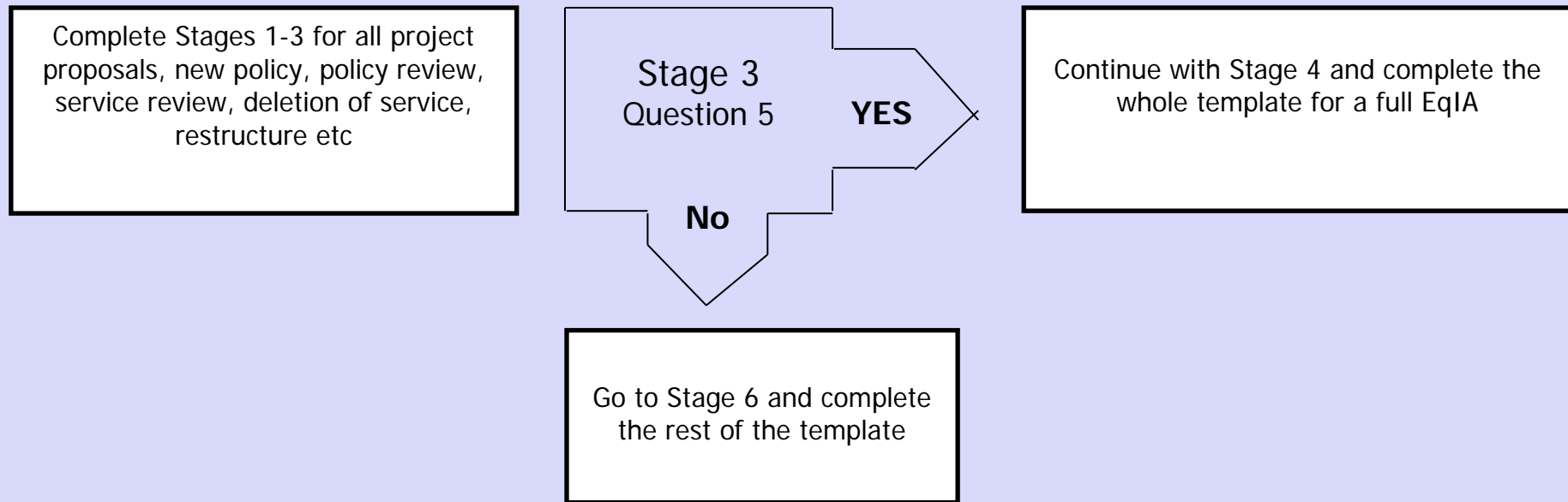


# Equality Impact Assessment Template

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)	<input type="checkbox"/>
Date decision to be taken:							
Value of savings to be made (if applicable):	2017/8 £60k						
Title of Project:	Ref CH4 Supporting People - Sheltered Housing Floating Support Service						
Directorate / Service responsible:							
Name and job title of Lead Officer:	Jane Fernley, Head of Business Development and Transformation, Housing Department <a href="mailto:Jane.Fernley@harrow.gov.uk">Jane.Fernley@harrow.gov.uk</a>						
Name & contact details of the other persons involved in the assessment:	Meghan Zinkewich-Peotti, Housing Strategy Project Manager, Business Development and Transformation, Housing Department <a href="mailto:Meghan.Zinkewich-Peotti@harrow.gov.uk">Meghan.Zinkewich-Peotti@harrow.gov.uk</a>						
Date of assessment (including review dates):	03/11/2015 reviewed 30/01/2017						

## 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 proposal is to make efficiency savings to the General Fund Supporting People budget in relation to the Sheltered Housing Floating Support Service. This provides support to scheme residents who may be vulnerable by way of age and other needs/ disabilities.</p> <p>There are 18 Harrow Council Sheltered Housing schemes. A service review has identified the scope for savings of 2 support co-ordinator roles without impacting on service delivery. Due to the fact that vacant posts were identified during 2016/17 there is no staff impact.</p>
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<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			

<b>3. Is the responsibility shared with another directorate, authority or organisation? If so:</b> <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>	<p>This is a Housing Service          Karen Connell is Head of Resident Services, with overall responsibility for the sheltered housing service.          Other stakeholders include Adults', Health and voluntary organisations supporting older people. The Adults' Supporting People team have been consulted on the proposals.</p>
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**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)	<p><b>Harrow's population</b> as at 2011: 6.7% of residents were aged four and under, 13.5% were aged 5 to 15, 65.7% were of working age (16 to 64) and 14.1% were aged 65 and over. 18% of Harrow's households are comprised solely of residents aged 65 and over.</p> <p>Profile of all <b>Harrow Council Housing tenants</b> as of 11 November 2014:</p> <table border="1" data-bbox="591 587 1146 1318"> <thead> <tr> <th>Age</th> <th>Number of tenants</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>0-15</td> <td>0</td> <td>0.0</td> </tr> <tr> <td>16 -24</td> <td>113</td> <td>2.1</td> </tr> <tr> <td>25 - 34</td> <td>441</td> <td>8.2</td> </tr> <tr> <td>35 -44</td> <td>895</td> <td>16.6</td> </tr> <tr> <td>45-54</td> <td>1315</td> <td>24.4</td> </tr> <tr> <td>55-64</td> <td>951</td> <td>17.6</td> </tr> <tr> <td>65+</td> <td>1,678</td> <td>31.1</td> </tr> <tr> <td><b>Total</b></td> <td><b>5393</b></td> <td><b>100.0</b></td> </tr> </tbody> </table> <p>Profile of all <b>Harrow Council Sheltered Housing</b></p>	Age	Number of tenants	%	0-15	0	0.0	16 -24	113	2.1	25 - 34	441	8.2	35 -44	895	16.6	45-54	1315	24.4	55-64	951	17.6	65+	1,678	31.1	<b>Total</b>	<b>5393</b>	<b>100.0</b>	<p>Most of Harrow Council's Sheltered Housing tenants are aged over 65.</p> <p>As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.</p>
Age	Number of tenants	%																											
0-15	0	0.0																											
16 -24	113	2.1																											
25 - 34	441	8.2																											
35 -44	895	16.6																											
45-54	1315	24.4																											
55-64	951	17.6																											
65+	1,678	31.1																											
<b>Total</b>	<b>5393</b>	<b>100.0</b>																											

**tenants** as of Sept 2015:

Age	Number of tenants
0-15	0
16 -24	0
25 - 34	1
35 -44	3
45-54	4
55-64	52
65+	568
<b>Total</b>	<b>628</b>

Disability (including carers of disabled people)

In 2011 14.6% of **Harrow residents** identified themselves as having a limiting long term illness.

Profile of **Harrow Council Housing tenants** as of 11 November 2014:

Disability	Number of tenants	%

As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.

Yes	964	16.2
No	1,484	24.9
Prefer not to say	29	0.5
Unknown	3,471	58.4
Total	5948	100.0

Profile of **Harrow Council Sheltered Housing tenants** as of Sept 2015:

<b>Disability</b>	<b>Number of tenants</b>
Yes	87 (14%)
No	58 (9%)
Prefer not to say	7 (1%)
Unknown	476 (76%)
Total	628

Gender Reassignment

There is limited data held about this protected characteristic for the population and in relation to this

As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore

	service.	we do not expect a disproportionate, adverse impact for this protected characteristic.
Marriage / Civil Partnership	53.7% of Harrow residents (aged 16+) are married. This level is above the national average and the highest in London (2011 Census). There is limited data held about civil partnership for the population and about this protected characteristic in relation to this service.	As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.
Pregnancy and Maternity	There is limited data held about this protected characteristic for the population and in relation to this service, though there are 3,600 births per year in Harrow (Harrow JSNA 2015-2020). It is unlikely to affect this client group.	As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.
Race	<p><b>Harrow's population</b> as at 2011: 44% of Harrow's usual resident population is Asian, sub-categorised as White/Asian (1.4%) Indian (26.4%) Pakistani (3.3%) Bangladeshi (0.6%) Chinese (1.1%) Other Asian (11.3%) (mainly Sri Lankan and Tamil).</p> <p>42.2% of Harrow's usual resident population is White, sub-categorised as British (30.9%) Irish (3.1%) Gypsy/Irish Traveller (0.1%) Other (8.2%) (mainly from other parts of Europe, with a large proportion from Eastern Europe, particularly Romania and Poland).</p> <p>9.7% (23,105) of Harrow's usual resident population is Black, sub-categorised as White/Black Caribbean (1%) White/Black African (0.4%) Black African (3.6%) Black</p>	<p>Most of Harrow Council's Sheltered Housing tenants who have disclosed their ethnicity are Asian, followed by White.</p> <p>As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.</p>

Caribbean (2.8%) Other Black (1.8%).

4.1% of residents were included in the Arab and Other grouping.

Profile of **Harrow Council Housing tenants** as of 11 November 2014:

<b>Race/Ethnicity</b>	<b>Number</b>	<b>%</b>
Asian/Asian British/Other Asian	1037	23.1
Black/Black British/Other Black	81	1.8
Other Ethnic Group	175	3.9
Mixed	149	3.3
White/Other White	2448	54.5
Prefer not to say	600	13.4
<b>Total</b>	<b>4490</b>	<b>100.0</b>

Profile of **Harrow Council Sheltered Housing tenants** as of Sept 2015:

<b>Race/Ethnicity</b>	<b>Number</b>
Asian/Asian British/Other Asian	237
Black/Black British/Other Black	67
Other Ethnic Group	31
Mixed	13
White/Other White	179
Prefer not to say/not disclosed	101
<b>Total</b>	<b>628</b>



**Harrow's population** as at 2011: 37.3% of residents identify as Christian, 25.3% as Hindu, 12.5% as Muslim and 4.4% as Jewish. 4.8% of Harrow's residents are followers of all other religions (such as Sikhs and Buddhists). 9.6% have no religion.

Profile of **Harrow Council Housing tenants** as of 11 November 2014:

Religion or Belief	Number
Agnostic	231
Baha'I	0
Buddhism	0
Christianity	76
Hinduism	112
Humanist	0
Islam	408
Jainism	16
Judaism	20
Rastafarian	0
Sikhism	7
Zoroastrian	0
No religion	0
Other Religion	46
Prefer not to say	129
Blank	4874
<b>Total</b>	<b>5688</b>

There is limited data held about this protected characteristic in relation to this service.

As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.

Religion and Belief

Sex / Gender

50.6% of Harrow residents are female and 49.4% are

More than half of Harrow Council's Sheltered Housing

male (2011 Census).  
 Profile of **Harrow Council Housing tenants** as of 11 November 2014:

Sex (Gender)	Number of tenants	%
Female	3,730	63.1
Male	2,184	36.9
Total	5,914	100.0

Profile of **Harrow Sheltered Council Housing tenants** as of Sept 2015:

Sex (Gender)	Number of tenants
Female	366 (58%)
Male	262 (42%)
Total	628

tenants are female.  
 As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.

Sexual Orientation

There is limited data held about this protected characteristic for the population and in relation to this service.

As explained in Stage 1 point 1 we do not envisage any service detriment arising from this proposal and therefore we do not expect a disproportionate, adverse impact for this protected characteristic.

Profile of **Harrow Council Housing tenants** as of 11 November 2014:

<b>Sexual Orientation</b>	<b>Number of tenants</b>	<b>%</b>
Heterosexual	2,107	85.5
Bisexual	22	0.9
Gay man	8	0.3
Gay woman / Lesbian	4	0.2
Prefer not to say	324	13.1
<b>Total</b>	<b>2,465</b>	<b>100.0</b>

### 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

#### 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
All	We will monitor the service and endeavour to fill gaps in equalities data that currently exist	Annual data reports	BDT	April 2016

### 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

Information about the sheltered housing service is widely accessible. Increased clarity and fairness help to 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.

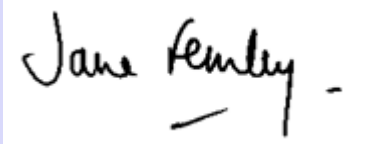
✓

**Outcome 2** – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA 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 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)**

<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>	
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**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>Dave Corby</p>
<p>Date:</p>	<p>30/01/2017</p>	<p>Date:</p>	<p>06/02/2017</p>
<p>Date EqIA presented at the EqIA Quality Assurance Group (if required)</p>	<p>Signature of DETG Chair</p>		