input type="checkbox"/>	
	Staff	<input type="checkbox"/>	Age ✓	<input type="checkbox"/>	Disability	<input type="checkbox"/>	

apply)	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?

Corporate Estate in the Community Directorate will undertake the purchase of the building, issuing licenses to tenants, issuing bills and collecting rent.  
Overall responsibility lies with Head of Economic Development and research.

## 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)	There is no data available	The provision of incubation and move on work space would help mitigate any disadvantage experienced by start ups due to .age.
Disability (including carers of disabled people)	There is no data available	The provision of accessible new incubation and move on work space, built to current access standards would help mitigate any disadvantage experienced by start ups due to disability .
Gender Reassignment	As above	
Marriage / Civil Partnership	As above	

Pregnancy and Maternity	As above	The provision of accessible new incubation and move on work space, built to current access standards would help mitigate any access issues relating to maternity or pregnancy
Race	As above	
Religion and Belief	As above	
Sex / Gender	As above	
Sexual Orientation	Above	

### 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	x	x	x	x	x	x	x	x	X

**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

## 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)	✓			The provision of business support within work space for start up and new businesses can only be positive	We will monitor uptake of space to ensure it is used by business owners of every protected characteristic. If occupancy levels show that business tenants are not reflective of the population, remedial action will be taken to ensure that marketing material is reflective. We will undertake monitoring of satisfaction rates, which will include equality monitoring. This will enable us to ensure the space meets the needs of business owners from the protected characteristics.
Disability (including carers of disabled people)	✓			As above	As above

Gender Reassignment	✓			As above	As above	
Marriage and Civil Partnership				As above	As above	
Pregnancy and Maternity				As above	As above	
Race				As above	As above	
Religion or Belief				As above	As above	
Sex				As above	As above	
Sexual orientation				As above	As above	
<b>8. Cumulative Impact</b> – Considering what else is happening within the				Yes	No	X

<p>Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>				
<p><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?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	Yes		No	<b>X</b>

**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
N/A				
N/a				
N/A				

**Stage 7: Public Sector Equality Duty**

<p><b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:</p>	<p>This proposal provides a universal service for businesses. It is fully accessible and can ensure that new and growing business</p>
--	---

<ol style="list-style-type: none"> <li>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</li> <li>2. Advance equality of opportunity between people from different groups</li> <li>3. Foster good relations between people from different groups</li> </ol>	<p>owners have access to work space</p>
--	---

### Stage 8: Recommendation

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

<p><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.</p>	✓
---	---

<p><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.</p>	
--	--

<p><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></p>	
---	--

<p><b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.</p>	
--	--

### Stage 9 - Organisational sign Off

<p><b>13.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>	
--	--

<p>Signed: (Lead officer completing EqIA)</p>		<p>Signed: (Chair of DETG)</p>	
---	--	--------------------------------	--

<p>Date:</p>		<p>Date:</p>	
--------------	--	--------------	--

<p>Date EqIA presented at the EqIA Quality Assurance Group (if required)</p>		<p>Signature of DETG Chair</p>	
--	--	--------------------------------	--

