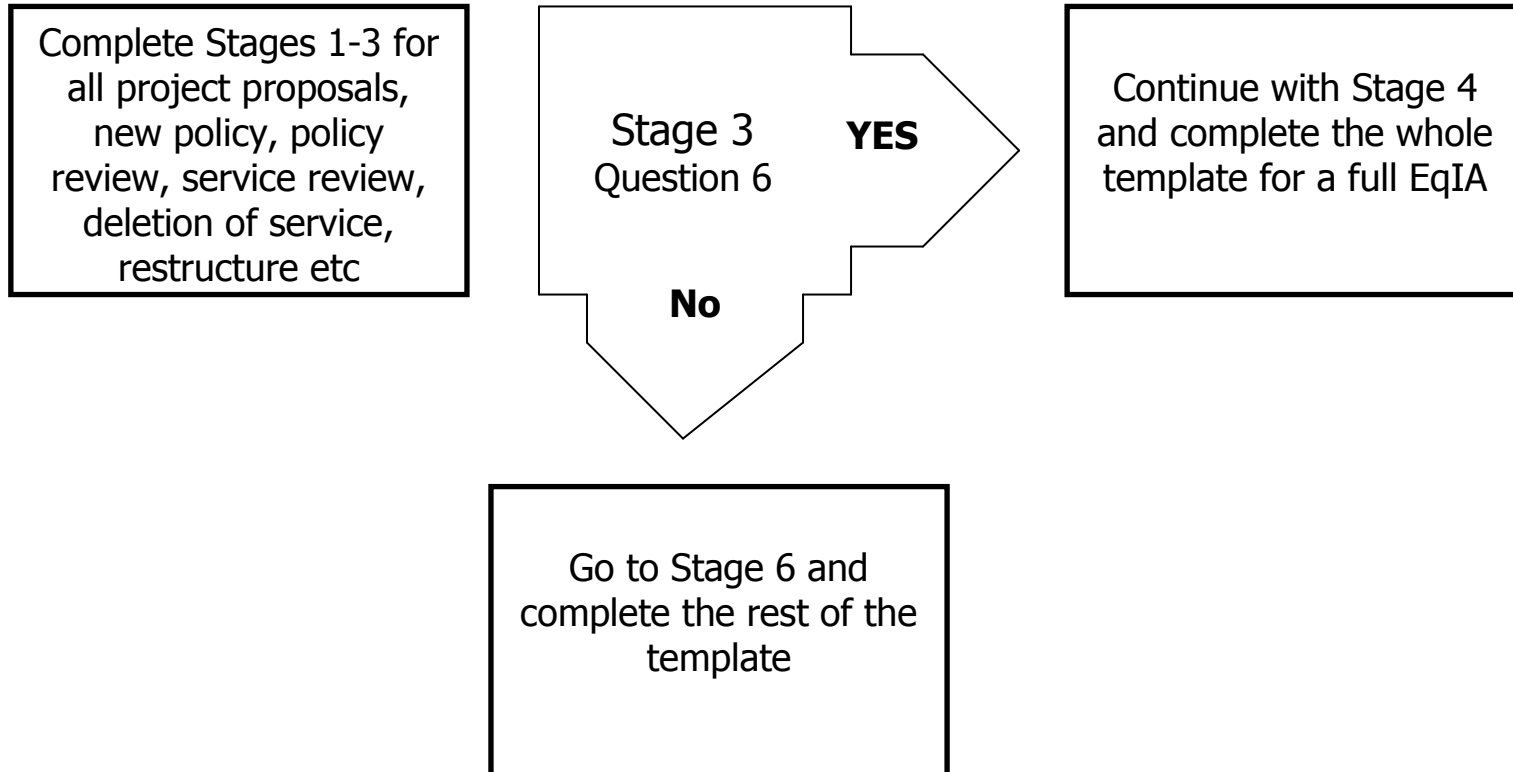


Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process. There is now just one Template. Project Managers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



Equality Impact Assessment (EqIA) Template

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this assessment.

It will also help you to look at the EqIA Template with Guidance Notes to assist you in completing the EqIA.

Type of Project / Proposal:		Tick ✓	Type of Decision:		Tick ✓
Transformation		✓	Cabinet		✓
Capital			Portfolio Holder		
Service Plan		✓	Corporate Strategic Board		
Other			Other		
Title of Project:		Emergency Relief Scheme Funding			
Directorate / Service responsible:		Collections and Housing Benefits, Resources Directorate			
Name and job title of lead officer:		Fern Silverio, Head of Service, Collections and Housing Benefits			
Name & contact details of the other persons involved in the assessment:		Bernie Beckett, Consultation Project Manager Bernie.beckett@harrow.gov.uk Jenny Townsley, Service Manager, Housing Benefits Jennifer.townsley@harrow.gov.uk			
Date of assessment:		22 nd January, 2014			
Stage 1: Overview					
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		The Help Scheme was implemented as a pilot in April, 2013 with funding provided to all upper tier Local Authorities by the Department of Work and Pensions (DWP) to develop a Local Welfare Provision that provides emergency support to people in need. The pilot scheme has recently been reviewed and changes to the delivery of the scheme for the year 2014/15 were agreed at Cabinet meeting in January. Within the Local Government financial settlement the funding for 'Local Welfare Provision' has been abolished from 2015-16. This EqIA supports a briefing to Councillors with options on future delivery of the local provision when the funding is			

	<p>withdrawn.</p> <p>The options that are being put to members for discussion are:</p> <ol style="list-style-type: none"> 1. Status Quo – keep the scheme as is and fund through the General Fund 2. No longer provide the Emergency Relief Scheme 3. Partly fund the scheme through the general fund and deliver in the following format: <ol style="list-style-type: none"> a. Continue to provide the service through the Housing Benefits section with limited staff also limiting the provision of emergency services through changing the criteria b. Limit the provision of emergency service and provide the service through another Council service c. Limit the provision of the emergency services and procure the service to external agency/ies to deliver 					
<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 overall responsibility for taking forward this assessment lies with the Collections and Benefits, Resources Directorate.</p> <p>The initial policy to deliver the scheme and review were both developed in partnership with the multi-agency Community Reference Group. This group will be advised of the changes to government funding of the scheme and be given the</p>					

opportunity to discuss the way forward.

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. 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; complaints etc. Where possible include data on the nine Protected Characteristics.

(Where you have gaps (data is not available/being collated), you may need to include this as an action to address in your Improvement Action Plan at Stage 7)

Age (including carers of young/older people)	<p>Harrow profile: 20 per cent of Harrow's residents are aged under 16 (48,200)¹ whilst this signifies a small percentage change from 2010 estimates (0.7% change), in actual numbers it is an increase of 3,600 young people.</p> <p>65.9 per cent (158,400) of Harrow's population fall within the working age bracket (16 to 64) and 14.1 per cent (33,900) of Harrow's residents are 65 years of age and older.</p> <p>The average (median) age in Harrow is approximately 36 years, which ranks Harrow 284th out of 348 local or unitary authorities for age, depicting a younger average than the majority of local authorities².</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqIA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqIA and is attached at Appendix A.</p> <p>The breakdown shows that the majority of people accessing the scheme are of working age with the minority of pensionable age.</p> <p>The Scheme has been developed to support people who are in financial hardship. Any withdrawal of the scheme or reduction in the provision of support will therefore have an adverse impact on working age applicants. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Disability (including carers of disabled people)	<p>Harrow profile: 17.3% of Harrow's working age population (16-64) classified themselves as disabled within the 2011-12 period (July to June), a total of 26,600 individuals. This signifies a decrease of 4.6% for the same period in 2010-11. 13,800 (17.3%) are men and 12,900 (17.7%) are women³</p>

¹ Source: mid-year population estimates 2011

² Source: 2011 Census briefing note 3: September 2012; Sue Kaminska

³ Source: Nomis: Annual Population Survey

	<p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqlA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqlA and is attached at Appendix A.</p> <p>The breakdown shows there is a slightly higher percentage of people with disabilities accessing the scheme than the number of people with disabilities of working age across Harrow within the Harrow profile however some of these applicants who have stated they have a disability to not receive a disability payment.</p> <p>The Scheme has been developed to support people who are in financial hardship. Any withdrawal of the scheme or reduction in the provision of support could therefore adverse;u impact on people with disabilities. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Gender Reassignment	<p>Harrow profile: This data is currently not available</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqlA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqlA and is attached at Appendix A.</p> <p>All applicants to the scheme that completed the equality monitoring have advised their gender is the same as at birth therefore, from the information available, there would be no impact to the ‘gender reassignment’ protected characteristic if this scheme was withdrawn or the provision reduced. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Marriage / Civil Partnership	<p>Harrow Profile: Since their inception there have been a total of 121 civil ceremonies in Harrow. There is no further data available on marriages.</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqlA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqlA and is attached at Appendix A.</p> <p>The majority of applicants to the scheme are single and small minority of people that responded to the</p>

	<p>monitoring information are married/civil partnership.</p> <p>The Scheme has been developed to support people who are in financial hardship. The withdrawal of the scheme or reduction in provision of the scheme could have an adverse impact on single people as they represent the majority of applicants to the scheme. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Pregnancy and Maternity	<p>Harrow Profile: This data is currently not available</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqIA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqIA and is attached at Appendix A.</p> <p>A small number of people who have accessed the scheme (7.3% for awarded applications and 5.8% for refused applications) have been pregnant or on maternity leave in the past 2 years.</p> <p>The Scheme has been developed to support people who are in financial hardship. The withdrawal of the scheme or reduction in provision of the scheme could impact a small number of people who have been pregnant or on maternity leave in the last two years. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Race	<p>Harrow profile: Harrow is one of the most diverse places in the country. At the time of 2001 Census 49.9% of Harrow residents were classified as White British. 2011 figures reveal that the White British category now includes only 30.9% of Harrow's population, 69.1% of residents are therefore classified as belonging to a minority ethnic group⁴ The most significant minority ethnic group, at 26.4% is Asian/Asian British: Indian, ranking Harrow as second in England and Wales for its Indian population. Another significant group is classified as Asian/Asian British: Other Asian, making up 11.3% of residents and ranking Harrow 1st within this classification; this group is largely comprised of Sri Lankan community. All Asian/Asian British groups have increased since 2001.</p> <p>White Other is another group which has grown, from 4.49% in 2001 to 8.2% in 2011. Within this group there are 3,868 residents who were born in Poland and 4,784 residents born in Romania, making it the largest Romanian community within England and Wales⁵. Harrow still</p>

⁴ 2011 Census: Ethnic Group. KS201EW

⁵ 2011 Census: Country of Birth (detailed). Table QS203EW

	<p>has a high Irish born population, ranked 7th in 2011. Whilst Black/African/Caribbean/Black British is not particularly dominant we have the highest number of Kenyan born residents (this can be attributed to a number of migrants from Kenya who are of Asian descent).</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqIA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqIA and is attached at Appendix A.</p> <p>The breakdown shows that there are a high percentage of black/African/Caribbean/Black British people accessing the scheme than other ethnic groups.</p> <p>The Scheme has been developed to support people who are in financial hardship. The withdrawal of the scheme or reduction in provision of the scheme could impact black/African/Caribbean/Black British people accessing the scheme more than any other group within this protected characteristic. The protected characteristics of those accessing the scheme could change over future delivery.</p>																		
Religion and Belief	<p>Harrow profile: The 2001 Census showed that Harrow had the highest level of religious diversity of any local authority in England and Wales. The 2011 Census ranked harrow 1st for persons of Hindu religion, Jain and Unification Church. Out of 348 areas in England and Wales harrow has the 2nd lowest ranking of residents with no religion and 5th lowest for Christians (37.3%). Harrow is ranked 24th for Muslim faith residents who account for 12.5% of the population. Information from the 2011 census shows the following:</p> <table border="0"> <tr> <td>– Christianity</td> <td>Harrow – 37.3%</td> <td>National – 59.4%</td> </tr> <tr> <td>– Hinduism</td> <td>Harrow – 25.3%</td> <td>National – 1.5%</td> </tr> <tr> <td>– Islam</td> <td>Harrow – 12.5%</td> <td>National – 5.0%</td> </tr> <tr> <td>– Judaism</td> <td>Harrow – 4.4%</td> <td>National – 0.5%</td> </tr> <tr> <td>– No religion</td> <td>Harrow – 9.6%</td> <td>National - 24.7%</td> </tr> <tr> <td>– Religion not stated</td> <td>Harrow – 15.4%</td> <td>National – 7.2%</td> </tr> </table> <p>A paper showing a detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqIA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqIA and is attached at Appendix A. This comparison with the overall population statistics shows that a lower percentage of people from the Hindu religion are accessing the scheme.</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics</p>	– Christianity	Harrow – 37.3%	National – 59.4%	– Hinduism	Harrow – 25.3%	National – 1.5%	– Islam	Harrow – 12.5%	National – 5.0%	– Judaism	Harrow – 4.4%	National – 0.5%	– No religion	Harrow – 9.6%	National - 24.7%	– Religion not stated	Harrow – 15.4%	National – 7.2%
– Christianity	Harrow – 37.3%	National – 59.4%																	
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– Islam	Harrow – 12.5%	National – 5.0%																	
– Judaism	Harrow – 4.4%	National – 0.5%																	
– No religion	Harrow – 9.6%	National - 24.7%																	
– Religion not stated	Harrow – 15.4%	National – 7.2%																	

	<p>was developed to inform the EqIA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqIA and is attached at Appendix A.</p> <p>The Scheme has been developed to support people who are in financial hardship. The withdrawal of the scheme or reduction in provision of the scheme could have an adverse impact on those groups of people that sit within the Christian, Muslim and No religion religious categories as a slightly higher than the average of these groups living in Harrow have received received awards through the scheme since April 2013. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Sex / Gender	<p>Of Harrow's total population (240,500), 118,900 (49.4%) are male and 121,600 (50.6%) are female⁶</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqIA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqIA and is attached at Appendix A.</p> <p>The breakdown of access to the scheme shows that more women are accessing the scheme than men.</p> <p>The Scheme has been developed to support people who are in financial hardship. The withdrawal of the scheme or reduction in provision of the scheme could have an adverse impact on women as the figures show that currently more women are accessing the scheme than men. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Sexual Orientation	<p>Harrow profile: The 2011 census did not have a question on sexual orientation; however 306 persons declared living in a same sex couple, an increase of 84 couples. It is estimated that 6% of the UK population are lesbian, gay and bisexual (LGB), which would equate to approximately 14,430 of our residents belonging to the LGB community</p> <p>Since their inception, a total 121 Civil Partnership ceremonies have taken place in Harrow.</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqIA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqIA and is attached at Appendix A.</p> <p>The Scheme has been developed to support people who are in financial hardship. The withdrawal of the</p>

⁶ Source: 2011 Mid Year Estimates

	<p>scheme or reduction in provision of the scheme could have an impact on a small number of people who sit within the 'sexual orientation' protected characteristic. The protected characteristics of those accessing the scheme could change over future delivery.</p>
Socio Economic	<p>Harrow profile: In comparison to other areas Harrow was relatively less deprived in 2010 than it was in 2007. It is now ranked 203rd out of 354 boroughs in England (where 1 is the most deprived) compared with x in 2007. In London, Harrow retains its position as 7th least deprived borough (out of 33). The indicator showing the most deprivation in Harrow is Barriers to Housing where it is ranked 54th most deprived nationally.</p> <p>A paper showing the detailed breakdown of access to the scheme of groups from the protected characteristics was developed to inform the EqlA when the review of the Help Scheme was presented to Cabinet in January 2014. Therefore this data continues to be relevant to influence this EqlA and is attached at Appendix A.</p> <p>The Scheme has been developed to support people who are in financial hardship. Any withdrawal of the scheme or reduction in provision of the scheme would have an adverse impact on people in financial hardship.</p>

<p>5. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	<p>The following information has helped to inform this EqlA:</p> <ul style="list-style-type: none"> - Publishing Equalities Information Meeting the Public Sector Duty January 2013 Harrow Council Our Harrow Our Story – 2013 - http://www.harrow.gov.uk/info/200041/equality_and_diversity/863/public_sector_equality_duty
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Stage 3: Assessing Potential Disproportionate Impact

6. 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	x	x		x		x	x	x	
No			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 7

Stage 4: Collating Additional data / Evidence

7. What additional data / evidence have you considered to further assess the potential disproportionate impact of your proposals? (include this evidence, including any data, statistics, titles of documents and website links here)

The proposals to either withdraw or reduce the scheme have been put forward as a direct result of the withdrawal of government funding. The government have not, as yet, provided an EqIA support their decision.

8. What consultation have you undertaken on your proposals? Consultation will be carried out if changes are to be made to the scheme

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? (This may include further consultation with the affected groups, revising your proposals).
A consultation will be carried out if changes are to be made to the scheme.			

Stage 5: Assessing Impact and Analysis				
9. What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?				
Protected Characteristic	Adverse ✓	Positive ✓	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 9	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 7)
Age (including carers of young/older people)	✓		The majority of people accessing the scheme are people of working age and therefore this group of people could be most impacted by either the withdrawal or reduction of the scheme. The protected characteristics of those accessing the scheme could change over future delivery.	The Council should include the funding of this scheme from the General Fund as an option within the budgetary consultation carried out this year to enable residents to provide their feedback on priorities. The Council will signpost people in need to other available support available in the community i.e. Foodbank
Disability (including carers of disabled people)	✓		29% of the people applying to the scheme are people who have stated they have disabilities. When compared with the number of people living in Harrow with disabilities this is a higher percentage. Therefore this group of people could be most impacted by either the withdrawal or reduction of the scheme. The protected characteristics of those accessing the scheme could change over future delivery.	The Council should include the funding of this scheme from the General Fund as an option within the budgetary consultation carried out this year to enable residents to provide their feedback on priorities. The Council will signpost people in need to other available support available in the community i.e. Foodbank
Gender Reassignment		✓	No impact has been registered for this group of people The protected characteristics of those accessing the scheme could change over future delivery.	
Marriage and Civil	✓		The majority of people accessing the scheme are single and therefore this group of people could be most impacted by either the withdrawal or	The Council should include the funding of this scheme from the General Fund as an option within the budgetary consultation carried out this year to enable residents to provide their feedback on

Partnership			reduction of the scheme.	priorities.
Pregnancy and Maternity		✓	No impact has been registered for this group of people. The protected characteristics of those accessing the scheme could change over future delivery.	
Race	✓		The breakdown shows that there are a higher percentage of black/African/Caribbean/Black British people accessing the scheme than other ethnic groups and therefore this group of people could be adversely impacted by the changes. The protected characteristics of those accessing the scheme could change over future delivery.	The Council should include the funding of this scheme from the General Fund as an option within the budgetary consultation carried out this year to enable residents to provide their feedback on priorities. The Council will signpost people in need to other available support available in the community i.e. Foodbank
Religion or Belief	✓		The breakdown shows that there are a higher percentage of Christian, Muslim and no religion people accessing the scheme than other religious groups and therefore these groups of people could be adversely impacted by the changes. The protected characteristics of those accessing the scheme could change over future delivery.	The Council should include the funding of this scheme from the General Fund as an option within the budgetary consultation carried out this year to enable residents to provide their feedback on priorities. The Council will signpost people in need to other available support available in the community i.e. Foodbank
Sex	✓		The breakdown shows there is a higher number of women accessing the scheme and therefore this group of people could be adversely impacted by the changes. The protected characteristics of those accessing the scheme could change over future delivery.	The Council should include the funding of this scheme from the General Fund as an option within the budgetary consultation carried out this year to enable residents to provide their feedback on priorities. The Council will signpost people in need to other available support available in the community i.e. Foodbank
Sexual orientation		✓	No impact has been registered for this group of p The protected characteristics of those accessing the scheme could change over future delivery.eople	

<p>10. 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?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>	Yes	✓	No	
	<p>People accessing the scheme must meet the criteria and one of these is that they must be on a means tested benefit. Therefore this group of people could be accessing the scheme due to the recent welfare reforms.</p> <p>The Council must make considerable additional savings over the next few years which is likely to mean a reduction in services for residents in Harrow.</p>			

<p>10a. 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?</p> <p>If yes, what is the potential impact and how likely is to happen?</p>	Yes		No	
	<p>None known as yet.</p>			

11. Is there any evidence or concern that the potential adverse impact identified may result in a Protected Characteristic being disadvantaged? (Please refer to the Corporate Guidelines for guidance on the definitions of discrimination, harassment and victimisation and other prohibited conduct under the Equality Act) available on [Harrow HUB/Equalities and Diversity/Policies and Legislation](#)

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No									

If you have answered "yes" to any of the above, set out what justification there may be for this in Q12a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)

If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is proportionate to achieve the aims of the proposal.

- If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. **(select outcome 4)**

- If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. **(select outcome 4)**

Stage 6: Decision

12. 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 are being addressed.

Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. *List the actions you propose to take to address this in the Improvement Action Plan at Stage 7*

Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. 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 12a below)**

Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)

12a. If your EqIA is assessed as **outcome 3 or you have ticked 'yes' in Q11**, explain your justification with full reasoning to continue with your proposals.

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Stage 7: Improvement Action Plan

13. List below any actions you plan to take as a result of this Impact Assessment. This should include any actions identified throughout the EqIA.

Area of potential adverse impact e.g. Race, Disability	Action required to mitigate	How will you know this is achieved? E.g. Performance Measure / Target	Target Date	Lead Officer	Date Action included in Service / Team Plan

Stage 8 - Monitoring

The full impact of the proposals may only be known after they have been implemented. It is therefore important to ensure effective monitoring measures are in place to assess the impact.

14. How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? *(Also Include in Improvement Action Plan at Stage 7)*

15. How will the results of any monitoring be analysed, reported and publicised? *(Also Include in Improvement Action Plan at Stage 7)*

16. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.

Stage 9: Public Sector Equality Duty

17. How do your proposals contribute towards the Public Sector Equality Duty (PSED) which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups.

(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups

Stage 10 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)

The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.

18. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?

Signed: (Lead officer completing EqIA)	Fern Silverio	Signed: (Chair of DETG)	Alex Dewsnap
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Date:		Date:	
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	