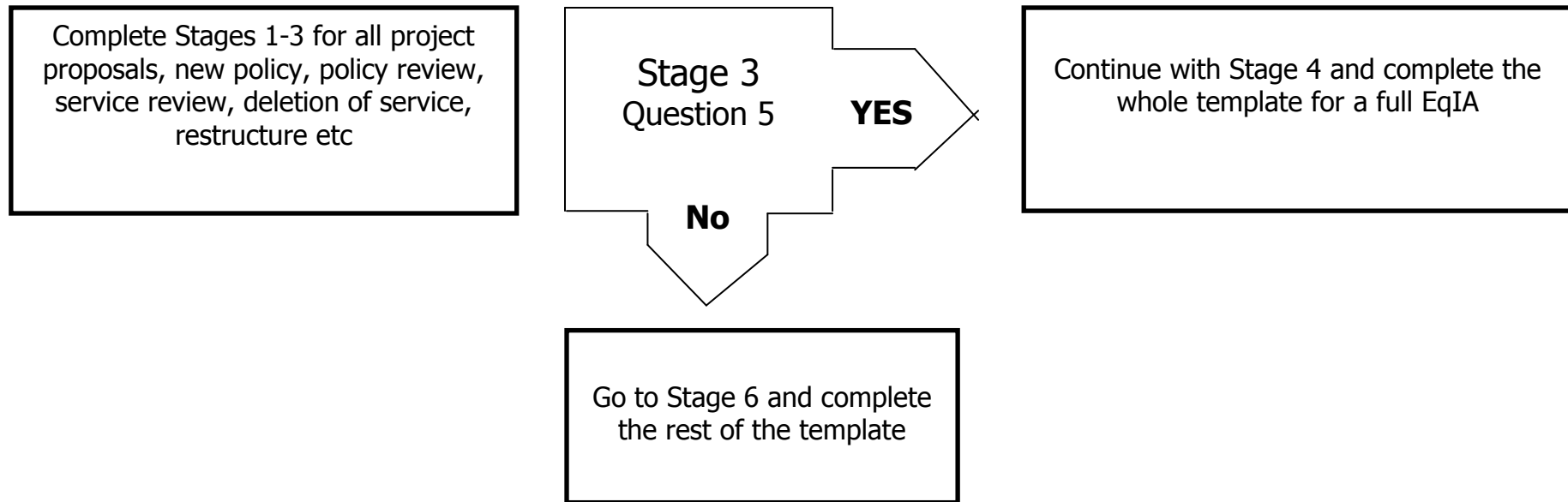


Equality Impact Assessment Template

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.
- Legal will NOT accept any report 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"/>	<input checked="" type="checkbox"/> Cabinet ✓	<input type="checkbox"/>	<input type="checkbox"/> Portfolio Holder	<input type="checkbox"/>	<input type="checkbox"/> Other (explain)
Date decision to be taken:	13 th October 2016					
Value of savings to be made (if applicable):						
Title of Project:	Procurement of Translation and Interpreting Services					
Directorate / Service responsible:	People Services					
Name and job title of Lead Officer:	Peter Tolley Head of Service Corporate Parenting					
Name & contact details of the other persons involved in the assessment:	Adeel Raipul, Commercial Business Partner Procurement Team					
Date of assessment (including review dates):	2/9/26					

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>Review the Translation and Interpretation services with a proposal for shared tendering with two other Local Authorities.</p> <p>The current contract ends in February 2017 and we need to ensure appropriate arrangements are in place from March 2017</p> <p>This is a demand lead service and changing demographics and the sensitivity and confidentiality of safeguarding children requires a professional and good standard Translation and Interpreting service</p> <p>Value for money will be ensured through a joint competitive process with Barnet and Brent using a Crown Commercial Services framework agreement The timetable for this is outlined in appendix 2</p>					
<p>2. Who are the main groups / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	Residents / Service Users	x	Partners	x	Stakeholders	
	Staff	x	Age	x	Disability	x
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	

	Race	x	Religion or Belief	x	Sex	x
	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?

Brent and Barnet are leading this tendering process and will be involved in the assessment and consultations. Harrow are part of the steering group
As the largest user of the service Childrens are taking a lead but the contract is a Corporate contract.

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 should 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>This service provides Translation and Interpretation Services to resident children and adults of all ages.</p> <p>The greatest user of the service in Harrow is Children and Young People Service that use approx. 90% of the service provided.</p> <p>The service has responsibility for children and young people up to 25 and the service is used for both the children and young people and their carers, parents. There is an increase in numbers of young people referred to Childrens Services including Unaccompanied Asylum seekers, No Recourse to Public Funds, and children and families where English is not their first language.</p> <p>In 15/16 there were 3764 face to face bookings of interpreting service by Children's Services..</p>	<p>There is an on-going and continued need for a professional and good quality Interpretation and translation service across all age groups.</p> <p>The specification requires provision that is all age appropriate.</p>

Disability (including carers of disabled people)	At least one recorded disability – 311	An Interpretation service for people with visual and hearing impairments will be sourced separately
Gender Reassignment	No data is available.	
Marriage / Civil Partnership	No data is available.	
Pregnancy and Maternity	No data is available.	
Race	<p>The overall profile for Children’s Service is as follows:</p> <p>White or White British - 957 Mixed Background - 446 Asian or Asian British - 1112 Black or Black British - 706 Other Ethnic background - 325 Not recorded - 35</p> <p>No data is available on the Race of the Translation and Interpretation Services users. The breakdown of languages covered by the service activity is as follows:</p> <p>The top ten languages are Tamil 589 Arabic 528 Polish 446 Somali 262 Romanian 226 Pashto 175 Vietnamese 160 Dari 154 Gujarati 129 Sinhalese 95</p>	<p>The service specification incorporates provision for further languages to be included because this is a demand lead service.</p>

	<p>Telephone Interpreting Total Booking 1460 Top ten languages Romanian 235 Tamil 212 Polish 144 Arabic 133 Hungarian 96 Somali 94 Sinhali 53 Portuguese 51 Farsi 49 Gujarati 44</p> <p>Document Translation Total booking 104 Top 3 languages: Romanian 24 Tamil 21 English 9</p>	
Religion and Belief	No data is available	As above
Sex / Gender	The gender profile for Children's Service is as follows Male 1826 Female 1711 Not recorded 44	
Sexual Orientation	No data is available	

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	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, complete a FULL EqIA.

- **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 with social work staff and managers	Need for professional interpreting and translation service to ensure communication around sensitive and confidential matters so that children can be safeguarded	Plans to retender service so that there are no gaps in provision
Barnet are leading on consultation with social workers and users	This is part of the tendering process	
Service user involvement in evaluation process		

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)	x			Will ensure sensitive and confidential safeguarding matters can be discussed clearly and securely enabling children to be kept safe and protected There is a range of languages used in Harrow so increase in providers will increase capacity	The evaluation process will involve a series of quality assessments
Disability (including carers of disabled people)	x			As above	
Gender Reassignment					
Marriage and Civil Partnership					

Pregnancy and Maternity				As above			
Race	x			Increased capacity to provide translation services			
Religion or Belief	x						
Sex	x						
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? If yes, which Protected Characteristics could be affected and what is the potential impact?				Yes	x	No	
				Positive impact on those where English is not their first language			
9. Any Other Impact – 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	x	No	
				Positive impact on open communication between residents and the council			

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
Equalities data	Data is not collected on all characteristics in particular Race and Religion. New specification to include requirement for data to be collected.	Data available on regular basis and included in performance reports.	Peter Tolley	March 2017

Stage 7: Public Sector Equality Duty

10. How do your proposals meet the Public Sector Equality Duty (PSED) 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

A comprehensive and professional interpreting and translation service will enable all children and families to fully participate in services

Stage 8: Recommendation

11. 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

x

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 included in the Action Plan to be addressed.	
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?	Chair DETG		
Signed: (Lead officer completing EqIA)	Peter Tolley	Signed: (Chair of DETG)	J.Morgan
Date:	9 th September 2016	Date:	9 th September 2016
Date EqIA presented at Cabinet Briefing (if required)		Signature of DETG Chair (following Cabinet Briefing if relevant)	