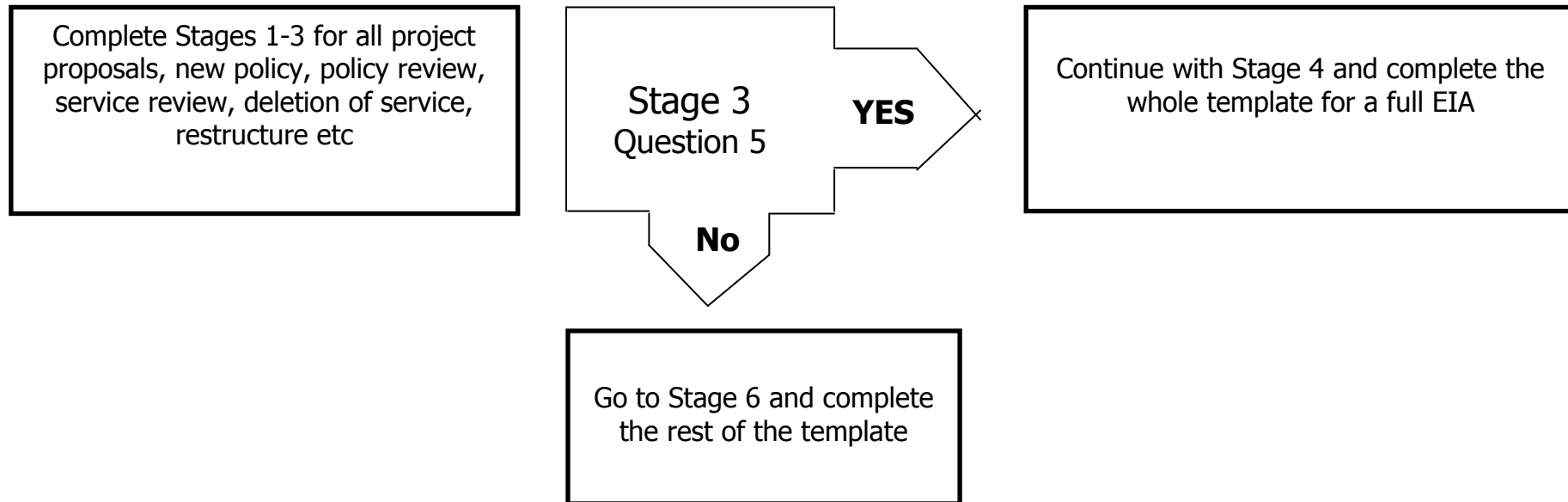


# Equality Impact Assessment Template

Appendix 16a

The Council has revised and simplified its Equality Impact Assessment process (EIA). There is now just one Template. Lead Officers will need to complete **Stages 1-3** to determine whether a full EIA 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 EIAs and preferably completed the EIA E-learning Module.
- You are also encouraged to refer to the EIA Template with Guidance Notes to assist you in completing this template.
- **SIGN OFF:** All EIAs need to be signed off by your Directorate Equality Task Groups. EIAs 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 EIA.

The EIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

# Equality Impact Assessment (EIA) Template

<b>Type of Decision: Tick ✓</b>	<input type="checkbox"/>	Cabinet	<input checked="" type="checkbox"/>	Portfolio Holder	<input type="checkbox"/>	Other (explain)
Date decision to be taken:	16 <sup>th</sup> February 2017					
Value of savings to be made (if applicable):	The savings relating to the 2017/18 Revenue Budget total £10.2m.					
Title of Project:	Revenue Budget 2017/18 and the Medium Term Financial Strategy 2017/18 to 2019/20					
Directorate/Service responsible:	Resources and Commercial/Finance Division					
Name and job title of Lead Officer:	Dawn Calvert					
Name & contact details of the other persons involved in the assessment:	Sharon Daniels					
Date of assessment (including review dates):	4 <sup>th</sup> February 2017					
<b>Stage 1: Overview</b>						
<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 set the revenue budget for 2017/18 and the Medium Term Financial Strategy (MTFS) for 2017/18 to 2019/20.</p> <p>The Council's Corporate Plan approved by Council in February 2015 set out a vision and Council priorities and the draft budget for 2017/18 and MTFS have been prepared in line with these priorities.</p> <p>Harrow Council has taken a responsible approach to the significant financial challenges it faces. The Council's savings target for the 4 year period 2015/16 to 2018/19 is £83m.</p> <p>A package of savings which produce a net £10.2m reduction in the Council's forecast expenditure for 2017/18 is set out in the revenue budget report. Each element of the spending reduction is supported by an individual EqIA which looks at the impact that the change in the form or level of service provision is likely to have on people who share one or more of the protected equality characteristics.</p> <p>This overall EIA seeks to identify any cumulative equality impact of the proposals</p>					

	considered together which might not be discernible from consideration of the EIAs for each of the individual proposals.				
2. Who are the main people/Protected Characteristics that may be affected by your proposals? (✓ all that apply)	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: <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	All Directorates				

## 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)	<b>Harrow profile</b> (2015 ONS Mid-Year Estimates): 20.6 per cent of Harrow's residents are aged under 16 (50,800), a slightly higher level compared to London overall (20.3%) and England, at 19 per cent. 64.5 per cent (159,400) of Harrow's population fall within the working age bracket (16 to 64), below the London level of 68.1 per cent, but just above England's level of 63.3	There are 56 individual EIAs supporting proposals in this budget. Of these, 16 highlight potential disadvantage to people who share the protected characteristic related to age.  These EIAs relate to changes in services or the impact on services of staffing changes. There is potential, cumulative

	<p>per cent. The number and proportion of older people in Harrow continues to increase. 15 per cent (36,950) are now aged 65 and over, compared to: 14.8 per cent in 2014; 14.6 per cent (35,500) in 2013 and 14.3 per cent (34,700) in 2012. This 2015 level compares to 11.5 per cent in London overall and 17.7 per cent nationally. The average (median) age in Harrow is approximately 37.1 years, below the average age of 39.8 for England overall and depicting a younger average than the majority of local authorities nationally. However, London's average age was lower at 34.6 giving Harrow a ranking of 26<sup>th</sup> out of the 33 London Authorities, where 1<sup>st</sup> is the youngest average age.</p>	<p>impact from a number of proposals under the Adult Social care banner, VCS Funding and Public Health Savings, Members are recommended to pay particular attention to these EIAs.</p>
<p>Disability (including carers of disabled people)</p>	<p><b>Harrow profile*</b>: 14.1 per cent of Harrow's working age population (16-64) classified themselves as having a disability in 2015-16 (July to June), a total of 22,500 individuals. 10,500 (13.1%) are men and 12,000 (15.2%) are women. This signifies an increase of around 1,200 people (5.3%) compared to the previous year (2014-15).</p> <p>* Office for National Statistics (ONS) Annual Population Survey, Table T40</p>	<p>There are 56 individual EIAs supporting proposals in this budget. Of these, 12 highlight potential disadvantage to people who share the protected characteristic related to disability.</p> <p>These EIAs relate to changes in services or the impact on services of staffing changes. There is potential, cumulative impact from a number of proposals under Adult social Care, Children and Young People service, VCS Funding and Public Health. Members are recommended to pay particular attention to these EIAs.</p> <p>.</p>
<p>Gender Reassignment</p>		<p>There are 56 individual EIAs supporting proposals in this budget. Of these 4 highlight potential disadvantage to people who share the protected characteristic related to Gender related.</p>

		<p>These EIAs relate to changes in services or the impact on services of staffing changes. The disproportionate impact is mainly found in the VCS funding related savings and three of the Public Health proposal mainly, Reduction in the Wider Health Improvement, Public Health Wider Health wider health deal with small projects and Wider Health Improvement proposal, . Members are recommended to pay particular attention to these EIAs</p>
Marriage/Civil Partnership	No Information collected	<p>There are 56 individual EIAs supporting proposals in this budget. Of these 1 highlight potential disadvantage to people who share the protected characteristic related to marriage.</p>
Pregnancy and Maternity	No Information collected	<p>There are 56 individual EIAs supporting proposals in this budget. Of these 6 highlight potential disadvantage to people who share the protected characteristic related to marriage.</p> <p>These EIAs relate to changes in services or the impact on services of staffing changes. The disproportionate impact is mainly found in the VCS funding related savings and the Reduction in the Safeguarding and quality assurance Team proposal. Members are recommended to pay particular attention to these EIAs</p>
Race	<p><b>Harrow profile</b> (Census): Harrow is one of the most diverse places in the country. At the time of 2001 Census 49.9 per cent of Harrow residents were</p>	<p>There are 56 individual EIAs supporting proposals in this budget. Of these, 12 highlight potential disadvantage to people who share the protected characteristic related to</p>

classified as White British. 2011 figures reveal that the White British category now includes only 30.9 per cent of Harrow's population, 69.1 per cent of residents are therefore classified as belonging to a minority ethnic group. The most significant minority ethnic group, at 26.4 per cent 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 per cent of residents and ranking Harrow 1<sup>st</sup> within this classification; this group is largely comprised of Sri Lankan community. All Asian/Asian British groups have increased since 2001.

White Other is another group which has grown considerably, from 4.5% in 2001 to 8.2% in 2011, an increase of 10,370. The 2011 Census showed that within this group there were 3,868 residents who were born in Poland and 4,784 residents born in Romania, the largest Romanian community within England and Wales, based on the proportion of Romanian born residents to the overall population. There are no other data sources which give more up-to-date information on Harrow's population by nationality. However, the Department of Work & Pensions (DWP) releases statistics on National Insurance Registration (NINo) for overseas nationals every year. This data shows that from 2011/12 to 2015/16 there were 18,840 NINos issued to Romanian workers living in Harrow. This data gives an indication of how Harrow's Romanian population may be growing. Similarly 2,390 NINos have been issued to Polish workers from 2011/12 to 2015/16.

Harrow still has a high Irish born population, ranked 7<sup>th</sup> in 2011. Whilst Black/African/Caribbean/Black British is

race.

Four of these EIAs relate to changes in services or the impact on services of staffing changes from a number of proposals under the Adult Social Care banner which relate to changes in services for adults. There is potential, cumulative impact and Members are recommended to pay particular attention to these EIAs.

Four of the EIA cut across the Public Health proposals which broadly relates to cessation of wider health improvement and cessation of the tobacco control and smoking service. There is potential, cumulative impact and Members are recommended to pay particular attention to these EIAs.

Two of the EIA relate to the Children Services and broadly relates to transferring of the funding for a 1.8fte to external grant funding and a reduction in a 1.3fte post. There is potential, cumulative impact and Members are recommended to pay particular attention to these EIAs.

The other two relates to the reduction in the VCS funding proposal and reduction in the Sport and Physical Activity service. There is potential, cumulative impact and Members are recommended to pay particular attention to these EIAs.

In all cases, there are proposals to mitigate the impact of

	<p>not particularly dominant, Harrow has 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>these savings.</p>
<p>Religion and Belief</p>	<p><b>Harrow profile:</b> The 2011 Census showed that Harrow had the third highest level of religious diversity of any local authority in England and Wales, after Leicester and Redbridge, compared to Harrow's top ranking in 2001 (GLA's Religious Diversity Indices). Typically diversity indices account for the number of different/distinct religious groups present in the population and the sizes of these distinct religious groups relative to each other. The 2011 Census ranked Harrow 1<sup>st</sup> for persons of Hindu religion, Jain and Unification Church, 2<sup>nd</sup> for Zoroastrian and 6<sup>th</sup> for Jewish. Out of 348 areas in England and Wales Harrow has the 2<sup>nd</sup> lowest ranking of residents with no religion and 5<sup>th</sup> lowest for Christians (37.3%). Harrow is ranked 24<sup>th</sup> for Muslim faith residents, who account for 12.5 per cent of the population. Harrow's Muslim population doubled in size between the last two Censuses, increasing from 14,920 to 29,880 in 2011. It should be noted that the question on religion is a voluntary census question and 6.8 per cent (14,780) residents chose not to answer this question</p>	<p>There are 56 individual EIAs supporting proposals in this budget. Of these, 5 highlights potential disadvantage to people who share the protected characteristic related to religion and belief.</p> <p>Three of the EIA cut across the Public Health proposals which broadly relates to cessation of wider health improvement. There is potential, cumulative impact and Members are recommended to pay particular attention to these EIAs.</p> <p>The other two relates to the reduction in the VCS funding proposal and reduction in the Sport and a contract management and renegotiation within Adult Services..</p> <p>There is mitigation proposed to limit, and potentially, remove all potential disadvantages.</p>
<p>Sex/Gender</p>	<p><b>Harrow profile:</b> The 2015 Mid-Year Estimates (ONS) showed that of Harrow's total population (247,130), 123,100 (49.8%) are male and 124,000 (50.2%) are female</p>	<p>There are 56 individual EIAs supporting proposals in this budget. Of these, 15 highlight potential disadvantage to people who share the protected characteristic related to sex/gender.</p> <p>Of these, a number relate to the impact that service changes may have on carers and probability that carers are more likely to be female and that, in the case of adult</p>

		<p>and children service, females are more likely to be care recipients due to their greater life expectancy.</p> <p>In these circumstances, it is too early to be able to judge the actual impact.</p>
Sexual Orientation	<p><b>Harrow profile:</b> The 2011 census did not have a question on sexual orientation; however 306 persons declared living in a same sex couple. 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>There are 56 individual EIAs supporting proposals in this budget. Of these, 4 highlight potential disadvantage to people who share the protected characteristic related to sexual Orientation.</p> <p>Three of the EIA cut across the Public Health proposals which broadly relates to cessation of wider health improvement and cessation of the tobacco control and smoking service. There is potential, cumulative impact and Members are recommended to pay particular attention to these EIAs.</p> <p>One relates to the reduction in the VCS funding proposal. Members are recommended to pay particular attention to these EIAs.</p>

### 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?

The numbers input below set out where disproportionate impact has been assessed to exist in the budget proposals. They therefore show which protected characteristics are most impacted:

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes	16	12	4	1	6	12	5	15	4



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 EIA
- 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**?

**The budget consultation is carried out annually and it is not as a result of any 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
<p>On 9 December, a budget consultation survey was published on the Council's web-site in relation to the Cabinet's draft budget proposals for 2017-18 after the meeting on 8 December 2016. The draft budget reported to December Cabinet has also been available to view on the Council's website.</p> <p>The following stakeholder consultation meetings have taken place:</p>	<p>There were only 5 respondents to the general survey, with 3 of those respondents offering no overall view of the budget proposal put forward. There was support for the Council's aim to priorities protecting the vulnerable and commercialise its work; there were no specific comments made in opposition to the budget.</p>	<p>N/A</p>

Stakeholder	Meeting	Date
Unions	Corporate Joint Committee	05-Dec-16
Local Businesses minutes	Harrow Business Consultative Panel	23-Jan-17
Unions minutes	Employees Consultative Forum	26-Jan-17
Overview and Scrutiny	Special meeting of O & S to review the budget	01-Feb-17
Tenants and Leaseholders no minutes	Tenants and Leaseholders Consultative Forum	02-Feb-17

In terms of service specific consultations, the council has a duty to consult with residents and service users in a number of different situations including where proposals to significantly vary, reduce or withdraw services. Consultation is also needed in other circumstances, for example to identify the impact of proposals or to assist with complying with the council's equality duties. Where appropriate, separate service specific consultations have already taken place or are currently taking place for the 2017/18 savings.

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 (Also Include these in the Improvement Action Plan at Stage 6)
		Minor	Major		
Age (including carers of young/older people)		✓		The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.  The cumulative adverse impact on this protected characteristic is mostly minor with 2 out of the 16 identified disproportion characteristic identified as having major adverse impact.	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule.
Disability (including carers of disabled people)		✓		The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.  The cumulative adverse impact on this protected characteristic is mostly minor with 3 out of the 12 identified disproportions within this characteristic has been classified as having major adverse impact.	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule
Gender Reassignment		✓		The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.  The four identified disproportion in this protected characteristic has having a minor adverse impact.	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule.
Marriage and Civil		✓		The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule.

Partnership				The identified disproportion within this protected characteristic has been classified as having a minor adverse impact.	
Pregnancy and Maternity		✓		<p>The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.</p> <p>The cumulative adverse impact on this protected characteristic is mostly minor with 1 out of the 6 identified disproportion within this characteristic has been classified as having major adverse impact.</p>	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule.
Race		✓		<p>The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.</p> <p>The cumulative adverse impact on this protected characteristic is mostly minor with 2 out of the 12 identified disproportions within this characteristic has been classified as having major adverse impact.</p>	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule.
Religion or Belief		✓		<p>The detail of the potential impact can be found in the individual EIA as highlighted in the attached schedule.</p> <p>The five identified disproportion in this protected characteristic has having a minor adverse impact.</p>	The detail of mitigation proposals can be found in the individual EIA as highlighted in the attached schedule.
Sex		✓		<p>The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.</p> <p>The fifteen identified disproportion within this characteristics have all been classified as having minor adverse impact.</p>	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule.
Sexual orientation		✓		<p>The detail of the potential impact can be found in the individual EIAs as highlighted in the attached schedule.</p> <p>The four identified disproportion in this protected</p>	The detail of mitigation proposals can be found in the individual EIAs as highlighted in the attached schedule.

				characteristic has having a minor adverse impact.		
<b>8. Cumulative Impact</b> – Considering what else is happening				Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/> No

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?

The cumulative budget equalities assessment has taken account of 56 individual assessments which are shown in the table set as appendix 16 to the budget report to this document. For those savings where a full assessment has been undertaken the impact both before and after mitigating actions is known. In these cases if the initial assessment has highlighted a negative impact, the assessments show mitigating actions which officers believe will reduce the impact of the proposal on the protected characteristics. For these assessments, it is the impact after mitigating actions that has been used to identify the cumulative impact. Members are asked to consider whether the combined impact of the various proposals that affect the same protected characteristic groups is likely to cause disadvantage.

18 out of the 56 assessments, or 32%, are highlighting a negative impact on one or more of the protected groups, with age, disability, race and sex being the most impacted upon groups. The impact per group is shown in the table above.

In appendix 16 attached to the budget report, those saving proposals that are showing a negative impact on any of the characteristics are highlighted in yellow.

Officers have indicated ways that these impacts can be mitigated and these are detailed in the individual assessments. The individual equalities impacts will be kept under review as the projects are initiated and throughout the life time of the projects. Officers will put in place appropriate mitigation where this is possible. Where mitigations are not possible this will be reported through the Council's performance framework.

#### Impact on Staff

Whilst no cumulative disproportionate impact has been identified from an examination of the EIAs for the individual proposals contained in the budget report, there may be a disproportionate cumulative impact on staff in one or more of the protected characteristic groups when all of the staffing re-organisations envisaged as part of the budget proposals are fully worked up. Each proposal impacting on staff will be the subject of a full EIA before the proposal can be implemented.

Providing each individual full EIA on the proposals that affect staff does not identify an unjustified or unexplained disproportionate impact, any cumulative disproportionate impact will be incidental to the setting of the budget rather than a consequence of a policy or practice that is discriminatory. It is the case that an application of a fair process in a number of work areas across the Council could produce an overall disproportionate impact but that unlikely possibility cannot prevent the setting of a budget.

<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	
	Budget savings which impact on the capacity of frontline services and local employment will add to the impact of national austerity measures affecting, for example, other public services, such as the Police and the National Health Service and the level of economic activity in the Borough. These impacts are most likely to affect most significantly those who are least able to cope with their effects.			

### 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
Please see individual EIAs				

### 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)

**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.

**Outcome 2** – Minor Impact: Minor adjustments to remove/mitigate adverse impact or advance equality of opportunity have been identified by the EIA and these are listed in the Action Plan above. ✓

**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 EIA 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?

Signed: (Lead officer completing EIA)		Signed: (Chair of DETG)	
Date:		Date:	
Date EIA presented at the EIA Quality Assurance Group (if required)		Signature of DETG Chair	