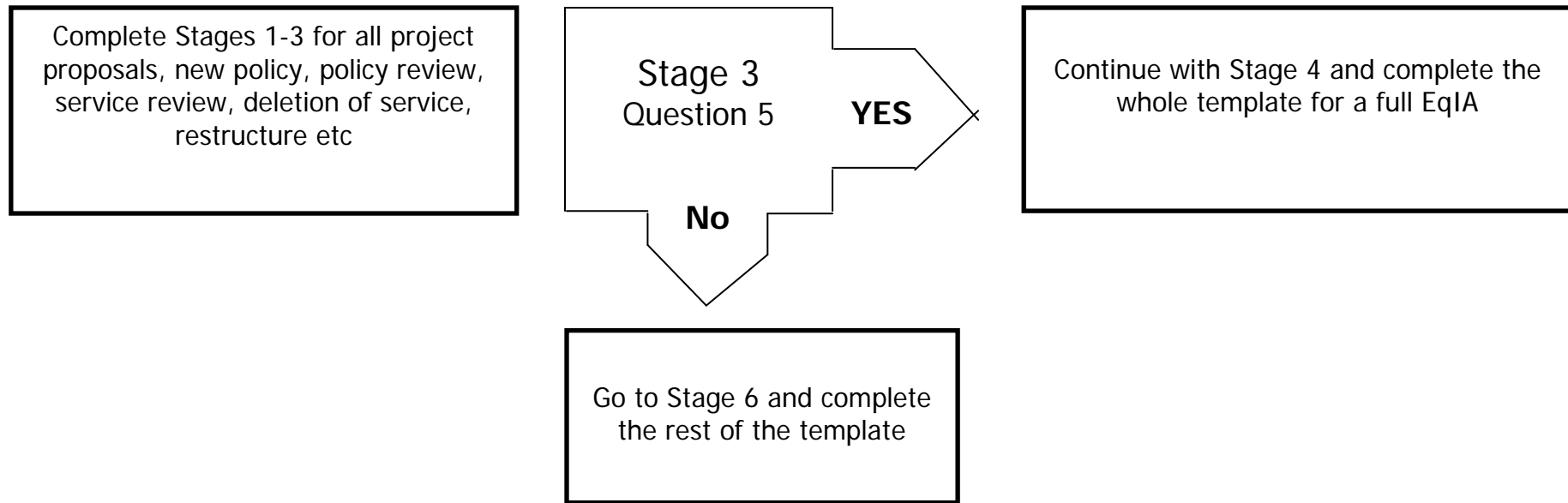


Equality Impact Assessment Template

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 ✓	X	Cabinet		Portfolio Holder		Other (explain)	
Date decision to be taken:	December 2016 COM SOso8 and CE 8						
Value of savings to be made (if applicable):	£200K 17/18, pension (tbc) and redundancy costs (estimated at £30k each X5) but tbc £34K 17/18, £34K 18/19						
Title of Project:	Phase 2 Environment & Culture review – Regulatory Services TE fully Staff efficiency						
Directorate / Service responsible:	Community Directorate						
Name and job title of Lead Officer:	Simon Baxter – Divisional Director						
Name & contact details of the other persons involved in the assessment:	Richard LeBrun - Environmental Services Manager						
Date of assessment (including review dates):	21/10/2016						

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 of Enforcement and Technical Support functions across the Division and the Council.</p> <p>Revised approach to prioritise commercial / income generating work and health and safety issues and to undertake all other services at a statutory minimum only so in lower quartile of performance London wide and meeting the lowest level of Food Standards Agency and other regimes. Also to explore the opportunity of bringing Trading Standard back in-house (however to note that there is already £40k saving target in 17/18 as part of the current SLA arrangement with Brent).</p> <p>This was originally planned as Phase 2 of the Environment and Culture review but may now need to be fast tracked. (potential deletion of 7 posts)</p> <p>Although shown as amber, the risk, given that there has been no preparatory work, is high as are the impacts on the public and the environment</p> <p>Without having completed the Phase 2 review, the saving figure represents a high level estimate only. Posts deletion will be inevitable but the exact numbers cannot be confirmed until a stage.</p> <p>Risks</p>
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	<p>The exact saving can only be confirmed following the review.</p> <p>A focus on minimum statutory work will impact on the wider public and other service areas e.g. increase in complaints allied to low level of front line resource around street cleansing and fly-tipping etc</p>					
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2. Who are the main groups / 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"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	No					
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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 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)	Looking at the borough's population in three broad age groups, 0-15 (children), 16-64 (working age) and 65+ (older people), the breakdown (Census 2011) is as follows: 0-15	<p>Further preparatory work will need to be undertaken.</p> <p>No data available to demonstrate that this group would be</p>

	20.1%, 16-64 65.8%, 65+ 14.1%. No data available to demonstrate that this group would be disproportionately affected.	disproportionately affected. Wider consultation will be needed for those directly affected.
Disability (including carers of disabled people)	No data available to demonstrate that this group would be disproportionately affected.	Further preparatory work will need to be undertaken. No data available to demonstrate that this group would be disproportionately affected. Wider consultation will be needed for those directly affected.
Gender Reassignment	No data available to demonstrate that this group would be disproportionately affected.	Further preparatory work will need to be undertaken. No data available to demonstrate that this group would be disproportionately affected. Wider consultation will be needed for those directly affected.
Marriage / Civil Partnership	No data available to demonstrate that this group would be disproportionately affected.	Further preparatory work will need to be undertaken. No data available to demonstrate that this group would be disproportionately affected. Wider consultation will be needed for those directly affected.
Pregnancy and Maternity	No data available to demonstrate that this group would be disproportionately affected.	Further preparatory work will need to be undertaken. No data available to demonstrate that this group would be disproportionately affected. Wider consultation will be needed for those directly affected.

Race	<p>The GLA's 2011 Census Ethnic Diversity Indices show that Harrow is ranked 7th nationally for ethnic diversity. Diversity indices measure the number of different/distinct groups present in the population and the sizes of these distinct groups relative to each other.</p> <p>No data available to demonstrate that this group would be disproportionately affected.</p>	<p>Further preparatory work will need to be undertaken.</p> <p>No data available to demonstrate that this group would be disproportionately affected.</p> <p>Wider consultation will be needed for those directly affected.</p>
Religion and Belief	<p>No data available to demonstrate that this group would be disproportionately affected.</p>	<p>Further preparatory work will need to be undertaken.</p> <p>No data available to demonstrate that this group would be disproportionately affected.</p> <p>Wider consultation will be needed for those directly affected.</p>
Sex / Gender	<p>No data available to demonstrate that this group would be disproportionately affected.</p>	<p>Further preparatory work will need to be undertaken.</p> <p>No data available to demonstrate that this group would be disproportionately affected.</p> <p>Wider consultation will be needed for those directly affected.</p>
Sexual Orientation	<p>No data available to demonstrate that this group would be disproportionately affected.</p>	<p>Further preparatory work will need to be undertaken.</p> <p>No data available to demonstrate that this group would be disproportionately affected.</p> <p>Wider consultation will be needed for those directly affected.</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?

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

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, 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

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)					
Disability (including carers of disabled people)					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and					

Maternity					
Race					
Religion or Belief					
Sex					
Sexual orientation					

<p>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?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>	Yes		No	
<p>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?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	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
Staff Impact	If agreed, the process will be managed through the PMOC policy; redeployment opportunities will be sought staff will be consulted and this eia will be updated in light of those consultation responses.	Preparatory work and wider consultation complete.	Richard LeBrun	2017/18

Stage 7: Public Sector Equality Duty

<p>10. How do your proposals meet the Public Sector Equality Duty (PSED) to:</p> <ol style="list-style-type: none"> 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 	<p>Once the preparatory work is complete mitigations will be identified to reduce the potential negative impacts.</p>
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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 all opportunities to advance equality of opportunity are being addressed.	X
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?	Reviewed by the Chair of the DETG and will be reviewed as part of the Cabinet process.		
Signed: (Lead officer completing EqIA)	Simon Baxter	Signed: (Chair of DETG)	Dave Corby
Date:	26/10/2016	Date:	26/10/2016
Date EqIA presented at Cabinet Briefing (if required)		Signature of DETG Chair (following Cabinet Briefing if relevant)	