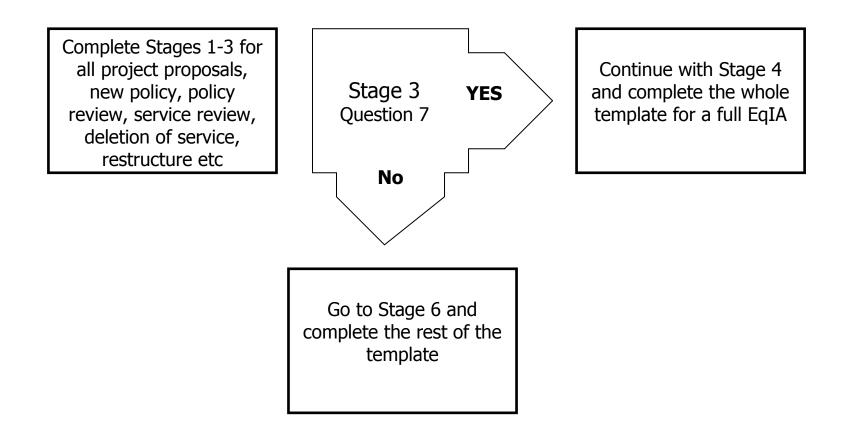
The Council has revised and simplified its Equality Impact Assessment process. There is now just one Template. Project Managers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



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.

	ipiale with	Guidance notes to assist you in completing the LqIA.				
Type of Project / Proposal:	Tick ✓	Type of Decision: Tick ✓				
Transformation	Х	Cabinet				
Capital		Portfolio Holder				
Service Plan		Corporate Strategic Board				
Other Staff efficiencies		Other				
Title of Project: 2014/15 Early Savings (Staffing)	2014/15 E	arly Savings (Staffing)				
Directorate / Service responsible:	Cross directo	prate (Resources, E & E, C & C and CS)				
Name and job title of lead officer:	Dawn Calver	t, Head of Strategic Finance and Business				
Name & contact details of the other persons involved in the assessment:	None					
Date of assessment: 01/07/14						
Stage 1: Overview						
<b>1</b> . What are you trying to do?	are being involve de Resources	the councils 4 year budget saving exercise a number of saving proposals taken to July 2014 Cabinet for immediate effect. 7 of the proposals leting a number of posts across the organisation as follows: RES E01 Minerva staff savings - the post of Senior Advisor (Projects) deleted and the post holder has been made redundant.				
(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)	Children's	Services C&F E01 In house fostering & adoption.				
	The fostering and adoption teams have been merged together resulting in the deletion of one vacant team manager post.					
	Children's Services C&F E03 Finance post (This post (0.5fte) primarily managed					

	grants for the Early Intervention Service. The numbers of grants into the service has significantly reduced and the post is no longer required.					
	Community & Culture CH	W E02 Sports Development	- delete one vacant post.			
			osts - staffing efficiencies of a tion document already issued			
	Business & Service Develo		the proposal is to merge the Services Divisions. This will hich is vacant			
	Environment & Enterprise E&E 09 Management efficiencies - a growth budget of £130k was in place for transitional mgt support as part of the 14/15 budget process. Ad hoc project works will continue to be delivered by integrating into service work plans and the mgt post will no longer be required.					
	As a result of these prop considered to be no dispr	osals two officers have bee oportionate impact.	n redundant. There is			
	Residents / Service Users	Partners	Stakeholders			
	Staff X	Age	Disability			
<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity			
	Race	Religion or Belief	Sex			
	Sexual Orientation	Other				
<ul> <li>3. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	The staffing efficiencies a the Council.	are within all directorates a	and all staff are employees	of		

## 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.

The staffing efficiencies are as a result of service changes required to support the four year saving programme and each directorate, using their knowledge of their service areas, have agreed the posts proposed for deletion are either no longer required or can be managed in a more efficient manner. There is no evidence to suggest any disproportionate impact on a category because a number of the posts are vacant.

(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	N/A						
people)							
Disability (including carers of disabled people)	N/A						
Gender Reassignment	N/A						
Marriage / Civil Partnership	N/A						
Pregnancy and Maternity	N/A						
Race	N/A						
Religion and Belief	N/A						
Sex / Gender	N/A						
Sexual Orientation	N/A						
Socio Economic	N/A						
5. What consultation have you undertaken on your proposals?							
Who was consulted?	hat consultation methods were What do the results show about What actions have you taken to						

			used?		the impact on differe Protected Charact	• · ·	(This may in with the a	s of the consultation os, revising s).	
All staffing consu been carried our with the council?	t in accordance	N/A			N/A		N/A		
<ul> <li>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</li> <li>List the Title of reports / documents and websites here.</li> </ul>				None					
			rtionate Impact						
<b>7.</b> Based on the on any of the Pro	•		ed so far, is there	e a risk tha	t your proposals could	l potentially l	have a disprop	ortionate adv	erse impact
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriag and Civ Partners		Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	No	No	No	No	No	No	No	No	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 7 Stage 4: Collating Additional data / Evidence 8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3? (include this evidence, including any data, statistics, titles of documents and website links here) **9**. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3? What actions have you taken to address the findings of the What do the results show about consultation? What consultation methods were Who was consulted? the impact on different groups / (This may include further consultation used? Protected Characteristics? with the affected groups, revising your proposals). Staff have been consulted in accordance with the Council's HR policies

No adverse imp group	pact found fo	r any				
Stage 5: Asse	essing Imp	act and Ar	nalysis			
				ups? Consider whether	r the evidence	e shows potential for differential impact,
if so state whet	her this is an	adverse or	positive impact? How likely is the	nis to happen? How you	u will mitigate	/remove any adverse impact?
Protected Characteristic	rotected Adverse Positive Positive Replain what this impact is, how like		n also be used to sals meet the aims of	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equalit monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)		
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						
11. Cumulativ	ve Impact -	Considering	what else is happening within the	Yes	No	
			our proposals have a cumulative	None		
impact on a pa	rucular prote	cteu Charact				
If yes, which P	rotected Cha	racteristics co	ould be affected and what is the			
potential impac						
		Considering	what else is happening within the	Yes	No	

If yes, what is the potential impact and how likely is to happen?

**12.** 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

**13.** Please indicate which of the following statements best describes the outcome of your EqIA (  $\checkmark$  tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and	v
all opportunities to advance equality are being addressed.	^
<b>Outcome 2</b> – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List</i>	
the actions you propose to take to address this in the Improvement Action Plan at Stage 7	
<b>Outcome 3</b> – 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 13a below)** 

<b>Dutcome 4</b> – 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)					
<b>13a.</b> If your EqIA is assessed as <b>outcome 3 or you have</b> <b>ticked 'yes' in Q12</b> , explain your justification with full reasoning to continue with your proposals.					

## Stage 7: Improvement Action Plan

14. 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.

**15.** 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)								
16. How will the results of any monitorin	-							
publicised? (Also Include in Improvement Action Plan at Stage 7)								
<b>17.</b> Have you received any complaints or compliments about the								
proposals being assessed? If so, provide								
Stage 9: Public Sector Equality Dut	.y							
<b>18.</b> How do your proposals contribute to	wards th	ne Public Sector Equality Duty	(PSED) which requi	res the Council to	have due regard to eliminate			
discrimination, harassment and victimisa	tion, adv	ance equality of opportunity a	nd foster good relat	tions between dif	ferent groups.			
(Include all the positive actions of your p	-	•	available in large p	rint, Braille and c	community languages, flexible			
working hours for parents/carers, IT equ	-	will be DDA compliant etc)						
Eliminate unlawful discrimination, haras		Advance equality of oppor	tunity between	Foster good r	elations between people from			
and victimisation and other conduct pro	hibited	people from differer			different groups			
by the Equality Act 2010			5 1		5 1			
Stage 10 - Organisational sign Off	(to be d	completed by Chair of Den	artmontal Equali	ties Task Group				
The completed EqIA needs to be ser	-		-		-			
<b>19</b> . Which group or committee		e chan of your Department	ai Equancies Task	Gloup (DEIG)	to be signed on.			
considered, reviewed and agreed the								
EqIA and the Improvement Action								
Plan?								
Signed: (Lead officer completing EqIA)	Dawn (	Calvert	Signed: (Chair of	DFTG)				
	20111			22.0)				
Date:	01/07/	14	Date:					
Date EqIA presented at the EqIA				Chair				
Quality Assurance Group			Signature of ETG	Chall	Alex Dewsnap			

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 Proj	ect / Proposal:	Tick ✓	Type of Decis	sion:		Tick ✓
Transformatio	n		Cabinet			Х
Capital			Portfolio Holde	r		
Service Plan			Corporate Strategic Board			
Other	Budget savings		Other			
Title of Projec	t:	Street Wor	ks income – Inc	ome from permitting scher	mes (E&E E02)	
Directorate / S	Service responsible:	Environme	nt & Enterprise			
Name and job	title of lead officer:	Ian Slaney				
Name & conta assessment:	ct details of the other persons involved in the					
Date of assess	sment:	July 7 <sup>th</sup> , 20	14			
Stage 1: Ov	erview					
	ou trying to do?	Budget realignment based on historical financial performance in the last 2 years. This is a back office budget re-alignment exercise which has no impact on staff or				
policy, policy i	osals e.g. introduction of a new service or review, changing criteria, reduction / removal tructure, deletion of posts etc)	the public.	_	_		
		Residents Users	/ Service	Partners	Stakeholders	5
2. Who are the main people / Protected Characteristics that		Staff		Age	Disability	
may be affect	ed by your proposals? ( $\checkmark$ all that apply)	Gender Rea	assignment	Marriage and Civil Partnership	Pregnancy a Maternity	nd

		Race		Religion or Belief		Sex	
		Sexual Orienta	ation	Other			
<ul> <li>3. Is the responsibility shared with ano authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the</li> </ul>	n/A						
<ul> <li>Stage 2: Evidence / Data Collation</li> <li>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.</li> <li>(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)</li> </ul>						he ude data	
Age (including carers of young/older people)	N/A						
Disability (including carers of disabled people)	N/A						
Gender Reassignment	N/A						
Marriage / Civil Partnership	N/A						
Pregnancy and Maternity	N/A						
Race	N/A						
Religion and Belief	N/A						
Sex / Gender	N/A						
Sexual Orientation	N/A						
Socio Economic	Socio Economic N/A						
<b>5</b> . What consultation have you underta	iken on your proposals	?					
Who was consulted? W	hat consultation metho	ds were Wha	at do the res	ults show about	What a	ctions have you ta	ken to

			used?		e impact on differe Protected Charac		(This may ir with the a	address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).		
<ul><li>6. What other (I media) data sou assessment?</li><li>List the Title of r</li></ul>	rces that you h	ave used to i	nform this							
Stage 3: Asses										
<b>7.</b> Based on the on any of the Pro	•		ed so far, is there	e a risk that yo	our proposals could	l potentially l	have a disprop	ortionate adv	erse impact	
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation	
Yes										
No	Х	Х	Х	Х	Х	Х	Х	Х	Х	

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 8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3? (include this evidence, including any data, statistics, titles of documents and website links here) **9**. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3? What actions have you taken to address the findings of the What do the results show about consultation? What consultation methods were Who was consulted? the impact on different groups / (This may include further consultation used? Protected Characteristics? with the affected groups, revising your proposals).

#### Stage 5: Assessing Impact and Analysis **10.** 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? Explain what this impact is, how likely it is to What measures can you take to mitigate the happen and the extent of impact if it was to occur. impact or advance equality of opportunity? E.g. Adverse Positive Protected further consultation, research, implement equality monitoring etc (Also Include these in the Characteristic Note – Positive impact can also be used to $\checkmark$ $\checkmark$ demonstrate how your proposals meet the aims of Improvement Action Plan at Stage 7) the PSED Stage 9 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								
			what else is happening within		Yes		No	
			our proposals have a cumulativ	'e				•
impact on a pa	rticular Prote	cted Charact	eristic?					
If yos, which D	otoctod Cha	ractorictics c	ould be affected and what is th					
potential impac				ic				
		- Considering	what else is happening within	the	Yes		No	
		•	nple national/local policy, aust			•		
			ommunity tensions, levels of cr					
economic, heal			individuals/service users socio unity cohesion?					
If yes, what is	the potential	impact and I	now likely is to happen?					

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No					ere may be for th				
			. , 2		nsure whether the	scriminatior	n) but you have i	dentified a	
ustification for the proportionate to If there are a If the analysis Stage 6: Decis 13. Please indica	his, this inform achieve the ai dverse effects s shows unlaw sion ate which of th	ms of the pro that are not j ful conduct u e following st	posal. ustified and cann nder the equalities atements best de	ot be mitigated s legislation, yo scribes the out	er for a final decis I, you should not pour ou should not proc come of your EqI/ for unlawful cond	proceed wit ceed with the A ( 🗸 tick c	th the proposal. ne proposal. <b>(se</b> one box only)	(select ou lect outco	itcome 4)
<ul> <li>justification for the proportionate to</li> <li>If there are a</li> <li>If the analysis</li> <li>Stage 6: Decision</li> <li>13. Please indication</li> <li>Outcome 1 – N</li> </ul>	his, this inform achieve the air adverse effects s shows unlaw sion ate which of th lo change requ	ms of the pro that are not j ful conduct u <u>e following st</u> ired: the EqI/	posal. ustified and cann nder the equalities atements best de has not identifie	ot be mitigated s legislation, yo scribes the out	l, you should not j ou should not proc	proceed wit ceed with the A ( 🗸 tick c	th the proposal. ne proposal. <b>(se</b> one box only)	(select ou lect outco	itcome 4)
<ul> <li>justification for the proportionate to</li> <li>If there are a</li> <li>If the analysis</li> <li>Stage 6: Decision</li> <li>13. Please indication</li> <li>Outcome 1 – Nall opportunities</li> <li>Outcome 2 – Mathematication</li> </ul>	his, this inform achieve the air adverse effects s shows unlaw sion ate which of th lo change requ to advance eq linor adjustmer	ms of the pro that are not j ful conduct un <u>e following st</u> ired: the EqIA uality are beir nts to remove	posal. ustified and cannuder the equalities atements best dea has not identifie ng addressed.	ot be mitigated s legislation, yo scribes the out d any potential se impact or ad	l, you should not pou should not prod ou should not prod come of your EqI/ for unlawful cond vance equality ha	proceed with the seed with the	th the proposal. ne proposal. <b>(se</b> one box only) proportionate imp	(select ou lect outcome pact and	itcome 4)
justification for the proportionate to If there are a If the analysis Stage 6: Decise 13. Please indicat Outcome 1 – N all opportunities Outcome 2 – M the actions you p Outcome 3 – Co equality. In this of some cases, com	his, this inform achieve the air adverse effects s shows unlaw sion ate which of the lo change requised to advance eq linor adjustment propose to take ontinue with pro- case, the justification pelling reason	ms of the pro that are not j ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address t roposals desp ication needs s will be need	posal. ustified and cannunder the equalities atements best des has not identifien g addressed. / mitigate adverse <i>his in the Improve</i> ite having identifi to be included in	ot be mitigated s legislation, yo scribes the out d any potential se impact or ad <u>ement Action F</u> ed potential fo the EqIA and s lso consider wh	l, you should not pou should not prod ou should not prod come of your EqI/ for unlawful cond vance equality ha	proceed with the proceed of the proceed o	th the proposal. ne proposal. <b>(se</b> one box only) proportionate imp entified by the Ec pportunities to a ED to have 'due i	(select ou lect outcor pact and qIA. <i>List</i> dvance regard'. In	itcome 4)

## Stage 7: Improvement Action Plan

14. 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.

<b>15.</b> 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)	
<b>16.</b> How will the results of any monitoring be analysed, reported and	
publicised? (Also Include in Improvement Action Plan at Stage 7)	
<b>17.</b> Have you received any complaints or compliments about the	
proposals being assessed? If so, provide details.	
Stage 9: Public Sector Equality Duty	

**18.** 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 p working hours for parents/carers, IT equ		•	available in large p	rint, Braille and c	ommunity languages, flexible	
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010		Advance equality of opporte people from different	-	Foster good relations between people from different groups		
Stage 10 - Organisational sign Off (	(to be o	completed by Chair of Depa	rtmental Equalit	ties Task Group	o)	
The completed EqIA needs to be sen	it to the	e chair of your Departmenta	l Equalities Task	Group (DETG)	to be signed off.	
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?						
Signed: (Lead officer completing EqIA)			Signed: (Chair of	DETG)		
Date:			Date:			
Date EqIA presented at the EqIA Quality Assurance Group			Signature of ETG	Chair		

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 Deci	ision:		Tick √
Transformation		Cabinet			х
Capital		Portfolio Hold	er		
Service Plan		Corporate Stra	Corporate Strategic Board		
Other	x	Other			
Title of Project:	2014/15 B (E&E E03)	udget Savings F	Proposal – Non-renewal of	Limehouse UCREA	TE module.
Directorate / Service responsible:	Environme	nt and Enterpri	se/Planning Services		
Name and job title of lead officer:	Paul Nicho	ls: Divisional Di	rector - Planning and Rege	eneration	
Name & contact details of the other persons involved in the assessment:					
Date of assessment:	7 July 2014	1			
Stage 1: Overview					
1. What are you trying to do?	The proposal is to not renew the current software license for managing the publication of planning policy documents for consultation and providing a 'portal'				
(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)				are no impending	documents
2 Who are the main nearly ( Protected Characteristics that	Residents Users	/ Service	Partners	Stakeholders	
<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? ( $\checkmark$ all that apply)	Staff		Age	Disability	
() all that apply)	Gender Re	assignment	Marriage and Civil Partnership	Pregnancy a	nd

						Maternity	
		Race		Religion or Belief		Sex	
		Sexual Orientation		Other			
<ul> <li>3. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>		No.					
Stage 2: Evidence / Data Collation							
section below. This can include census involvement tracker, customer satisfac on the nine Protected Characteristics.	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						he ude data
Age (including carers of young/older people)	adopted 'Statement c complies with equalit responses during con	of Community Involvementy requirements. The soft	nt', v ware app	lanning policy documents which itself has been exame is a 'back office' tool for roach to consultation and result of this proposal.	mine <sup>-</sup> mai	ed to ensure that i naging documents	t s and
Disability (including carers of disabled people) The approach to how the Council will consult on planning policy documents is set out in the Council's adopted 'Statement of Community Involvement', which itself has been examined to ensure that it complies with equality requirements. The software is a 'back office' tool for managing documents and responses during consultation. Therefore the approach to consultation and engagement in relation to this Protected Characteristic will not change as a result of this proposal.						t s and	
Gender Reassignment	adopted 'Statement c complies with equalit	of Community Involvementy requirements. The soft	nt', v ware	lanning policy documents which itself has been exa e is a 'back office' tool for roach to consultation and	mine <sup>-</sup> mar	ed to ensure that i naging documents	t s and

	this Protected Characteristic will not change as a result of this proposal.
Marriage / Civil Partnership	The approach to how the Council will consult on planning policy documents is set out in the Council's adopted 'Statement of Community Involvement', which itself has been examined to ensure that it complies with equality requirements. The software is a 'back office' tool for managing documents and responses during consultation. Therefore the approach to consultation and engagement in relation to this Protected Characteristic will not change as a result of this proposal.
Pregnancy and Maternity	The approach to how the Council will consult on planning policy documents is set out in the Council's adopted 'Statement of Community Involvement', which itself has been examined to ensure that it complies with equality requirements. The software is a 'back office' tool for managing documents and responses during consultation. Therefore the approach to consultation and engagement in relation to this Protected Characteristic will not change as a result of this proposal.
Race	The approach to how the Council will consult on planning policy documents is set out in the Council's adopted 'Statement of Community Involvement', which itself has been examined to ensure that it complies with equality requirements. The software is a 'back office' tool for managing documents and responses during consultation. Therefore the approach to consultation and engagement in relation to this Protected Characteristic will not change as a result of this proposal.
Religion and Belief	The approach to how the Council will consult on planning policy documents is set out in the Council's adopted 'Statement of Community Involvement', which itself has been examined to ensure that it complies with equality requirements. The software is a 'back office' tool for managing documents and responses during consultation. Therefore the approach to consultation and engagement in relation to this Protected Characteristic will not change as a result of this proposal.
Sex / Gender	The approach to how the Council will consult on planning policy documents is set out in the Council's adopted 'Statement of Community Involvement', which itself has been examined to ensure that it complies with equality requirements. The software is a 'back office' tool for managing documents and responses during consultation. Therefore the approach to consultation and engagement in relation to this Protected Characteristic will not change as a result of this proposal.
Sexual Orientation	The approach to how the Council will consult on planning policy documents is set out in the Council's adopted 'Statement of Community Involvement', which itself has been examined to ensure that it complies with equality requirements. The software is a 'back office' tool for managing documents and

			Therefore the approach to consulta Il not change as a result of this prop			
Socio Economic	adopted 'Statement or complies with equality responses during cons this Protected Charact	the Council will consult on planning policy documents is set out in the Council's of Community Involvement', which itself has been examined to ensure that it y requirements. The software is a 'back office' tool for managing documents and sultation. Therefore the approach to consultation and engagement in relation to teristic will not change as a result of this proposal.				
<b>5</b> . What consultation have you unc	lertaken on your proposals	?				
Who was consulted? What consultation metho 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).		
As this is for the removal of 'back office' document and consultation management software no consultation is required.	N/A		N/A	N/A		
<ul><li>6. What other (local, regional, nati media) data sources that you have assessment?</li><li>List the Title of reports / document</li></ul>	used to inform this	London Borough of Harrow 'Statement of Community Involvement' (adopted April 2013).				
Stage 3: Assessing Potential D	visproportionate Impact					

**7.** 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?

		teristics?							
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	Х	Х	Х	Х	Х	Х	Х	Х	x
<ul> <li>sector organ</li> <li>It will be used users direct</li> <li>NO - If you have</li> <li>Although the advance eques</li> <li>Stage 4: Collar</li> </ul>	isations, service eful to also colla y affected by yo re ticked 'No' to e assessment ma ality of opportu	e users and U te further evi our proposals) all of the abc ay not have id nity to make al data / Ev	nions) to develop dence (additional ) to further assess ove, then go to <b>St</b> dentified potentia your proposals m idence	the rest of the data, consuls the potentia the potentia tage 6	(including colleague he EqIA tation with the relev al disproportionate ir onate impact, you ma . These actions shou	ant commu npact identi ay have ide	nities, stakehold fied and how th ntified actions v	der groups his can be r vhich can b	and service nitigated. e taken to
relation to your 3? (include this ev documents and	proposals as a idence, includin website links h	result of the a g any data, sl ere)	i considered in analysis at Stage tatistics, titles of rtaken on your pr	oposals as a	result of your analys	sis at Stage	3?		

						your proposals).
Stage 5: Asse 10. What does				ups? Consider whethe	r the evidence	e shows potential for differential impact,
	•	•	or positive impact? How likely is th	•		
Protected	Adverse	Positive	Explain what this impact is	s, how likely it is to	What me impact or	easures can you take to mitigate the advance equality of opportunity? E.g. sultation, research, implement equality
Characteristic	$\checkmark$	~	Note – Positive impact ca demonstrate how your propo the PSED Sta	sals meet the aims of	monito	ring etc (Also Include these in the ovement Action Plan at Stage 7)
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								
11. Cumulati						Yes	No	
Council and Ha				have a cum	ulative			
impact on a pa	rucular Prote	cleu Charact	ensuc?					
If yes, which P	rotected Cha	racteristics co	ould be affect	ed and what	t is the			
potential impac								

-	<b>1a. Any Other Impact</b> – Considering what else is happening ouncil and Harrow as a whole (for example national/local policy)				Yes		No	D	
				••					
		•	unity tensions, le viduals/service us						
economic, healt			-						
		on communic	y concision:						
If yes, what is the	ne potential imp	pact and how	likely is to happe	n?					
					tified may result in				
(Please refer to the Corporate Guidelines for guidance on the definitions of		liscrimination, har	assment and vi	ctimisation a	and other	prohibited			
conduct under the Equality Act) available on Harrow HUB/Equalities and I			alities and Dive	ersity/Policies and	Legislation				
	Age	Disability	Gender	Marriage	Pregnancy and	R	eligion and	_	Sexual
	(including	(including	Reassignment	and Civil	Maternity	Race	Belief	Sex	Orientation
Yes	carers)	carers)	5	Partnership	,				
No									
	wered "ves" to	any of the ab	ove set out what	iustification th	ere may be for th	is in 012a belo	w - link this	to the aim	ns of the
-		•	•		t these aims. (Yo				
					insure whether the				
						-	-		. ,
					je (or potential dis				
-	•		•	e decision make	er for a final decis	ion to be made	on whether	the disad	vantage is
proportionate to	achieve the ai	ms of the pro	posal.						
• If there are a	duarca offacta	that are not i	justified and sann	ot ha mitigatar	l vou chould not	procood with th	o proposal	(coloct )	outcome (1)
					l, you should not ou should not proc				
Stage 6: Decis									
		e following st	atomonts bost do	scribes the out	come of your EqI	A ( 🖌 tick one l	oox only)		
					for unlawful cond			hact and	
all opportunities	-	· · · · · ·							x
Outcome 2 – N	linor adjustmer	nts to remove	/ mitigate advers	se impact or ad	vance equality ha	ve been identif	ied by the E	qIA. <i>List</i>	
			this in the Improve						
			5		r adverse impact o				
				•	should be in line v			-	ו
some cases, cor	npelling reason	s will be need	led. You should a	iso consider wi	nether there are s	ufficient plans t	o reduce the	e adverse	

impact and/or plans to monitor the impact. (Explain this in 13a 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)				
13a. If your EqIA is assessed as outcome 3 or you have				
ticked 'yes' in Q12, explain your justification with full				
reasoning to continue with your proposals.				

## Stage 7: Improvement Action Plan

14. 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
None identified					
None identified.					

### 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.

**15.** How will you monitor the impact of the proposals once they have Specific monitoring not required.

been implemented? What monitoring measures ensure effective monitoring of your proposals? H this? (Also Include in Improvement Action Plan	low often will you do				
<b>16.</b> How will the results of any monitoring be an publicised? <i>(Also Include in Improvement Action)</i>	alysed, reported and	Specific analysis not re	equired.		
<b>17.</b> Have you received any complaints or compl proposals being assessed? If so, provide details.		Not at this stage.			
<ul> <li>Stage 9: Public Sector Equality Duty</li> <li>18. How do your proposals contribute towards to discrimination, harassment and victimisation, ad</li> <li>(Include all the positive actions of your proposal)</li> </ul>	vance equality of opportun s, for example literature wi	ity and foster good relat	tions between different groups.		
working hours for parents/carers, IT equipment Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of o people from diff		Foster good relations between people from different groups		
As the proposals involve changes to 'back office' document and consultation management systems there are no impacts in respect of this aspect of PSED either positive or negative.	As the proposals involve office' document and con systems there are no imp aspect of PSED either pos	sultation management acts in respect of this	As the proposals involve changes to 'back office' document and consultation management systems there are no impacts in respect of this aspect of PSED either positive or negative.		
Stage 10 - Organisational sign Off (to be The completed EqIA needs to be sent to th					
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?					
Signed: (Lead officer completing EqIA)		Signed: (Chair of	DETG)		

Date:	Date:	
Date EqIA presented at the EqIA Quality Assurance Group	Signature of ETG Chair	

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			x	
Capital		Portfolio Holde	r			
Service Plan		Corporate Stra	tegic Board			
Other	Х	Other				
	2014/15 B	udget Savings Pi	roposal – S106 agreement	, Community Infra	structure	
Title of Project:	Levy (CIL) and Green Grid cost recovery proposals.(E&E E04 E05 E06)					
Directorate / Service responsible:	Environment and Enterprise/Planning Services					
Name and job title of lead officer:       Paul Nichols: Divisional Director - Planning and Regeneration						
Name & contact details of the other persons involved in the assessment:						
Date of assessment:	7 July 201	4				
Stage 1: Overview						
1. What are you trying to do?	The proposal is to increase the amount of draw down on the S106 and CIL administrative fees to cover the costs of administration and to seek true cost					
(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)	recovery on officers time for delivery of the annual Green Grid capital programme					
<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? ( $\checkmark$ all that apply)	Residents Users	/ Service	Partners	Stakeholders		
	Staff		Age	Disability		

		Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity
		Race	Religion or Belief	Sex
		Sexual Orientation	Other	
<ul> <li>3. Is the responsibility shared with ano authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the</li> </ul>		projects are managed	-	nning Services. The Green Grid Services and Commissioning and Enterprise Directorate.
<ul> <li>Stage 2: Evidence / Data Collation</li> <li>4. What evidence / data have you revises section below. This can include census involvement tracker, customer satisfaction on the nine Protected Characteristics.</li> <li>(Where you have gaps (data is not available of the stage 7)</li> </ul>	ewed to assess the pot data, borough profile, tion surveys, focus gro	profile of service users, v ups, research interviews,	vorkforce profiles, results fro staff surveys; complaints et	om consultations and the c. Where possible include data
Age (including carers of young/older people)	No impact			
Disability (including carers of disabled people)	No impact			
Gender Reassignment	No impact			
Marriage / Civil Partnership	No impact			
Pregnancy and Maternity	No impact			
Race	No impact			
Religion and Belief	No impact			

Sex / Gender	No impact						
Sexual Orientation	No impact						
Socio Economic	No impact						
5. What consultation have you und	ertaken on your proposals	s?					
Who was consulted?	What consultation metho used?	ods were	What do the results s the impact on differe Protected Charact	ent groups /	addres (This may in with the a	ions have you s the findings consultation clude further ffected group our proposals	s of the consultation os, revising
As this is a change to internal accounting approaches no consultation is required.	N/A		N/A		N/A		
<b>6.</b> What other (local, regional, nati	anal rosoarch, roports						
<ul><li>b. What other (local, regional, had media) data sources that you have assessment?</li><li>List the Title of reports / document</li></ul>	used to inform this		orough of Harrow Vitality Pr <mark>v.harrow.gov.uk/info/200088</mark>		<u>census informa</u>	tion/966/vitality	<u>profiles</u>
Stage 3: Assessing Potential D 7. Based on the evidence you have on any of the Protected Characteris	considered so far, is there		at your proposals could	potentially h	nave a disprop	ortionate adv	erse impact
Age D (including (ir	sability cluding arers) Gender Reassignment	Marria and Ci Partner		Race	Religion and Belief	Sex	Sexual Orientation

Yes									
No	Х	Х	Х	Х	Х	Х	Х	Х	X
<ul> <li>Best Practic sector organia</li> <li>It will be used users directly</li> <li>NO - If you have</li> <li>Although the</li> </ul>	ce: You may we sations, service ful to also collar affected by your affected by your assessment meanity of opportuniting Addition and data / evide proposals as a dence, includin	ant to consider e users and Un ite further evid our proposals) all of the abov ay not have ide inity to make y al data / Evid ence have you result of the a	setting up a Wo ions) to develop ence (additional to further assess re, then go to <b>St</b> entified potential our proposals m dence considered in nalysis at Stage	orking Gro the rest o data, con the pote <b>age 6</b> I dispropo	of the Protected Char oup (including colleague of the EqIA isultation with the rele ntial disproportionate rtionate impact, you n ive. These actions sho	es, partners, s vant commun impact identifi nay have iden	stakeholders, ities, stakehol ied and how t tified actions	voluntary cou lder groups a his can be m which can be	mmunity nd service itigated. taken to
9. What further	consultation h	ave you undert	aken on your pr	oposals a	s a result of your analy	sis at Stage 3	}?		
Who was	consulted?	What cor	used? What do the results show about cons the impact on different groups / (This may include Protected Characteristics? with the affected				ss the finding consultation nclude further	s of the ? r consultatior os, revising	

Stage 5: Assessing Impact and Analysis					
<b>10.</b> What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact,					
if so state whet Protected Characteristic	her this is an Adverse ✓	Positive	Explain what this impact is, how likely it is Explain what this impact is, how likely it is happen and the extent of impact if it was to Note – Positive impact can also be used demonstrate how your proposals meet the at the PSED Stage 9	to What me occur. impact or further cons to monito	/remove any adverse impact? easures can you take to mitigate the advance equality of opportunity? E.g. sultation, research, implement equality ring etc (Also Include these in the ovement Action Plan at Stage 7)
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
	No	Yes		what else is happening			
			mulative				
			nat is the	ould be affected and wh		rotected Cha	
	No	Yes		what else is happening			
				• •	•		
				-			economic, healt
			,	now likely is to hannen?	l impact and h	the notential	If ves what is t
			mulative nat is the within the y, austerity, els of crime) 's socio	ur proposals have a cur eristic? ould be affected and wh what else is happening ople national/local polico mmunity tensions, leve individuals/service user	nole, could yo ected Character aracteristics co - Considering nole (for exam- nent levels, co an impact on i act on commu	rrow as a wh rticular Prote rotected Cha <u>t?</u> er Impact – rrow as a wh unemploym bosals have a th or an impa	Sexual orientation <b>11. Cumulativ</b> Council and Har impact on a par If yes, which Pr potential impac <b>11a. Any Othe</b> Council and Har welfare reform, could your prop economic, healt

Yes       No         No       If you have answered "yes" to any proposal and whether the disadvate concerned that the proposal may be analysis shows the potential justification for this, this information proportionate to achieve the aims         If there are adverse effects that	antage is proportionate to the breach the equality legislati al for serious adverse impact tion must be presented to th	ne need to meet t ion or you are uns t or disadvantage	these aims. (You sure whether the (or potential disc	are encour re is object crimination)	raged to seek leg ive justification fo ) but you have id	al advice, i or the prop entified a p	if you are oosal) ootential					
If you have answered "yes" to any proposal and whether the disadvar concerned that the proposal may l If the analysis shows the potential justification for this, this information proportionate to achieve the aims	antage is proportionate to the breach the equality legislati al for serious adverse impact tion must be presented to th	ne need to meet t ion or you are uns t or disadvantage	these aims. (You sure whether the (or potential disc	are encour re is object crimination)	raged to seek leg ive justification fo ) but you have id	al advice, i or the prop entified a p	if you are oosal) ootential					
proposal and whether the disadvar concerned that the proposal may l If the analysis shows the potential justification for this, this information proportionate to achieve the aims	antage is proportionate to the breach the equality legislati al for serious adverse impact tion must be presented to th	ne need to meet t ion or you are uns t or disadvantage	these aims. (You sure whether the (or potential disc	are encour re is object crimination)	raged to seek leg ive justification fo ) but you have id	al advice, i or the prop entified a p	if you are oosal) ootential					
concerned that the proposal may I If the analysis shows the potential justification for this, this information proportionate to achieve the aims	breach the equality legislati al for serious adverse impact tion must be presented to th	on or you are uns t or disadvantage	sure whether the	re is object crimination)	ive justification fo ) but you have id	or the prop entified a p	oosal) ootential					
If the analysis shows the potential justification for this, this information proportionate to achieve the aims	al for serious adverse impact tion must be presented to th	t or disadvantage	(or potential disc	crimination)	) but you have id	entified a p	otential					
If the analysis shows the potential justification for this, this information proportionate to achieve the aims	al for serious adverse impact tion must be presented to th	t or disadvantage	(or potential disc	crimination)	) but you have id	entified a p	otential					
justification for this, this information proportionate to achieve the aims	tion must be presented to th	-	· ·		•	•						
justification for this, this information proportionate to achieve the aims	tion must be presented to th	-	· ·		•	•						
proportionate to achieve the aims	•						intage is					
If there are adverse effects that												
If there are adverse effects that	at and wat it at if a dama dama	a a b la a sa iti a a ta al		الانتباط ومعاوية								
	-		· ·			-	-					
If the analysis shows unlawful	I conduct under the equalitie	es legislation, you	i should not proce	eed with the	e proposal. <b>(sele</b>	ect outcor	ne 4)					
Stage 6: Decision												
13. Please indicate which of the fo	following statements best de	escribes the outco	ome of your EqIA	( ✓ tick or	ne box only)							
Outcome 1 – No change required			/	•		act and						
all opportunities to advance equali	• • • • • • • • • • • • • • • • • • •						Х					
	, ,	re impact or adva	ance equality hav	a haan idar	ntified by the Eal	A list						
-		•	• •			IA. <i>LIS</i>						
<b>Outcome 2</b> – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>												
/	<b>Outcome 3</b> – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance											
Outcome 3 – Continue with prop	posals despite having identif	ied potential for a	•		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							
<b>Outcome 3</b> – Continue with prop equality. In this case, the justificat	posals despite having identif ation needs to be included ir	ied potential for a the EqIA and sh	ould be in line wi	ith the PSEI	D to have `due re	egard'. In						
<b>Outcome 3</b> – Continue with prop equality. In this case, the justificat some cases, compelling reasons w	posals despite having identif ation needs to be included ir will be needed. You should a	ied potential for a the EqIA and sh also consider whe	ould be in line wi	ith the PSEI	D to have `due re	egard'. In						
<b>Outcome 3</b> – Continue with prop equality. In this case, the justificat	posals despite having identif ation needs to be included ir will be needed. You should a	ied potential for a the EqIA and sh also consider whe	ould be in line wi	ith the PSEI	D to have `due re	egard'. In						
<b>Outcome 3</b> – Continue with prop equality. In this case, the justificat some cases, compelling reasons w impact and/or plans to monitor the	posals despite having identif ation needs to be included in will be needed. You should a he impact. <b>(Explain this in</b>	ied potential for a the EqIA and sh also consider whe <b>13a below)</b>	ould be in line wi ther there are su	th the PSEI fficient plar	D to have 'due rens to reduce the a	egard'. In adverse						
<b>Outcome 3</b> – Continue with prop equality. In this case, the justificat some cases, compelling reasons w	posals despite having identif ation needs to be included ir will be needed. You should a he impact. <b>(Explain this ir</b> when there is potential for s	ied potential for a the EqIA and sh also consider whe <b>13a below)</b> serious adverse in	ould be in line wi ther there are su npact or disadvan	th the PSEI fficient plar	D to have 'due rens to reduce the a	egard'. In adverse						

## Stage 7: Improvement Action Plan

14. 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
None identified.					

## 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.

<b>15.</b> How will you monitor the impact of the proposals once they have	Specific monitoring not required.
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)	
<b>16.</b> How will the results of any monitoring be analysed, reported and	Specific analysis not required.
publicised? (Also Include in Improvement Action Plan at Stage 7)	. , .
<b>17.</b> Have you received any complaints or compliments about the	Not at this stage.
proposals being assessed? If so, provide details.	
Stage 9: Public Sector Equality Duty	

(Include all the positive actions of your pro working hours for parents/carers, IT equip	•	•	vailable in large p	rint, Braille and c	ommunity languages, flexible
Eliminate unlawful discrimination, harassn and victimisation and other conduct prohit by the Equality Act 2010		Advance equality of opportu people from different	-		elations between people from different groups
As the proposals involve changes to internate accounting procedures there are no impact respect of this aspect of PSED either positive negative.	ts in	As the proposals involve change accounting procedures there are respect of this aspect of PSED e negative.	e no impacts in	accounting proc	s involve changes to internal edures there are no impacts in spect of PSED either positive or
Stage 10 - Organisational sign Off (te	o be c	completed by Chair of Depar	tmental Equalit	ties Task Group	)
The completed EqIA needs to be sent	to the	e chair of your Departmental	<b>Equalities Task</b>	Group (DETG)	to be signed off.
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?					
Signed: (Lead officer completing EqIA)		:	Signed: (Chair of	DETG)	
Date:			Date:		
Date EqIA presented at the EqIA Quality Assurance Group		:	Signature of ETG	Chair	

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 De	cisi	ion:			Tick ✓
Transformation		Cabinet					Х
Capital		Portfolio Ho	lder				
Service Plan		Corporate S	trate	egic Board			
Other	х	Other					
Title of Project:	2014/15 B	udget Savings	s Pro	oposal (E&E 07)			
Directorate / Service responsible:	Environme	nt and Enterp	orise	Planning Services			
Name and job title of lead officer:	Paul Nicho	ls: Divisional	Dire	ector - Planning and Rege	nerat	tion	
Name & contact details of the other persons involved in the assessment:				sional Director - Commiss			
Date of assessment:	2 July 2014	4					
Stage 1: Overview							
<ol> <li>What are you trying to do?</li> <li>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</li> </ol>	planning r duplication would not provided a	elated highwa n of work. Cu involve any c as this would a	ays/ irrer chan cont	vice directly from the Count transport matters in order ntly advice is provided by age to the level and type of tinue to be provided on al Planning Services as curre	r to r both of sei Il plai	remove the potent teams. The provide the provided the pro	ential of oposal   be
2. Who are the main people / Protected Characteristics that	Residents Users	/ Service	x	Partners	x	Stakeholders	x
may be affected by your proposals? ( $\checkmark$ all that apply)	Staff		х	Age		Disability	
	Gender Re	assignment		Marriage and Civil		Pregnancy and	

			Partnership		Maternity			
		Race	Religion or Belief		Sex			
		Sexual Orientation	Other					
<ul> <li>3. Is the responsibility shared with ano authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the</li> </ul>		Transport Team (who	Services (where the advice would be responsible for the d within the Environment and	e pro	ovision of the advice in t			
Stage 2: Evidence / Data Collation								
<ul> <li>4. What evidence / data have you revises section below. This can include census involvement tracker, customer satisfact on the nine Protected Characteristics.</li> <li>(Where you have gaps (data is not available and stage 7)</li> </ul>	data, borough profile, tion surveys, focus gro ilable/being collated),	profile of service users, ups, research interviews,	workforce profiles, results fro staff surveys; complaints et	om c c. W	onsultations and the here possible include dat	ta		
Age (including carers of young/older people)	No impact							
Disability (including carers of disabled people)	No impact							
Gender Reassignment	No impact							
Marriage / Civil Partnership	No impact							
Pregnancy and Maternity	No impact							
Race	No impact							
Religion and Belief	No impact							
Sex / Gender	No impact							
Sexual Orientation	No impact							
Socio Economic	No impact							
5. What consultation have you underta	iken on your proposals	?						

Who was o	consulted?	What co	onsultation metho used?	nde were	What do the results the impact on differe Protected Charact	ent groups /	addres (This may in with the a	ions have you s the finding consultation iclude further iffected group our proposals	s of the ? consultation os, revising
The relevant staf proposal will be o when the decision saving in respect provision.	consulted if and n to make a	e Policies d of chang affecting	dance with the Co and Procedures ir ges to service deli g staff.	n respect	I/A		N/A		
<b>6.</b> What other (lo media) data sour assessment?				None.					
List the Title of re	eports / docum	ents and we	bsites here.						
Stage 3: Asses	sing Potenti	al Dispropo	rtionate Impact	t					
	•		ed so far, is there	e a risk that	your proposals could	potentially	have a disprop	ortionate adv	erse impact
on any of the Pro				Marriago	<u> </u>				
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnersh	Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	Х	Х	Х	Х	Х	Х	Х	Х	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 8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3? (include this evidence, including any data, statistics, titles of documents and website links here) **9**. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3? What actions have you taken to address the findings of the What do the results show about consultation? What consultation methods were Who was consulted? the impact on different groups / (This may include further consultation used? Protected Characteristics? with the affected groups, revising your proposals).

#### Stage 5: Assessing Impact and Analysis **10.** 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? Explain what this impact is, how likely it is to What measures can you take to mitigate the happen and the extent of impact if it was to occur. impact or advance equality of opportunity? E.g. Adverse Positive Protected further consultation, research, implement equality monitoring etc (Also Include these in the Characteristic Note – Positive impact can also be used to $\checkmark$ $\checkmark$ demonstrate how your proposals meet the aims of Improvement Action Plan at Stage 7) the PSED Stage 9 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								
			what else is happening withir		Yes		No	
			our proposals have a cumulativ	ve		•		•
impact on a par	rticular Prote	cted Charact	eristic?					
If yoo which D	etected Cha	ractorictica a	ould be affected and what is t	ha				
potential impac								
		Considering	what else is happening within	n the	Yes		No	
Council and Ha	rrow as a wł	ole (for exar	nple national/local policy, aus	terity,				
			ommunity tensions, levels of c					
economic, heal		•	individuals/service users socio	)				
economic, near								
If yes, what is	the potential	impact and I	now likely is to happen?					

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientatior
Yes									
No									
If you have an	swered "yes" to	any of the ab	ove, set out what	justification th	ere may be for th	is in Q12a	below - link this	to the aims	of the
proposal and w	hether the disad	dvantage is pr	oportionate to the	e need to meet	t these aims. (You	u are encou	uraged to seek le	gal advice,	if you are
· ·			-		Insure whether the		-	-	•
		.,		,					
If the analysis	shows the noter	tial for seriou	s adverse impact	or disadvantad	je (or potential dis	crimination	) but you baye i	dentified a	notential
	•		•		· · ·				
-	•		•		er for a final decis	ion to be n	hade on whether	the disadva	antage is
proportionate t	o achieve the ai	ms of the pro	posal.						
<ul> <li>If there are</li> </ul>	adverse effects	that are not j	ustified and cann	ot be mitigated	l, you should not j	proceed wi	th the proposal.	(select ou	tcome 4)
					l, you should not pou should not proc			-	-
<ul> <li>If the analy</li> </ul>	sis shows unlaw				•••			-	-
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> </ul>	sis shows unlaw ision	ful conduct u	nder the equalitie	s legislation, yo	ou should not proc	ceed with t	he proposal. <b>(se</b>	-	-
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> </ul>	sis shows unlaw <b>ision</b> cate which of th	ful conduct u	nder the equalitie atements best de	s legislation, yo scribes the out	come of your EqIA	ceed with t	he proposal. <b>(se</b> one box only)	lect outco	-
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 –</li> </ul>	sis shows unlaw ision cate which of th No change requ	ful conduct un e following st ired: the EqI/	nder the equalitie atements best de A has not identifie	s legislation, yo scribes the out	ou should not proc	ceed with t	he proposal. <b>(se</b> one box only)	lect outco	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 –</li> </ul>	sis shows unlaw <b>ision</b> cate which of th	ful conduct un e following st ired: the EqI/	nder the equalitie atements best de A has not identifie	s legislation, yo scribes the out	come of your EqIA	ceed with t	he proposal. <b>(se</b> one box only)	lect outco	-
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> </ul>	sis shows unlaw i <b>sion</b> cate which of th No change requ s to advance eq	ful conduct un e following st ired: the EqIA uality are beir	nder the equalitie atements best de A has not identifie ng addressed.	s legislation, yo scribes the out d any potentia	come of your EqIA	xeed with t A ( ✓ tick of luct or disp	he proposal. <b>(se</b> one box only) proportionate imp	ect outcom	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 –</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustme	ful conduct un e following st ired: the EqIA uality are bein nts to remove	nder the equalitie atements best de A has not identifie ng addressed. / mitigate advers	s legislation, yo scribes the out d any potentia se impact or ad	come of your EqIA for unlawful conc vance equality ha	xeed with t A ( ✓ tick of luct or disp	he proposal. <b>(se</b> one box only) proportionate imp	ect outcom	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>i propose to tak</i>	ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address t	nder the equalitie atements best de A has not identifie ng addressed. / mitigate advers <i>his in the Improv</i>	s legislation, yo scribes the out d any potentia se impact or ad ement Action F	come of your EqIA for unlawful conc vance equality ha	xeed with t A ( ✓ tick of luct or disp ve been ide	he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec	pact and	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> <li>Outcome 3 –</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to take</i> Continue with p	ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address t roposals desp	nder the equalitie atements best de has not identifie g addressed. / mitigate advers <i>his in the Improv</i> ite having identifi	s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo	come of your EqIA for unlawful conc vance equality ha	xeed with t A ( ✓ tick of duct or disp ve been ide or missed of	he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec	pact and pact and pIA. <i>List</i> dvance	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> <li>Outcome 3 – equality. In this</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to taka</i> Continue with p s case, the justif	ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address t roposals desp ication needs	nder the equalitie atements best de has not identifie ng addressed. / mitigate advers <i>his in the Improv</i> ite having identifi to be included in	s legislation, yo scribes the out d any potentia se impact or ad <u>ement Action F</u> ed potential fo the EqIA and s	come of your EqIA for unlawful cond vance equality have adverse impact of should be in line w	xeed with to A ( ✓ tick of luct or disp ve been ide or missed of vith the PSI	he proposal. (set one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due i	pact and AIA. <i>List</i> dvance regard'. In	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> <li>Outcome 3 – equality. In this some cases, compared</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to tak</i> Continue with p s case, the justif ompelling reason	ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address t roposals desp fication needs s will be need	nder the equalitie atements best de has not identifie ng addressed. / mitigate advers <i>his in the Improv</i> ite having identifi to be included in led. You should a	s legislation, yo scribes the out d any potentia se impact or ad <u>ement Action F</u> ed potential fo the EqIA and s lso consider wh	come of your EqIA for unlawful conc vance equality ha	xeed with to A ( ✓ tick of luct or disp ve been ide or missed of vith the PSI	he proposal. (set one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due i	pact and AIA. <i>List</i> dvance regard'. In	me 4)
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<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> <li>Outcome 3 – equality. In this some cases, co impact and/or</li> <li>Outcome 4 –</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to tak</i> Continue with p s case, the justif oppelling reason plans to monitor Stop and rethinl	ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address to roposals desp fication needs s will be need the impact.	nder the equalitie atements best de has not identifie ng addressed. / mitigate advers <i>his in the Improv</i> ite having identifi to be included in led. You should a <b>(Explain this in</b> is potential for se	s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo the EqIA and s lso consider wh <b>13a below)</b> erious adverse	come of your EqIA for unlawful cond vance equality ha <i>Plan at Stage 7</i> r adverse impact of should be in line w nether there are su	xeed with t A ( ✓ tick of duct or disp ve been ide or missed of with the PSI ufficient pla ntage to of	he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due i ans to reduce the	pact and pact action pact and pact action pact action paction paction pact action pact action paction pact action pact a	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> <li>Outcome 3 – equality. In this some cases, co impact and/or</li> <li>Outcome 4 – groups. (You a</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to take</i> Continue with p s case, the justif ompelling reason plans to monitor Stop and rethinl are encouraged	ful conduct un e following st ired: the EqIA uality are bein nts to remove <i>e to address t</i> roposals desp ication needs s will be need the impact. <: when there to seek Legal	nder the equalitie atements best de has not identifie g addressed. / mitigate advers <i>his in the Improvi</i> ite having identifi to be included in led. You should a <b>(Explain this in</b> is potential for se Advice about the	s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo the EqIA and s lso consider wh <b>13a below)</b> erious adverse	come of your EqIA for unlawful cond vance equality have vance equality have vance impact of should be in line wo nether there are su	xeed with t A ( ✓ tick of duct or disp ve been ide or missed of with the PSI ufficient pla ntage to of	he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due i ans to reduce the	pact and pact action pact and pact action pact action paction paction pact action pact action paction pact action pact a	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> <li>Outcome 3 – equality. In this some cases, co impact and/or</li> <li>Outcome 4 – groups. (You a</li> <li>13a. If your Ed</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to tak</i> Continue with p s case, the justif oppelling reason plans to monitor Stop and rethinlare encouraged for plans is assessed a	ful conduct un e following st ired: the EqIA uality are bein nts to remove <i>e to address t</i> roposals desp ication needs s will be need the impact. c when there to seek Legal as <b>outcome</b> 3	atements best de has not identifie g addressed. / mitigate advers <i>his in the Improv</i> ite having identifi to be included in led. You should a <b>(Explain this in</b> is potential for se Advice about the <b>B or you have</b>	s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo the EqIA and s lso consider wh <b>13a below)</b> erious adverse	come of your EqIA for unlawful cond vance equality ha <i>Plan at Stage 7</i> r adverse impact of should be in line w nether there are su	xeed with t A ( ✓ tick of duct or disp ve been ide or missed of with the PSI ufficient pla ntage to of	he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due i ans to reduce the	pact and pact action pact and pact action pact action paction paction pact action pact action paction pact action pact a	me 4)
<ul> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 – the actions you</li> <li>Outcome 3 – equality. In this some cases, co impact and/or</li> <li>Outcome 4 – groups. (You a</li> <li>13a. If your Ed</li> <li>ticked 'yes' in</li> </ul>	sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to take</i> Continue with p s case, the justif ompelling reason plans to monitor Stop and rethinl are encouraged	ful conduct un e following st ired: the EqIA uality are bein nts to remove to address to roposals desp ication needs s will be need to seek Legal as <b>outcome</b> 3 our justification	atements best de has not identifie g addressed. / mitigate advers <i>his in the Improv</i> ite having identifi to be included in led. You should a <b>(Explain this in</b> is potential for se Advice about the <b>B or you have</b>	s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo the EqIA and s lso consider wh <b>13a below)</b> erious adverse	come of your EqIA for unlawful cond vance equality ha <i>Plan at Stage 7</i> r adverse impact of should be in line w nether there are su	xeed with t A ( ✓ tick of duct or disp ve been ide or missed of with the PSI ufficient pla ntage to of	he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due i ans to reduce the	pact and pact action pact and pact action pact action paction paction pact action pact action paction pact action pact a	me 4)

Stage 7: Improvement	nt Action Plan Is you plan to take as a result of this Impag	t Assessment This shoul	d include any a	tions identified through	out the EalA
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
None identified.					

#### 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.

<b>15.</b> How will you monitor the impact of the proposals once they have	Specific monitoring not required.
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)	
<b>16.</b> How will the results of any monitoring be analysed, reported and	Specific analysis not required.
publicised? (Also Include in Improvement Action Plan at Stage 7)	
<b>17.</b> Have you received any complaints or compliments about the	Not at this stage.
proposals being assessed? If so, provide details.	
Stage Or Dublic Costor Fauglity Duty	

#### Stage 9: Public Sector Equality Duty

(Include all the positive actions of your proposition working hours for parents/carers, IT equipme	•	available in large p	print, Braille and c	community languages, flexible
Eliminate unlawful discrimination, harassmer and victimisation and other conduct prohibite by the Equality Act 2010			Foster good relations between people from different groups	
As the service is continuing to be provided there are no impacts in respect of this aspect of PSED either positive or negative.	As the service is continuing to I there are no impacts in respect of PSED either positive or nega	t of this aspect	there are no imp	continuing to be provided pacts in respect of this aspect positive or negative
Stage 10 - Organisational sign Off (to b				
The completed EqIA needs to be sent to	the chair of your Departmental	l Equalities Task	Group (DETG)	to be signed off.
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?				
Signed: (Lead officer completing EqIA)		Signed: (Chair of	DETG)	
Date:		Date:		
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG	Chair	

#### E&E E10 Parking Income

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 De	cision	, 1			Tick ✓
Transformation		Cabinet					
Capital		Portfolio Hol	lder				✓
Service Plan	✓	Corporate St	trategio	Board			
Other		Other					
Title of Project:	E10 – Parki	ng Enforcement	: - Increa	se efficiency in civil enforc	ement tea	am	
Directorate / Service responsible:	E&E / Park	ing Enforcem	ent				
Name and job title of lead officer:	Andy Apple	eby. Environm	nental S	Services Manager (Par	king Enf	orcement)	
Name & contact details of the other persons involved in the assessment:							
Date of assessment:	7 <sup>th</sup> July 20	14					
Stage 1: Overview							
1. What are you trying to do?	Other       Other         E10 - Parking Enforcement - Increase efficiency in civil enforcement team         E&E / Parking Enforcement         Andy Appleby. Environmental Services Manager (Parking Enforcement)         7 <sup>th</sup> July 2014         To improve productivity of street civil enforcement. An additional member of staff will be required to increase traffic management activity.						of staff
(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)							
		/ Service	✓	Partners	N/A		N/A
2. Who are the main people / Protected Characteristics that	Staff		N/A	Age	N/A	Disability	✓
may be affected by your proposals? ( $\checkmark$ all that apply)	Gender Re	assignment	N/A	Marriage and Civil Partnership	N/A	Pregnancy and Maternity	N/A

		Race	N/A	Religion or Belief	N/A	Sex	N/A			
		Sexual Orientation	N/A	Other						
<ul> <li>3. Is the responsibility shared with ano authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the</li> </ul>		No								
<b>Stage 2: Evidence / Data Collation</b> <b>4.</b> 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 ava Plan at Stage 7)	ilable/being collated),	you may need to include	this as	an action to address i	n your I	mprovement	Action			
Age (including carers of young/older people)	N/A									
Disability (including carers of disabled people)	at Council locations. Increased enforcement	re unlikely to be impacted nt can have a positive eff ostructed by overstaying	ect on o	disabled drivers, freeir						
Gender Reassignment	N/A									
Marriage / Civil Partnership	N/A									
Pregnancy and Maternity	N/A									
Race	N/A									
Religion and Belief	N/A									

Sex / Gender		N/A							
Sexual Orientation	on	N/A							
Socio Economic		N/A							
5. What consult	ation have you	undertaken	on your proposals	?					
Who was	consulted?	What c	onsultation metho used?	ac wara I	What do the results the impact on differe Protected Charact	addres (This may in with the a	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).		
N/A									
<ul><li>6. What other (I media) data sou assessment?</li><li>List the Title of r</li></ul>	irces that you h	ave used to	inform this				I		
			rtionate Impact						
<b>7.</b> Based on the on any of the Pro	-		ed so far, is there	e a risk that	your proposals could	potentially	have a disprop	ortionate ad	verse impact
	Age	Disability	lg Reassignment and Civil Pregnancy and Race Religion and Sex						Sexual
	(including carers)	(including carers)	Reassignment	Partnersh	ip Maternity		Beller		Orientation

**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 8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3? (include this evidence, including any data, statistics, titles of documents and website links here) **9**. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3? What actions have you taken to address the findings of the What do the results show about consultation? What consultation methods were Who was consulted? the impact on different groups / (This may include further consultation used? with the affected groups, revising Protected Characteristics? your proposals).

Stage 5: Asse	essing Impa	act and Ana	alysis	
10. What does	your eviden	ce tell you at	bout the impact on different groups? Consider whether	r the evidence shows potential for differential impact,
if so state whet	ther this is an	adverse or	positive impact? How likely is this to happen? How you	u 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	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)
			the PSED Stage 9	
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										
11. Cumulativ						Yes		No	✓	
Council and Ha				ave a cumulat	ive		•	·	·	
impact on a par	rticular Prote	cted Charact	eristic?							
If yes, which Pi	etected Cha	ractorictics c	ould be affected	l and what ic	the					
potential impac					uie					
11a. Any Othe		Considering	what else is ha	ppening withi	in the	Yes		No	✓	
Council and Ha	rrow as a wł	ole (for exar	nple national/lo	cal policy, aus	sterity,					
welfare reform,										
could your prop economic, heal		•			10					
economic, near										
If yes, what is t	the potential	impact and I	now likely is to	happen?						

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	ersity/Policies and Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientatior
Yes									
No	✓	✓	✓	✓	✓ ere may be for th	✓	✓	✓	✓
<ul> <li>justification for proportionate to</li> <li>If there are</li> <li>If the analysis</li> <li>Stage 6: Decimal statements</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw sion	hation must be ms of the pro that are not j ful conduct u	posal. justified and cann nder the equalitie	e decision make ot be mitigated s legislation, yo	er for a final decis I, you should not pou should not proc	ion to be m proceed wit ceed with th	ade on whether h the proposal. he proposal. <b>(se</b>	the disadva	ntage is tcome 4)
<ul> <li>justification for proportionate to</li> <li>If there are</li> <li>If the analys</li> <li>Stage 6: Deci</li> <li>13. Please indic</li> <li>Outcome 1 – all opportunities</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw sion cate which of th No change requ s to advance eq	hation must be ms of the pro that are not j ful conduct u e following st ired: the EqIA uality are beir	e presented to the posal. justified and cann nder the equalitie <u>atements best de</u> A has not identifie ng addressed.	e decision make ot be mitigated s legislation, yo scribes the out d any potential	er for a final decis l, you should not pou ou should not proc come of your EqI/ for unlawful cond	ion to be m proceed wit ceed with th A ( ✓ tick o duct or disp	ade on whether h the proposal. he proposal. <b>(se</b> ne box only) roportionate imp	the disadva	ntage is tcome 4)
<ul> <li>justification for proportionate to</li> <li>If there are</li> <li>If the analysis</li> <li>Stage 6: Deci</li> <li>13. Please indice</li> <li>Outcome 1 – all opportunities</li> <li>Outcome 2 –</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw sion cate which of th No change requ s to advance eq Minor adjustme	hation must be ms of the pro that are not j ful conduct un e following st ired: the EqIA uality are bein nts to remove	e presented to the posal. justified and cann nder the equalitie <u>atements best de</u> A has not identifie ng addressed.	e decision make ot be mitigated s legislation, yo scribes the out d any potential se impact or ad	er for a final decis l, you should not pou should not proc come of your EqI/ for unlawful conc vance equality ha	ion to be m proceed wit ceed with th A ( ✓ tick o duct or disp	ade on whether h the proposal. he proposal. <b>(se</b> ne box only) roportionate imp	the disadva	ntage is tcome 4) ne 4)
justification for proportionate to If there are If the analys Stage 6: Deci 13. Please indic Outcome 1 – all opportunities Outcome 2 – the actions you Outcome 3 – equality. In this some cases, co	this, this inform o achieve the ai adverse effects sis shows unlaw Sion cate which of the No change requisite to advance equisite propose to take Continue with p case, the justifi mpelling reason	nation must be ms of the pro that are not j ful conduct un <u>e following st</u> ired: the EqIA uality are bein nts to remove <u>e to address t</u> roposals desp ication needs s will be need	e presented to the posal. justified and cann nder the equalitie atements best de has not identifie ng addressed. c / mitigate advers this in the Improve ite having identifi to be included in	e decision make ot be mitigated s legislation, yo scribes the out d any potential se impact or ad ement Action F ed potential fo the EqIA and s lso consider wh	er for a final decis l, you should not pou should not proc come of your EqI/ for unlawful conc vance equality ha	ion to be m proceed wit ceed with th A ( ✓ tick o duct or disp ve been ide or missed op vith the PSE	ade on whether h the proposal. he proposal. <b>(se</b> ne box only) roportionate importionate importionate importionate importionate importionate importionate importunities to a	the disadva	ntage is tcome 4) ne 4)

#### Stage 7: Improvement Action Plan

14. 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
n/a					

## 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.

<b>15.</b> How will you monitor the impact of the proposals once they have	Monitoring is conducted on a regular basis in terms of enforcement
been implemented? What monitoring measures need to be introduced to	and appeals.
ensure effective monitoring of your proposals? How often will you do	
this? (Also Include in Improvement Action Plan at Stage 7)	
<b>16.</b> How will the results of any monitoring be analysed, reported and	
publicised? (Also Include in Improvement Action Plan at Stage 7)	
<b>17.</b> Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	

## Stage 9: Public Sector Equality Duty

(Include all the positive actions of your pr working hours for parents/carers, IT equi	•	•	able in large p	rint, Braille and c	ommunity languages, flexible
Eliminate unlawful discrimination, harass and victimisation and other conduct proh by the Equality Act 2010	hibited Advance equality of oppor		Advance equality of opportunity between people from different groups		elations between people from different groups
Stage 10 - Organisational sign Off (	to be d	completed by Chair of Departm	ental Equalit	ties Task Group	
The completed EqIA needs to be sen	t to the	e chair of your Departmental Eq	ualities Task	Group (DETG)	to be signed off.
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?					
Signed: (Lead officer completing EqIA)		Sigr	ned: (Chair of	DETG)	
Date:		Date	ie:		
Date EqIA presented at the EqIA Quality Assurance Group		Sigr	nature of ETG	Chair	

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 De	ecision	1	•		Tick ✓
Transformation		Cabinet					
Capital		Portfolio Ho	lder				$\checkmark$
Service Plan	✓	Corporate S	trategi	c Board			
Other		Other					
Title of Project:	E11 – Licensing Income						
Directorate / Service responsible:	E&E / Publ	ic Protection					
Name and job title of lead officer:	Richard Le	-Brun. Enviro	nmenta	al Services Manager (P	ublic Pro	otection)	
Name & contact details of the other persons involved in the assessment:							
Date of assessment:	7 <sup>th</sup> July 20	14					
Stage 1: Overview							
<ol> <li>What are you trying to do?</li> <li>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</li> </ol>	val The current income target for Licensing doesn't give a true reflection of the income generated year on year. Therefore it is to be changed to reflect the income generated, adding an additional £15,000 2014/15 and £15,000 2015/16. No fees are being increased or any operational impact, just a change of the total income target on the finance report. The is a back office budget re-alignment with no impact on staff or the public.						ne No fees ncome
<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Residents Users	/ Service	N/A	Partners	N/A	Stakeholde rs	N/A

	Staff	N/A	Age	N/A	Disability	N/A
	Gender Reassignment	N/A	Marriage and Civil Partnership	N/A	Pregnancy and Maternity	N/A
	Race	N/A	Religion or Belief	N/A	Sex	N/A
	Sexual Orientation	N/A	Other			
<ul> <li>3. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	No					

#### 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	N/A
people)	
Disability (including carers of disabled	N/A
people)	
Gender Reassignment	N/A
Marriage / Civil Partnership	N/A
Pregnancy and Maternity	N/A
Race	N/A

Religion and Beli	ief		N/A							
Sex / Gender			N/A							
Sexual Orientation	on		N/A							
Socio Economic			N/A							
5. What consult	5. What consultation have you undertaken on your proposals?									
Who was	consulted?	Wha	at consultation m used?	ethods w	Vere	Vhat do the results he impact on differe Protected Charact	ent groups /	addres (This may in with the a	ions have you is the findings consultation iclude further ffected group our proposals	s of the consultation os, revising
N/A										
media) data sou assessment? List the Title of r Stage 3: Asses	rces that you h reports / docum ssing Potentia	ave used ents and I Dispro	l websites here. oportionate Im	pact	isk that y	our proposals could	l potentially h	nave a disprop	ortionate adv	erse impact
on any of the Pro	otected Charac	eristics?	-							
	Age (including carers)	Disabili (includii carers	ng Reassignm	ant a	larriage and Civil artnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation

Yes									
No	✓	✓	√	✓	✓	<ul> <li>✓</li> </ul>	✓	✓	✓
<ul> <li>Best Practic sector organia</li> <li>It will be used users directly</li> <li>NO - If you have</li> <li>Although the</li> </ul>	e: You may was sations, service ful to also colla affected by you e ticked 'No' to assessment ma ality of opportu ting Additionant al data / evide proposals as a	ant to conside e users and Ur te further evid our proposals) all of the abor ay not have ic nity to make y al data / Evi nce have you result of the a	er setting up a We nions) to develop dence (additional to further assess ve, then go to <b>S</b> dentified potentia your proposals m dence considered in analysis at Stage	orking Gro the rest o data, con s the pote tage 6 al dispropo nore inclus	of the Protected Char oup (including colleagu of the EqIA sultation with the rele ntial disproportionate i rtionate impact, you m ive. These actions sho	es, partners, s vant commun mpact identifi nay have iden	stakeholders, ities, stakehol ied and how t tified actions o	voluntary cor der groups a his can be mi which can be	nmunity nd service tigated. taken to
<b>9</b> . What further	consultation ha	ave you under	taken on your pi	roposals as	s a result of your analy	sis at Stage 3	3?		
Who was	consulted?	What co	onsultation metho used?	ods were	What do the results the impact on differe Protected Charac	ent groups /	addres (This may in with the a	ions have you so the findings consultation? Include further ffected group our proposals	s of the consultation os, revising

Stage 5: Asse	essing Imp	act and An	alysis			
	•	•		•		shows potential for differential impact,
if so state whet	her this is an	adverse or	positive impact? How likely is th			
Protected Characteristic	Adverse ✓	Positive	Explain what this impact is happen and the extent of imp Note – Positive impact ca demonstrate how your propos	act if it was to occur. n also be used to	impact or a further cons monitor	asures can you take to mitigate the advance equality of opportunity? E.g. sultation, research, implement equality ring etc (Also Include these in the ovement Action Plan at Stage 7)
			the PSED Sta	ge 9		
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						
			what else is happening within the	Yes	No	
Council and Ha impact on a pai			our proposals have a cumulative			
impact on a pai						
If yes, which Pr	otected Cha	racteristics co	ould be affected and what is the			
potential impac						
-	-		what else is happening within the	Yes	No	
			nple national/local policy, austerity, ommunity tensions, levels of crime)			
-	• •	•	individuals/service users socio			
			unity cohesion?			
TC 1						
If yes, what is t	ne potential	impact and l	how likely is to happen?			

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No					ere may be for th				
· · ·			-		t these aims. (You nsure whether the		-	-	•
If the analysis	shows the noter	ntial for seriou	s adverse impact	or disadvantag	je (or potential dis				
	shows the poter								
justification for	this, this inform	nation must be	e presented to the	e decision make	er for a final decisi	ion to be m	nade on whether	the disadva	antage is
justification for	•	nation must be	· · · ·	e decision make	er for a final decisi	ion to be m	nade on whether	the disadva	antage is
justification for proportionate t	this, this inform o achieve the ai	nation must be ms of the pro	posal.						2
justification for proportionate t If there are	this, this inform o achieve the ai adverse effects	nation must be ms of the pro that are not <u>;</u>	justified and cann	ot be mitigated	l, you should not p	proceed wit	th the proposal.	(select ou	tcome 4)
justification for proportionate t If there are If the analy	this, this inform o achieve the ai adverse effects sis shows unlaw	nation must be ms of the pro that are not <u>;</u>	justified and cann	ot be mitigated		proceed wit	th the proposal.	(select ou	tcome 4)
<ul> <li>justification for proportionate t</li> <li>If there are</li> <li>If the analy</li> <li>Stage 6: Dec</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw ision	nation must be ms of the pro that are not <u>j</u> ful conduct u	posal. justified and cann nder the equalitie	ot be mitigated s legislation, yo	l, you should not pou should not proc	proceed wit eed with t	th the proposal. he proposal. <b>(se</b> l	(select ou	tcome 4)
<ul> <li>justification for proportionate t</li> <li>If there are</li> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th	nation must be ms of the pro that are not j ful conduct u e following st	posal. Justified and cann Inder the equalitie atements best de	ot be mitigated s legislation, yo scribes the out	l, you should not p ou should not proc come of your EqI/	oroceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only)	(select ou lect outcoi	tcome 4)
<ul> <li>justification for proportionate t</li> <li>If there are</li> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 –</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ	hation must be ms of the pro that are not <u>j</u> ful conduct u <u>e following st</u> ired: the EqIA	posal. justified and cann nder the equalitie atements best de A has not identifie	ot be mitigated s legislation, yo scribes the out	l, you should not pou should not proc	oroceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only)	(select ou lect outcoi	tcome 4)
<ul> <li>justification for proportionate t</li> <li>If there are</li> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq	hation must be ms of the pro that are not j ful conduct u <u>e following st</u> ired: the EqIA uality are bei	posal. Justified and cann Inder the equalitie atements best de A has not identifie Ing addressed.	ot be mitigated s legislation, yo scribes the out d any potential	l, you should not p ou should not proc come of your EqI/	proceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp	(select ou lect outcor pact and	tcome 4) ne 4)
<ul> <li>justification for proportionate t</li> <li>If there are</li> <li>If the analy</li> <li>Stage 6: Dec</li> <li>13. Please indi</li> <li>Outcome 1 – all opportunitie</li> <li>Outcome 2 –</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustme	hation must be ms of the pro that are not <u>j</u> ful conduct u e following st ired: the EqIA uality are bein nts to remove	posal. Justified and cann Inder the equalitie atements best de A has not identifie Ing addressed.	ot be mitigated s legislation, yo scribes the out d any potential se impact or ad	l, you should not pou should not proc ou should not proc come of your EqIA for unlawful conc vance equality ha	oroceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp	(select ou lect outcor pact and	tcome 4) ne 4)
justification for proportionate t If there are If the analy Stage 6: Dec 13. Please indi Outcome 1 – all opportunitie Outcome 2 – the actions you Outcome 3 –	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustme <i>propose to tak</i> Continue with p	nation must be ms of the pro that are not <u>p</u> ful conduct u <u>e following st</u> ired: the EqI/ <u>uality are bein</u> nts to remove <u>e to address t</u> roposals desp	posal. Justified and cann Inder the equalitien atements best de A has not identifien Ing addressed. A mitigate adverse <i>his in the Improv</i> ite having identifi	ot be mitigated s legislation, yo scribes the out d any potential se impact or ad ement Action F ed potential fo	l, you should not pou should not pou should not proc come of your EqIA for unlawful conc vance equality have clan at Stage 7 r adverse impact o	oroceed with the seed of the second set	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec	(select ou lect outcor pact and qIA. <i>List</i> dvance	tcome 4) ne 4)
justification for proportionate t If there are If the analy Stage 6: Dec 13. Please indi Outcome 1 – all opportunitie Outcome 2 – the actions you Outcome 3 – equality. In this	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustment <i>propose to tak</i> Continue with p s case, the justif	ation must be ms of the pro that are not <u>j</u> ful conduct u <u>e following st</u> ired: the EqIA <u>uality are bein</u> nts to remove <u>e to address to</u> roposals desp fication needs	posal. justified and cann nder the equalitie atements best de has not identifie ng addressed. / mitigate advers <i>his in the Improv</i> ite having identifi to be included in	ot be mitigated s legislation, yo scribes the out d any potential se impact or ad <u>ement Action F</u> ed potential fo the EqIA and s	l, you should not pou should not proc come of your EqIA for unlawful conc vance equality hav <i>Plan at Stage 7</i> r adverse impact of should be in line w	oroceed with the proceed of the procee	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due r	(select ou lect outcor pact and qIA. <i>List</i> dvance regard'. In	tcome 4) ne 4)
justification for proportionate t If there are If the analy Stage 6: Dec 13. Please indi Outcome 1 – all opportunitie Outcome 2 – the actions you Outcome 3 – equality. In this some cases, co	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustme <i>propose to tak</i> Continue with p s case, the justif mpelling reason	nation must be ms of the pro that are not <u>j</u> ful conduct u <u>e following st</u> ired: the EqI/ <u>uality are bein</u> nts to remove <u>e to address t</u> roposals desp ication needs is will be need	posal. Justified and cann nder the equalitie atements best de A has not identifie ng addressed. / mitigate advers <i>his in the Improv</i> ite having identifi to be included in led. You should a	ot be mitigated s legislation, your scribes the out d any potential se impact or ad <u>ement Action F</u> ed potential fo the EqIA and so	l, you should not pou should not pou should not proc come of your EqIA for unlawful conc vance equality have clan at Stage 7 r adverse impact o	oroceed with the proceed of the procee	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due r	(select ou lect outcor pact and qIA. <i>List</i> dvance regard'. In	tcome 4) ne 4)
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#### Stage 7: Improvement Action Plan

14. 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
n/a					

## 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.

<b>15.</b> How will you monitor the impact of the proposals once they have	N/A – no increase in fees and charges, and no impact on any party
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)	
<b>16.</b> How will the results of any monitoring be analysed, reported and	
publicised? (Also Include in Improvement Action Plan at Stage 7)	
<b>17.</b> Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	

## Stage 9: Public Sector Equality Duty

(Include all the positive actions of your pr working hours for parents/carers, IT equip	•	• •	ilable in large p	rint, Braille and c	ommunity languages, flexible	
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010		Advance equality of opportunit people from different gro		Foster good relations between people from different groups		
Stage 10 - Organisational sign Off (1						
The completed EqIA needs to be sent	t to the	e chair of your Departmental Ec	qualities Task	Group (DETG)	to be signed off.	
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?						
Signed: (Lead officer completing EqIA)		Sig	gned: (Chair of I	DETG)		
Date:		Da	ate:			
Date EqIA presented at the EqIA Quality Assurance Group		Sig	gnature of ETG	ETG Chair		

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 Deci	sion:	Tick ✓		
Transformation	✓	Cabinet				
Capital		Portfolio Holde	er			
Service Plan		Corporate Stra	ategic Board			
Other		Other				
Title of Project:	Learning D	Learning Disability Cluster Review of Supporting People (CWH E01)				
Directorate / Service responsible:	Community Health & Well Being					
Name and job title of lead officer:	Tim Miller,	Interim Service	Manager Commissioning & Partnerships			
Name & contact details of the other persons involved in the assessment:			<u>berts@harrow.gov.uk</u> <u>u@harrow.gov.uk</u>			
Date of assessment:	06/11/13					
Stage 1: Overview						
<b>1</b> . What are you trying to do? (Explain proposals e.g. introduction of a new service or	efficiency Efficiency	savings of £1.3 savings deliver	ners/stakeholders that will identify and delive m within the current Support People service y of £1.3m is for 2014/15. s in response to the 30% cut to the Supporti	provision.		
policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)	Grants for the curren	2014/15 and si t and emerging	LD/PSD services is £447,905 i.e. 14% of tot	responds to rs		

	<ul> <li>2013/14. There are 6 accommodation based services and 3 Floating Support Services (namely, Learning Disability, Physical Disability and Visually Impaired) with a total of 113 service users.</li> <li>The final recommendation will reduce accommodation based services, retain the Visually Impaired Floating Support Service and transfer existing floating support to either personal budget arrangements or to generic or older people's Floating Support.</li> </ul>					
	Residents / Service Users	✓	Partners	~	Stakeholders	✓
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Staff	$\checkmark$	Age	✓	Disability	✓
	Gender Reassignment	✓	Marriage and Civil Partnership	~	Pregnancy and Maternity	Х
	Race	✓	Religion or Belief	✓	Sex	~
	Sexual Orientation	✓	Other			
<ul> <li>3. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	Adult Social Care and S Voluntary Sector Supporting People Prog Communication and in- appraisal	ram		c rele	evant strategies ir	n options
Stage 2: Evidence / Data Collation	I					
<b>4.</b> What evidence / data have you reviewed to assess the pot		-				

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)

								435 16 – 64 (known to the Local
	Service Providers							Authority 2011/12)
		18 -24	25 -49	45 -59	60-74	75 -89	90+	
	LB Harrow							-
	Shared Lives/Welldon Cres/Harrow View	2	12	4	5	2	-	
	Creative Support							
	46 Chichester Court	3	23	6	2	-	-	
Age (including carers of young/older	Floating Support Service							
people)	Metropolitan Support Trus	t -	6	-	-	-	-	
	Support For Living						-	-
	53 Welldon Crescent							
	109 Parkside Way							
	Apnar Ghar FLS							-
		-	-	9	6	5	-	
	Middlesex Association for the Blind	-	-	-	-	7	2	
Disability (including carers of disabled people)	Learning Disability	-			1			-
Gender Reassignment	Whilst Harrow Council's Frame there is no information held on				up to coll	ect this m	onitoring	information,

Marriage / Civil Partnership	Whilst Harrow Council's Framework1 database system is set up to collect this monitoring information, there is no information held on this protected characteristic							
Pregnancy and Maternity	Whilst Harrow Council's Framework1 database system is set up to collect this monitoring information, there is no information held on this protected characteristic							
Race	Service ProvidersWhite BritishAsian BritishBlack African/CaribbeanOther Ethnic Groups							
	LB Harrow Shared Lives/Welldon Cres/Harrow View 5 2 1 1 1							
	Creative SupportZ77346 Chichester Court2773Floating Support Service2773							
	Metropolitan Support Trust 4 2							
	Support For Living     -       53 Welldon Crescent     7       109 Parkside Way							
	Apnar Ghar FLS 8 8 3 -							
	Middlesex Association for the Blind5211							

		I					1 1
	Service Providers	Christian	Muslim	Hindu	Jewish	Atheist	No Religion stated
	LB Harrow						
	Shared Lives/Welldon Cres/Harrow View	17	1	2	-	-	4
	Creative Support						
	46 Chichester Court	10	2	5	2	-	20
Religion and Belief	Floating Support Service						
	Metropolitan Support Trust	3	2	-	-	-	1
	Support For Living						
	53 Welldon Crescent	7	-	1	2		4
	109 Parkside Way						
	Apnar Ghar FLS	11	1	7	-	1	-
	Middlesex Association for the Blind	10	-	-	-	-	-

	Service Providers	Males	Females
	LB Harrow		
	Shared Lives/Welldon Cres/Harrow View	15	10
	Creative Support		
	46 Chichester Court	29	12
Sex / Gender	Floating Support Service		
	Metropolitan Support Trust	4	2
	Support For Living		
	53 Welldon Crescent	10	3
	109 Parkside Way		
	Apnar Ghar FLS	5	15
	Middlesex Association for the Blind	2	8
		2	U

	Service P	roviders	heterosexual	Bisexual	
	LB Harrow Shared Lives/We Cres/Harrow Vie		Not stated 8	Not stated	
Sexual Orientation	Creative Suppor 46 Chichester Co Floating Support	ourt Service	Not stated	Not Stated	
	Metropolitan Su	oport Trust	6	-	
	Support For Livit 53 Welldon Cres 109 Parkside Wa	cent	Not stated	Not stated	
	Apnar Ghar FLS		20	-	
	Middlesex Assoc the Blind	iation for	10	-	
Socio Economic					
<b>5.</b> What other (local, regional, national media) data sources that you have use assessment?	research, reports, ed to inform this	Supporting	People Quarter	ly Performance	Indicators database

List the Title of r	eports / docum	nents and web	osites here.						
Stage 3: Asse	ssina Potenti	al Dispropor	rtionate Impact						
		•••			ur proposals could	potentially	have a disprop	ortionate adv	verse impact
on any of the Pro	•		·····, ····	· · · · · · · · · · · · · · · · · · ·		, ,			
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes	Yes	Yes	Yes	Yes	X	Yes	Yes	Yes	Yes
No	х	х	х	х	No Ne Protected Chara	Х	x	х	x
<ul> <li>Although the advance equal</li> <li>Stage 4: Collat</li> </ul>	assessment m ality of opportu ting Addition	ay not have id nity to make al data / Ev	your proposals mo idence	disproportiona pre inclusive. 7	ate impact, you ma These actions shou	່ໄd form you	Ir Improvement		
further assess the potential disproportionate impact of your									
further assess the notential disproportionate impact of your									
proposals? (inclu	ne potential dis ude this eviden	proportionate ce, including	impact of your any data,	Joint Healt	h & Well Being Str	ategy for H	arrow 2013 -20		<u>=E09000015</u>
proposals? (inclustatistics, titles of	ne potential dis ude this eviden of documents a	proportionate ce, including nd website lir	impact of your any data,	Joint Healt http://www	h & Well Being Str	ategy for H	arrow 2013 -20		<u>=E09000015</u>

	used?	the impact on different groups / Protected Characteristics?	address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).
Service Users	Workshops (LD &PSD) -25/07/13 Questionnaires/Service User Groups	Option 3 is the preferred option with 88% of respondents selecting it as their most preferred option.	The service for decommissioning is designated as short-term service hence service users are been prepared for alternative and or independent living. Over 70% of the Service users in Floating Support services are FACs eligible hence will be moved onto Personal Budgets –wider choice and better outcomes.
Service Providers	Forum -04/09/13 Service Reviews (July –Nov 2013) Formal Feedback from Providers at Forum and via emails compiled	No negative impact	There is joint and proactive exit strategy with service Provider of decommissioned services that ensures minimal disruption to service provision and to move service users to alternative accommodation
Adult Social Care	Meetings and emails (ongoing) Feedback from Senior Management in Project Meetings.	No negative impact	Current service users in decommissioned services who are FACS eligible will be reassessed to ensure that their needs are addressed adequately
	•	•	shows potential for differential 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)	x	~	LD services are targeted at a wide age range i.e 18 and over hence meeting needs of a diverse group.	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic
Disability (including carers of disabled people)	Х	✓	Service Users in services that will no longer be funded are FACS eligible hence support will continue with Personal Budgets	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic
Gender Reassignment		~	None Identified	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic
Marriage and Civil Partnership		~	None Identified	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic
Pregnancy and Maternity	NA	NA	None Identified	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic

Race		~	None Identified		The new Specific Quality Assurand this protected ch	cation and Suppor ce Framework are naracteristic	ting People quite robust on
Religion or Belief		✓	None Identified		The new Specific Quality Assurand this protected ch	cation and Suppor ce Framework are naracteristic	ting People quite robust on
Sex		~	None Identified		Quality Assurance this protected ch		quite robust on
Sexual orientation		$\checkmark$	None Identified		The new Specific Quality Assurand this protected ch	cation and Suppor ce Framework are naracteristic	ting People quite robust on
			what else is happening within the	Yes		No	$\checkmark$
impact on a par	ticular Prote	cted Charact	our proposals have a cumulative eristic? ould be affected and what is the				
<b>10a. Any Othe</b> Council and Hau welfare reform, could your prop economic, healt	er Impact – rrow as a wh unemploym oosals have a th or an impa	nole (for exan ent levels, co an impact on act on comm	what else is happening within the nple national/local policy, austerity, ommunity tensions, levels of crime) individuals/service users socio unity cohesion? now likely is to happen?	Yes		No	✓

conduct under	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
justification for	this, this inform	nation must be	e presented to the		e (or potential dis for a final decis				
justification for proportionate t If there are If the analy Stage 6: Dec	this, this inform o achieve the ai adverse effects sis shows unlaw ision	hation must be ms of the pro that are not j ful conduct up	e presented to the posal. ustified and cann nder the equalities	e decision make ot be mitigated s legislation, yo	er for a final decis I, you should not pou should not proc	ion to be m proceed wit ceed with th	ade on whether th the proposal. the proposal. <b>(se</b> l	the disadva	intage is tcome 4)
justification for proportionate t If there are If the analy Stage 6: Dec 12. Please indi	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th	hation must be ms of the pro that are not j ful conduct un e following st	e presented to the posal. ustified and cann nder the equalities atements best des	e decision make ot be mitigated s legislation, yo scribes the out	er for a final decis l, you should not pou should not proc come of your EqI/	ion to be m proceed wit ceed with th A ( ✓ tick o	hade on whether th the proposal. the proposal. <b>(se</b> l one box only)	the disadva	intage is tcome 4)
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<ul> <li>If there are</li> <li>If there are</li> <li>If the analy</li> <li>Stage 6: Dec</li> <li>12. Please indi</li> <li>Outcome 1 –</li> <li>all opportunitie</li> <li>Outcome 2 –</li> </ul>	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustme	ation must be ms of the pro that are not j ful conduct un e following st ired: the EqIA uality are bein nts to remove	e presented to the posal. ustified and cannunder the equalities atements best des has not identifien ng addressed. / mitigate advers	e decision make ot be mitigated s legislation, yo scribes the out d any potential	er for a final decis I, you should not pou should not proc come of your EqI/ for unlawful conc vance equality ha	ion to be m proceed wit ceed with th A ( ✓ tick o duct or disp	the proposal. The proposal. <b>(se</b> l one box only) roportionate imp	the disadva	intage is tcome 4) ne 4)
ustification for proportionate t If there are If the analy Stage 6: Dec 12. Please indi Dutcome 1 – all opportunitie Dutcome 2 – the actions you	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustment <i>propose to take</i> Continue with p	ation must be ms of the pro that are not j ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address to roposals desp	e presented to the posal. ustified and cann- nder the equalities atements best des has not identifien g addressed. / mitigate advers <i>his in the Improve</i>	e decision make ot be mitigated s legislation, yo scribes the out d any potential se impact or ad ement Action F ed potential for	er for a final decis I, you should not pou ou should not proc come of your EqI/ for unlawful cond vance equality ha <i>Plan at Stage 7</i> r adverse impact o	ion to be m proceed with ceed with th A ( ✓ tick of duct or disp ve been ide or missed o	ade on whether th the proposal. the proposal. <b>(se</b> <u>one box only)</u> roportionate imp entified by the Eco pportunities to a	the disadva	intage is tcome 4) ne 4)
If there are If there are If the analy <b>Stage 6: Dec</b> <b>2.</b> Please indi <b>Dutcome 1</b> – Il opportunitie <b>Dutcome 2</b> – the actions you <b>Dutcome 3</b> – equality. In this	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustment <i>propose to take</i> Continue with p s case, the justif	ation must be ms of the pro that are not j ful conduct un <u>e following st</u> ired: the EqIA uality are bein nts to remove <u>e to address t</u> roposals desp ication needs	e presented to the posal. ustified and canne nder the equalities atements best des has not identifien g addressed. / mitigate advers <i>his in the Improve</i> ite having identifi to be included in	e decision make ot be mitigated s legislation, yo scribes the out d any potential se impact or ad <u>ement Action P</u> ed potential for the EqIA and s	er for a final decis I, you should not pou ou should not proc come of your EqIA for unlawful conc vance equality ha <i>Plan at Stage 7</i> r adverse impact of should be in line w	ion to be m proceed wit ceed with th A ( ✓ tick o duct or disp ve been ide or missed o vith the PSE	ade on whether th the proposal. the proposal. <b>(se</b> <u>one box only)</u> roportionate imp entified by the Ec pportunities to a ED to have 'due r	the disadva	ntage is tcome 4) ne 4)
ustification for proportionate to If there are If the analy <b>5tage 6: Dec</b> <b>12.</b> Please indi <b>Dutcome 1</b> – all opportunitie <b>Dutcome 2</b> – <b>the actions you</b> <b>Dutcome 3</b> – equality. In this some cases, co	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustment <i>propose to take</i> Continue with p s case, the justif mpelling reason	ation must be ms of the pro that are not j ful conduct un e following st ired: the EqIA uality are bein nts to remove to address to roposals desp ication needs s will be need	e presented to the posal. ustified and cannu- nder the equalities atements best des has not identifien g addressed. / mitigate advers <i>his in the Improve</i> ite having identifi to be included in led. You should al	e decision make ot be mitigated s legislation, yo scribes the out d any potential se impact or ad ement Action F ed potential for the EqIA and s lso consider wh	er for a final decis I, you should not pou ou should not proc come of your EqI/ for unlawful cond vance equality ha <i>Plan at Stage 7</i> r adverse impact o	ion to be m proceed wit ceed with th A ( ✓ tick o duct or disp ve been ide or missed o vith the PSE	ade on whether th the proposal. the proposal. <b>(se</b> <u>one box only)</u> roportionate imp entified by the Ec pportunities to a ED to have 'due r	the disadva	intage is tcome 4) ne 4)
If there are If there are If the analy <b>Stage 6: Dec</b> <b>2.</b> Please indi <b>Dutcome 1</b> – Il opportunitie <b>Dutcome 2</b> – <i>he actions you</i> <b>Dutcome 3</b> – quality. In this ome cases, compact and/or <b>Dutcome 4</b> –	this, this inform o achieve the ai adverse effects sis shows unlaw ision cate which of th No change requ s to advance eq Minor adjustmen <i>propose to take</i> Continue with p s case, the justif mpelling reason plans to monitor	ation must be ms of the pro that are not j ful conduct un <u>e following st</u> ired: the EqIA uality are bein nts to remove <u>e to address t</u> roposals desp ication needs s will be need the impact.	e presented to the posal. ustified and canne nder the equalities atements best des has not identifien g addressed. / mitigate advers <i>his in the Improvi</i> ite having identifi to be included in led. You should al <b>(Explain this in</b> is potential for se	e decision make ot be mitigated s legislation, yo scribes the out d any potential se impact or ad <u>ement Action F</u> ed potential for the EqIA and s lso consider wh <b>12a below)</b> erious adverse	er for a final decis I, you should not pou ou should not proc come of your EqIA for unlawful conc vance equality ha <i>Plan at Stage 7</i> r adverse impact of should be in line w	ion to be m proceed wit ceed with th A ( ✓ tick o duct or disp ve been ide or missed o vith the PSE ufficient pla ntage to or	the proposal. The proposal. <b>(se</b> one box only) roportionate imp entified by the Ec pportunities to a ED to have 'due r ons to reduce the ne or more prote	the disadva (select ou ect outcor pact and IA. <i>List</i> dvance regard'. In adverse	ntage is tcome 4) ne 4)

Stage 7: Improvemen	it Action Plan s you plan to take as a result of this Impac	t Assessment This shou	ld include any a	rtions identified throug	out the EaIA
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
Disability & Age	Care Management is currently reassessing FACs eligible Service Users in service that will be decommissioned. ASC will also assess service users and move them to Personal Budgets. Choice of service users will be widened with PBs and can continue to receive support service of their choice.	Regular meetings and update. There is a time table in place to achieve this.	March 2014	Sandie Roberts	November 2013
Gender	Service Providers will be required to demonstrate and evidence how their service provision takes into account gender specific issues	This is an integral part of Service Reviews and Contract monitoring	March 2014	Sandie Roberts	November 2013
Sexuality & Gender Reassignment There is limited records/statistics on this protected characteristic	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic	LGBT Training will be a mandatory training for Service Providers	March 2014	Sandie Roberts	November 2013

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.

<b>14.</b> How will you monitor the impact of the prop been implemented? What monitoring measures r ensure effective monitoring of your proposals? H this? <i>(Also Include in Improvement Action Plan a</i>	need to be introduced to ow often will you do	Service Reviews after 6 months of implementation with formal contract monitoring at regular intervals. All these will be stated in the Service Specification. There is also regular Quarterly Returns/Workbooks that is mandatory for Service Providers to complete		
<b>15.</b> How will the results of any monitoring be an publicised? <i>(Also Include in Improvement Action</i> )		SP has its own recording systems and database		
<b>16.</b> Have you received any complaints or compliproposals being assessed? If so, provide details.	ments about the	No		
<ul> <li>Stage 9: Public Sector Equality Duty</li> <li>17. How do your proposals contribute towards the discrimination, harassment and victimisation, advection of your proposals working hours for parents/carers, IT equipment of Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</li> </ul>	vance equality of opportunits, for example literature wi	ity and foster good relat Il be available in large p oportunity between	ions between different groups.	
Both written and pictogram information were delivered in user friendly manner in order to support greater and meaningful involvementThe review aims to deliver against the personalisation agenda as outlined in Putting People First (2007) One of the key expectations of is that it will give current and future service users wider choice and better outcomesSupporting People services are focused of service provision that promotes social inc It also fosters community integration of and er its service user to participate in community activities.				
Stage 10 - Organisational sign Off (to be of The completed EqIA needs to be sent to the				

<b>18</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?		
Signed: (Lead officer completing EqIA)	Signed: (Chair of DETG)	
Date:	Date:	
Date EqIA presented at the EqIA Quality Assurance Group	Signature of ETG Chair	

# 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 Deci	sion:	Tick ✓
Transformation		Cabinet		
Capital		Portfolio Holde	er	
Service Plan	✓	Corporate Stra	ategic Board	
Other		Other		
Title of Project:	Supporting	) People efficien	cies for Older People Services Cluster (CWH	I E01)
Directorate / Service responsible:	Community	y Health & Well	Being	
Name and job title of lead officer:	Tim Miller,	Service Manag	er	
Name & contact details of the other persons involved in the assessment:	Sandie Roł	perts, Anita Awı	ıku, Tim Miller	
Date of assessment:	November	2013		
Stage 1: Overview				
<ol> <li>What are you trying to do?</li> <li>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</li> </ol>	efficiency Efficiency To restruc Grants for the curren	savings of £1.3 savings deliver ture the service 2014/15 and si t and emerging	ners/stakeholders that will identify and delive m within the current Support People service y of £1.3m is for 2014/15. Is in response to the 30% cut to the Support multaneously ensure that service provision r needs with better outcomes for service user	provision. ng People esponds to s
	older peop Floating S	ole i.e. 16 Shelte Support Services	the funding of housing related support in se ered Schemes (LB Harrow sheltered not incl and 3 HIA/Handy Persons Services. Shelte be basis that 90% of service provision is Hou	usive), 3 red services

nay be affected by your proposals? (✓ all that apply)		Support service (eligible for SP Grant). However, the reality is that housing management duties (ineligible for SP Grants) are also provided during within the 90% funded by SP. Also, some service users live in sheltered for the peer group support and security; they do not require any support but by default, pay for the support service irrespective of requiring it or not. The proposed change is to provide Housing Related Support free of charge to all service users/tenants. However, the RSLs/Landlords will introduce a £20 (maximum) service charge for the provision of Intensive Housing Management					
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)       Gender Reassignment       Image: Marriage and Civil Partnership       Pregnancy and Maternity       X         Gender Reassignment       V       Religion or Belief       V       Sexual Orientation       X       Maternity       X         Race       V       Religion or Belief       V       Sexual Orientation       X       Other       V         B. Is the responsibility shared with another directorate, muthority or organisation? If so:       Housing Department       Adult Social Care and Service Providers       Supporting People Programme –Overall Lead       Communication and incorporation of their views & relevant strategies in options appraisal			$\checkmark$	Partners	$\checkmark$	Stakeholders	$\checkmark$
may be affected by your proposals? (       all that apply)              \[		Staff	$\checkmark$	Age	$\checkmark$	Disability	$\checkmark$
Sexual Orientation X Other Sexual Orientation X Other Housing Department Adult Social Care and Service Providers Supporting People Programme –Overall Lead Communication and incorporation of their views & relevant strategies in options appraisal	<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Gender Reassignment	$\checkmark$	-	x		Х
Sexual Orientation       X       Other         B. Is the responsibility shared with another directorate, authority or organisation? If so:       Housing Department         Who are the partners?       Housing Department         Who has the overall responsibility?       Adult Social Care and Service Providers         Supporting People Programme –Overall Lead       Communication and incorporation of their views & relevant strategies in options         Appraisal       Appraisal		Race	$\checkmark$	Religion or Belief	$\checkmark$	Sex	$\checkmark$
<ul> <li>B. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>		Sexual Orientation	X				-
	<ul><li>Who has the overall responsibility?</li><li>How have they been involved in the assessment?</li></ul>	Housing Department Adult Social Care and S Supporting People Prog Communication and in	ervio	ce Providers me –Overall Lead	, rele	evant strategies ir	n options
Stage 2: Evidence / Data Collation	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)

Supporting People will put forward its intentions and proposals to key partners and stakeholders for feedback and agreement. Communication via email, focus & peer groups and consultation (Questionnaire format)

Age (including carers of young/older people)	60 - 64       5.0%         years       -         65 - 74       7.3%         75 - 84       4.9%         85 - 89       1.2%         90+       0.7%         National Population Census         Age group is well represente			ow (ONS) total number of 1,225 service users	
Disability (including carers of disabled people)	Ethnic Group All categories ethnic group White Mixed/multiple ethnic group Asian/Asian British Black/African/Caribbean/Black British Other ethnic groups Source: 2011 Census. Limiting Lor	Age 65 and over         8,724         5,340         71         2,860         328         125         ng term health where	%         54.0         62.4         21.5         49.1         33.7         25.7         a day to day activity	vities are limited a lot by ethnic group Harrow 2011	
Gender Reassignment	Whilst Harrow Council's Franchere is no information held of			et up to collect this monitoring information,	
Marriage / Civil Partnership	Whilst Harrow Council's Frameworki database system is set up to collect this monitoring information, there is no information held on this protected characteristic				
Pregnancy and Maternity	N/A				
Race	White42.2%Asian/British1Indian26.4%Multi Mixed26.4%Ethnic4.0%Groups4.0%				

	Asian British       3.3%         Asian British				
Religion and Belief	In Harrow, 37.3% are Christians Hindu 25.3%, Muslim 12.5% whilst other religion and or no religion/no religion stated are 24.1%				
Sex / Gender	According to the 2011 Census –ONS , Harrow's population is 239,056 of which 118,023 are males and 121,033 are female. Age 65 are 33,667 in total i.e. 14.1% and over 1,225 of mixed gender access and benefit from the Supporting People services for Older People.				
Sexual Orientation	Whilst Harrow Council's Frameworki database system is set up to collect this monitoring information, there is no information held on this protected characteristic				
Socio Economic	The Sheltered Housing Landlords will increase Service Charges for Enhanced Housing Management. These Charges are HB eligible. There are currently 8% of SP service users in sheltered schemes that are self-funders/ineligible for Housing benefit.The overall effect will not put tenants and or service users in a worse-off position.				
<ul> <li>5. What other (local, regional, national media) data sources that you have use assessment?</li> <li>List the Title of reports / documents an</li> </ul>	I to inform this       Harrow Joint Strategic Needs Assessment 2012-2016         Joint Health & Well Being Strategy for Harrow 2013 -2016				

				http://www.or	ns.gov.uk/ons/inde	<u>ex.html</u>			
				http://www.no	omisweb.co.uk/				
tage 3: Ass	essing Potenti	al Dispropo	rtionate Impact	-					
Based on th	e evidence you l	have consider	ed so far, is there	e a risk that you	ur proposals could	potentially	y have a dispropo	rtionate a	dverse impact
on any of the F	Protected Charac	teristics?							
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
No									
<b>'ES -</b> If there <b>Best Pract</b> sector orga It will be us	<b>ice:</b> You may w nisations, service seful to also colla	ant to conside e users and U ate further evi	er setting up a Wo nions) to develop idence (additional	orking Group (i the rest of the data, consulta	ne Protected Chara ncluding colleague E EqIA tion with the relev disproportionate ir	es, partner vant comm	s, stakeholders, v unities, stakehold	oluntary c er groups	ommunity and service
<b>Best Pract</b> sector organ It will be us users direct	<b>tice:</b> You may we nisations, service seful to also collated by your setup of the s	ant to conside e users and U ate further evi our proposals	er setting up a Wo nions) to develop idence (additional	orking Group (i the rest of the data, consulta the potential	ncluding colleague EqIA tion with the relev	es, partner vant comm	s, stakeholders, v unities, stakehold	oluntary c er groups	ommunity and service
<ul> <li><b>Figure 1</b> For the sector organises of th</li></ul>	<b>tice:</b> You may we nisations, service seful to also collated by your offected by your offected 'No' to be assessment mulity of opportuble.	ant to conside e users and U ate further evi- our proposals all of the abo ay not have i- unity to make	er setting up a Wo nions) to develop idence (additional ) to further assess ove, then go to <b>St</b> dentified potentia your proposals m	orking Group (i the rest of the data, consulta the potential <b>cage 6</b> I disproportion	ncluding colleague EqIA tion with the relev	es, partner vant comm mpact iden ay have id	s, stakeholders, v unities, stakehold tified and how thi entified actions w	oluntary c er groups is can be i hich can b	ommunity and service mitigated. we taken to
<ul> <li><b>Best Pract</b> sector organistic sector organisector organistic sector organistic sector organistic sector or</li></ul>	tice: You may we nisations, service seful to also collady affected by your ve ticked 'No' to be assessment muality of opportunating Addition	ant to conside e users and U ate further evi- our proposals all of the abo ay not have i- unity to make al data / Ev	er setting up a Wo nions) to develop idence (additional ) to further assess ove, then go to <b>St</b> dentified potentia your proposals m	orking Group (i the rest of the data, consulta the potential <b>cage 6</b> I disproportion	ncluding colleague e EqIA tion with the relev disproportionate ir ate impact, you m	es, partner vant comm mpact iden ay have id	s, stakeholders, v unities, stakehold tified and how thi entified actions w	oluntary c er groups is can be i hich can b	ommunity and service mitigated. De taken to
<ul> <li><b>Figure 1</b> If there</li> <li><b>Best Pract</b> sector organistic sector organisti sector organistic sector organistector organistic sector organ</li></ul>	<b>tice:</b> You may we nisations, service seful to also collated by your offected by your offected 'No' to be assessment mulity of opportuble.	ant to conside e users and U ate further evi- bur proposals all of the abo- nay not have i- unity to make al data / Ev- nce have you proportionate nce, including	er setting up a Wo nions) to develop idence (additional ) to further assess ove, then go to <b>St</b> dentified potentia your proposals m idence considered to impact of your any data,	orking Group (i the rest of the data, consulta the potential a <b>ge 6</b> I disproportionatore inclusive.	ncluding colleague e EqIA tion with the relev disproportionate ir ate impact, you m	es, partner vant comm mpact iden ay have id uld form yo	s, stakeholders, v unities, stakehold utified and how thi entified actions w our Improvement	oluntary c er groups is can be i hich can b	ommunity and service mitigated. De taken to

8. What consultation have you une	dertaken on your proposals?		
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).
Service Users	Workshops (26 <sup>th</sup> July 2013) (10 Service Users attended) Questionnaires/Service User Group	65% of respondents stated that Option 1 i.e. the provision of support at each sheltered scheme with additional funding to provide visiting support for Older people living in the community in all other forms of housing. Harrow has a high proportion of	We will work with Option 1. The current arrangement that charges self-funders support charge will be removed as soon as Option is implemented hence enables more
		owner occupier hence visiting support will reach out to them. Currently, over 80% of service users of our HIA funded services are Home-Owners/Owner Occupier Older People. Service Users.	accessibility to SP funded support service. However, service charge is eligible for Housing Benefits.
		All Options available are based on a move to Intensive Housing Management and this is chargeable to service users by their Landlords. Service Charge (proposed service charge unavailable as at this time)	
Service Providers	Forum – 04/09/13 Formal Feedback from Providers at forum and via emails compiled	Concerns if the Welfare Reforms will allow the Intensive Housing Management Service Charges to	Meetings have been held with Housing Benefit colleagues to clarify this. Service Providers/Landlords have also

			Older Persons Service Provider resentatives attended	be eligible for Housin	g Benefits	held meeting with Housing Benefit. The Service Charges will be eligible for Housing Benefit
Adult Social Car			g to the	Service users have been informed of the change and actively involved in the options appraisal. Service Providers have ongoing consultation to keep their service users abreast of the process. Supporting People working closely with Landlords/Service Providers accordingly.		
Stage 5: Asse	· ·		*			
•		•	out the impact on different group positive impact? How likely is th			shows potential for differential impact, /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 me impact or further cons monito	easures can you take to mitigate the advance equality of opportunity? E.g. sultation, research, implement equality ring etc (Also Include these in the ovement Action Plan at Stage 7)
Age (including carers of young/older people)	Х	✓	No differential impact because	All Sheltered services & HIA/Handy F		targeted at service users over 60 and
Disability (including carers of	Х	✓	The needs of disabled service met as assessment will be do management and support sta focus support for disabled app outset as needs for Aids and a	ne by housing ff. This will put in plicants from the	The new Spe assessments	ecification will cover and address how s will be carried out.

disabled people)			addressed prior to moving into scheme.	
Gender Reassignment	х	~	Supporting People Service Specification & QAF addresses this and infact, quite robust on ensuring that service provision is flexible and delivered in a manner that takes into consideration gender. This is also covered in contract monitoring and service reviews	Gender specific issues are covered and captured in the SP QAF and is monitored in Service Reviews and Contract monitoring
Marriage and Civil Partnership	Х	~	There is no impact on this protected characteristic	NA
Pregnancy and Maternity	N/A		N/A	NA
Race		~	The ethnic demographics is reflected in the Frontline Staff in service provision —some of these staff for example, are able to communicate with service users in their first language (in another language other than English Language)	Staff diversity and cultural specific service provision is part of the service reviews and contract monitoring process
Religion or Belief		~	Supporting People Service Specification & QAF addresses this and infact, quite robust on ensuring that service provision is flexible and delivered in a manner that takes into consideration religion and Beliefs.	Increased monitoring and information gathering
Sex		~	There is no available data for the breakdown but attendance at Peer Group Workshop and response from Survey showed a higher representation of females.	Gender specific issues are covered and captured in the SP QAF and is monitored in Service Reviews and Contract monitoring

			ervice Providers als f female frontline s	so have a high taff.	representation				
Sexual orientation		✓ N	No data			Training for support pro	LGBT issues w vider/staff	vill be speci	fied for
10. Cumulativ	<b>e Impact</b> – (	Considering w	hat else is happeni	ng within the	Yes		No	)	
			proposals have a c	cumulative		•			
impact on a par	ticular Protect	ed Character	istic?						
		cteristics cou	d be affected and v	what is the					
potential impac		Concidoring w	hat alca is hannani	ng within the			N		(
-		-	hat else is happeniı le national/local po	-	Yes		No	• •	,
		• •	munity tensions, le						
-		•	dividuals/service us	-	None				
economic, heal			•						
If yes, what is t	he potential in	npact and ho	w likely is to happe	n?					
	•		the potential advers	•	•				-
(Please refer to	the Corporate	Guidelines f	or guidance on the	definitions of c	liscrimination, har	assment and	victimisation a	ind other pi	rohibited
conduct under			n Harrow HUB/Equ		ersity/Policies and	Legislation			
	Age	Disability	Gender	Marriage	Pregnancy and		Religion and	-	Sexual
	(including	(including	Reassignment	and Civil	Maternity	Race	Belief	Sex	Orientation
Yes	carers) No	carers) No	No	Partnership No	No	No	No	No	No
No					INO INO		NO	NO	
-	wered "ves" to	any of the a	bove, set out what	iustification th	ere may be for th	is in O12a be	elow - link this	to the aims	of the
	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)						-			
			ous adverse impact						
justification for	this, this infor	mation must	be presented to the	e decision make	er for a final decis	ion to be ma	de on whether	the disadv	antage 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 (  $\checkmark$  tick one box only)

<b>Outcome 1</b> – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and	2/				
all opportunities to advance equality are being addressed.					
<b>Outcome 2</b> – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List</i>	Y				
the actions you propose to take to address this in the Improvement Action Plan at Stage 7	X				
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	N/				
some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse	X				
impact and/or plans to monitor the impact. (Explain this in 12a below)					
<b>Outcome 4</b> – 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)					
<b>12a.</b> If your EqIA is assessed as <b>outcome 3 or you have</b>					
ticked 'yes' in Q11, explain your justification with full					
reasoning to continue with your proposals.					

Stage 7: Improvemen	t Action Plan s you plan to take as a result of this Impac	t Accordment. This should	ld include any a	tions identified through	out 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
Disability & Age Service Providers need to identify tenants and or older people in the community that are vulnerable due to age and disability and offer appropriate housing related support	A needs and risk assessment of all tenants in sheltered schemes will be reviewed prior to implementation of change.	It will be stated as a mandatory requirement for all Service Providers to implement the change. This will be monitored by the SP team	March 2014	Sandie Roberts	November 2013
Gender Reduced staffing level will mean one staff/gender working with service users irrespective of any gender specific issues or requirement they may have	Service Providers will be require to demonstrate and evidence how their service provision takes into account gender-specific issues even in accordance to the requirement of the SP QAF requirement	This is an integral part of ongoing Service Reviews and Contracting monitoring	April 2014	Sandie Roberts	November 2013
Sexuality & Gender Reassignment There is no record/stats	LGBT issues will be a mandatory training for Service Providers.	SP funded services are accessible to all regardless of sexual	April 2015	Sandie Roberts	November 2013

on this protected characteristic	SP QAF also addresses and robust on service provision in an inclusive, flexible and non-discriminatory manner taking into consideration service user's sexual orientation amongst other things.	orientation or gender reassignment.				
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## 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.

<b>14.</b> How will you monitor the impact of the proper been implemented? What monitoring measures mensure effective monitoring of your proposals? He this? <i>(Also Include in Improvement Action Plan a</i>	leed to be introduced to ow often will you do	Service Review after 6 months of implementation with formal contract monitoring at regular intervals. There are also regular Quarterly Returns/Workbooks that is mandatory for Service Providers to complete. PI Workbooks give a good synopsis of service provision.				
<b>15.</b> How will the results of any monitoring be ana publicised? <i>(Also Include in Improvement Action</i> )	• • •	SP has its own recordin	ng systems and database			
<b>16.</b> Have you received any complaints or complir proposals being assessed? If so, provide details.	nents about the	No				
<ul> <li>Stage 9: Public Sector Equality Duty</li> <li>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.</li> <li>(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)</li> </ul>						
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of op people from diff		Foster good relations between people from different groups			

Overt and or covert discrimination based on	Older People living in sheltered scheme that	Supporting People services are focused on
sexual orientation, race, gender reassignment,	are just over the threshold hence ineligible for	service provision that promotes social inclusion.
religious beliefs et al are reiterated in the SP	Housing Benefit will no longer be liable for	It also fosters community integration of a

Quality Assurance Framework and monitor during Service Reviews and Contract monitoring. There are no staff redundancies or TUPE involved in the proposed option.	<ul> <li>support and service charges i.e. 2 payments. Support Charges will be delivered at no charge to service users' hence maximising income for this minority and simultaneously widening the eligibility criteria for SP service.</li> <li>An increase in the Floating Support service will reach out to more Older People living in the community and wards with higher levels of deprivation will be targeted. Handy Persons/HIA services will also reach out to Older People in the community with tangible needs and enable them live in their homes for as long as possible.</li> </ul>	
The completed EqIA needs to be sent <b>18.</b> Which group or committeeconsidered, reviewed and agreed theEqIA and the Improvement Action	b be completed by Chair of Departmental Equal to the chair of your Departmental Equalities Tas	
Plan? Signed: (Lead officer completing EqIA)	Signed: (Chair o	f DETG)
Date:	Date:	
Date EqIA presented at the EqIA Quality Assurance Group	Signature of ETC	G Chair

# 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 I	Board	
Other	Other			
Title of Project:	Supporting People Efficiencies for Young People Services (CWH E01)			
Directorate / Service responsible:	Community Health & Well Being			
Name and job title of lead officer:	Glendeane Atkins, Sandie Roberts			
Name & contact details of the other persons involved in the assessment:	Tim Miller, Service Manager			
Date of assessment:	11 <sup>th</sup> November 2013			
Stage 1: Overview				
	onwards a		he Supporting People programme oreduce the Young People Se 4	
1. What are you trying to do?			ang People services commissione	
(Explain proposals e.g. introduction of a new service or	Provider	Service	Description of contracted service	Contract Value
policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)	Metropolit Support	an Teenage Parent Project	3 flats with support for Harrow's teen parents (3 also for Brent)	£22,486
	Trust	Harrow Floating Support	Home visiting support for 17 young people who have left care	£46,130
	West	Supported	8 family placements for young	£26,755

London YMCA	Lodgings	people		
YMCA	Roxeth Gate	Hostel and self contained flats - 29 of 42 spaces for Harrow's 16 to 35 year olds	£161,398	
Harrow Churches Housing Association	Young People Supported Housing	Shared houses for 48 young people with visiting support	£222,142	
			£478,746	

Set out below are the options Young People were consulted on together with their responses.

Options consulted on	Response to option	Summary response
Young people		
<b>Option 1.</b> To continue to provide the existing services as they are, but with a reduced capacity.	Option 1: 80% of respondents identified this as their preferred option. Only 9% selected this as their least preferred option and 11% as their middle option	Option 1 is clearly the preferred option with 80% of respondents selecting it as their most preferred option and only 9%
<b>Option 2.</b> To focus the services on young people leaving care and 16 to 19 year olds and reduce other services.	Option 2: 69% of respondents identified this as their least preferred option with only 7% selecting it as their preferred option. 11% selected it as their middle option.	as their least preferred option. Option 2 is clearly the least preferred option with 69% of respondents selecting it as their least preferred
<b>Option 3.</b> To focus on Floating Support rather than housing/hostel spaces. This may be supported with a rent deposit scheme.	Option 3: This option did not elicit strong preferences either way with 46% selecting this as their middle option, 17% as their most preferred option, 14% as their least	option. Option 3 did not elicit a strong response.

		I	preferred option.			
	<ul><li>units from the Wesservice.</li><li>Continue with the Swith the provider.</li></ul>	as to /. aren htrac st Lo uppo Peo	o continue to provide th t Project when that cont of with MST when it cont ondon Framework for t orted Lodging & Roxeth	ne exi tract c mes tr the Y Gate	sting services as t comes to an end in o an end and call oung people Float service and negot	hey are, but off these 17 ing Support iate on price
	Residents / Service Users		Partners	$\checkmark$	Stakeholders	
	Staff		Age	Х	Disability	Х
<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Gender Reassignment	Х	Marriage and Civil Partnership	X	Pregnancy and Maternity	
	Race		Religion or Belief	Х	Sex	
	Sexual Orientation	Х	Other	Х		
<b>3.</b> Is the responsibility shared with another directorate,	Children & Family Serv	ices				
<ul><li>authority or organisation? If so:</li><li>Who are the partners?</li></ul>	Housing Department					
<ul><li>Who has the overall responsibility?</li></ul>	Providers					

•	How have they been involved in the assessment?	Supporting People Team has overall responsibility
		Service users and other stakeholders have been consulted regarding options.
		Discussions with children's service managers and the inclusion of their opinions into
		the options which were consulted on.

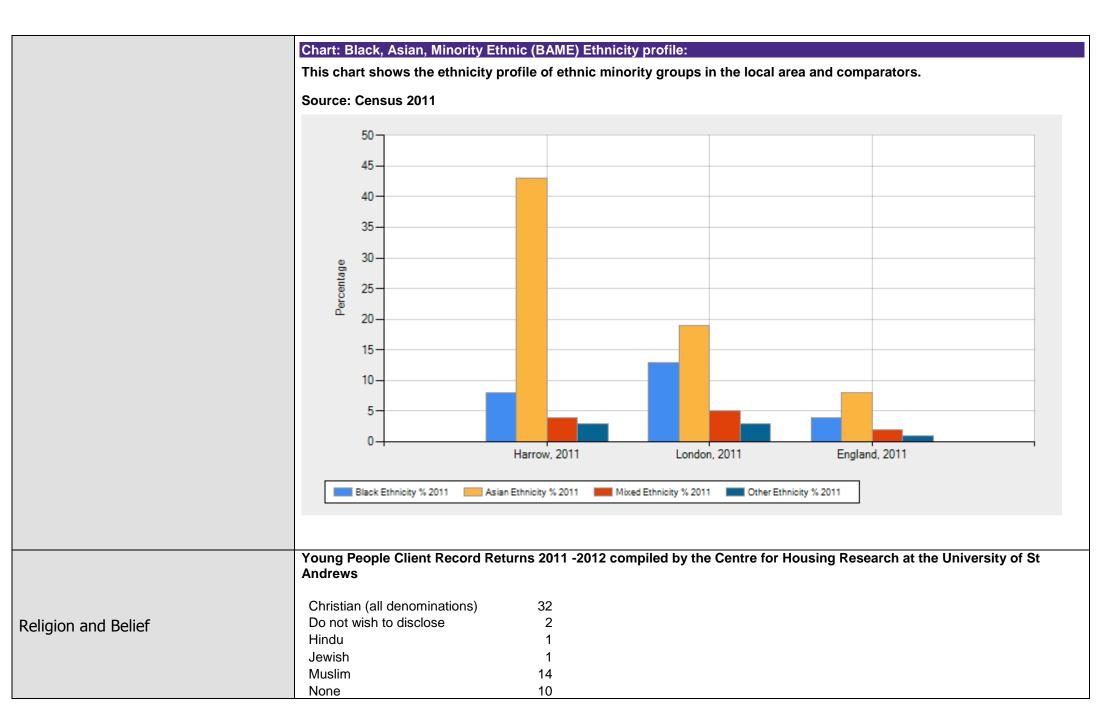
#### Stage 2: Evidence / Data Collation

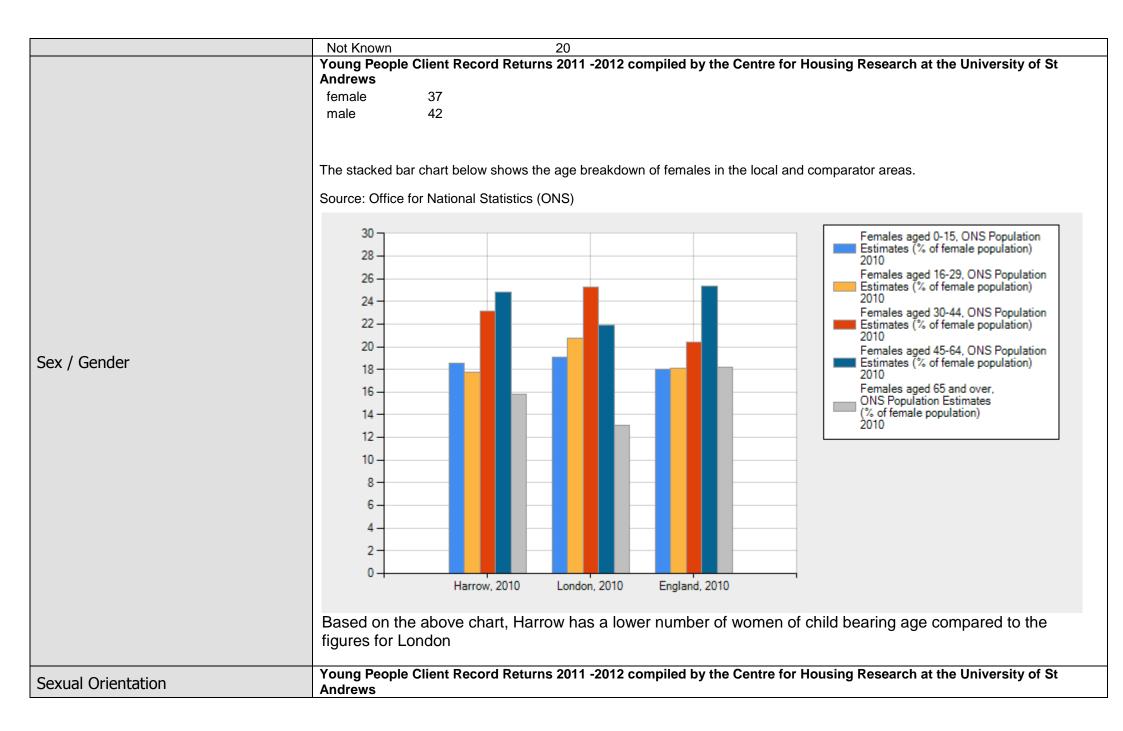
4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, 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)

	Young People Client Record R Andrews	eturns 2011 -	2012 compiled by the Centre for Housing Research at the University of St
	16 - 19 years of age	30	
	20 - 25 years of age	49	
	The age breakdown of the popul	ation is shown	below.
Age (including carers of young/older	Source: Census 2011		
people)		1	
	People aged 16-29, (ONS) (2010)	(43,101)	
	Population aged 20-24 (% of whole population) (2011)	(15,900)	
	Based on the client record services.	figures, ther	e is a higher number of 20-25 year olds who use Supporting People
Disability (including carers of disabled people)			howed that there were 7 people indicated they were disabled and 72 es ranged from mobility (1), chronic (2), Mental (3) and Autism (1)

Gender Reassignment	Client Data Record for Young People showed that 72 people left this answer blank and 7 responded saying they have not had gender reassignment.						
	Table: Civil partnerships by age and gender						
		Harrow	London	England			
	Civil Partnerships, females (% of females aged 16+) (2010)	.01 (3)	.03	.03			
	Civil Partnerships, males (% of males aged 16+) (2010)	.01 (6)	.07	.03			
Marriage / Civil Partnership	Civil Partners aged under 35 (% of all Civil Partnerships) (2008)	38.24 (13)	35.08	33.1			
	Civil Partners aged 35-49 (% of all Civil Partnerships) (2008)	55.88 (19)	46.53	46.91			
	Civil Partners aged 50 and over (% of all Civil Partnerships) (2008)	5.88 (2)	18.39	19.99			
	Source: Office for National Statistics (ONS)						
	The highest number of marriage/civil partnership in Harrow is not amongst people ages 16+ to 34 but between people age between 35 – 49.						
Pregnancy and Maternity	Teen pregnancy rates are very low and are amore Strategic Needs Assessment)	ngst the lowe	st in Engla	and. (Taken f	rom Harrow Joint		
	White 27						
	Black/Black 24 Mixed 15						
	Asian 9						
Race	Other ethnic group: Other 2						
	Gypsy/Romany/Irish Traveller 1						
	Young People Client Record Returns 2011 -2012 comp Andrews	iled by the Cen	tre for Hou	ising Research	at the University of St		





		Doe	s not wish to disclose	e 25					
		Hete	erosexual	52					
		Lest	bian	2					
			ll-time student	8					
			t seeking work	11					
			rt-time work (less tha s/week)	ın 24 11					
			ll-time work (24 hrs o	r 1					
Socio Economic		ma	ore/week)						
		1	an tarma aidi/diaaktad	6					
			ng-term sick/disabled o seeker	42					
		001		72					
		Young	g People Client Record		2 compiled by the Centr				
5. What other (lo	ocal regional	national resea	urch reports		oung People Clier		Returns complied	by the Cen	tre for Housing
media) data sou				Research at the University of St Andrews					
assessment?	looo that your								
				Harrow Joint	Strategic Needs A	Assessmen	t		
List the Title of r	reports / docun	nents and web	osites here.		enalogie Hoode /				
				ONS data					
Stage 3: Asse	ssing Potenti	al Dispropor	tionate Impact	-					
6. Based on the	evidence vou	have consider	ed so far, is there	e a risk that vou	ur proposals could	potentially	have a disprope	ortionate adv	verse impact on
any of the Prote	-		,	,		. ,			•
	Age	Disability		Marriage					
	(including	(including	Gender	and Civil	Pregnancy and	Race	Religion and	Sex	Sexual
		(	Reassignment		Maternity		Belief		Orientation
	carers)	carers)	reassignment	Partnership	-				onencation
Yes	carers) √	carers)		Partnership	√			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

**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	Information from Service Managers in the Children and Family team
further assess the potential disproportionate impact of your	
proposals? (include this evidence, including any data,	
statistics, titles of documents and website links here)	

8. What consultation have you undertaken on your proposals?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	<ul><li>What actions have you taken to address the findings of the consultation?</li><li>(This may include further consultation with the affected groups, revising your proposals).</li></ul>
Service Users	25 <sup>th</sup> July Supporting People Engagement Workshop for Socially Excluded Services Attendees were Service User Reps from 5 Provider agencies and 2 Peer Consultants.	Feedback was that they would be keen to ensure that services are flexible and accessible to service users and they were in favour of a larger service for people with lower support needs, with more generic support with specialist workers.	As a result of the feedback from the workshop, Service users questionnaires were developed which in cooperated the feedback. Below are the options which young people were consulted on: <b>Option 1</b> . To continue to provide the existing services as they are, but with a reduced capacity. <b>Option 2</b> . To focus the services on young people leaving care and 16 to 19 year

	<ul> <li>111 Service user Questionnaires were sent out and 54 were returned.</li> <li>Below is a breakdown of the respondents by age, ethnicity, religion, sex and sexual orientation.</li> <li>Age <ul> <li>16-24 (91), 25-44 (6), 45-64 (0)</li> <li>65+ (0) Not given (3)</li> </ul> </li> <li>Ethnicity <ul> <li>Afgani 2, Bangladeshi 2, African 2, Caribbean 24, Somali 6, Black Other 4 Mixed16, Ethnic other 2, Albanian 2 English 33, White Other 6, No response 4</li> </ul> </li> <li>Religion <ul> <li>Christianity 44, Islam 13, Atheist 19, Other 6, No response 19</li> </ul> </li> <li>Sex <ul> <li>Male 52, Female 43, No response 6</li> </ul> </li> </ul>	option 1 as their preferred option. (To provide support to people at each of the sheltered housing schemes with additional funding to provide visiting support to people living around the scheme in all other forms of housing) Only 9% selected this as their least preferred option and 11% as their middle option.	may be supported with a rent deposit scheme Option 1 has been selected as the way forward and consideration is being given to using the West London Framework to call off services at prices lower than currently commissioned prices. Consideration is being given to reducing the capacity of Young People Supported housing as Performance Indicator data shows that this service has had long term voids of 6-7 for 2011-2012.
Service Managers from Children's and Families.	Discussions, meetings held on 27.6.13, 04.07.13, 12.11.13 and emails	The managers reported back that teenage parents are low priority at the moment.	Intention of not re-commissioning the teenage parents scheme service.
Service Providers	SP providers have been consulted on the proposals through an ongoing review process and through the SP Provider Forums on 4 September 2013. At this meeting Providers were advised of the	Providers were concerned over whether services were going to be decommissioned or reduced. They stated that there is already	Supporting People will work closely with providers to help mitigate the impact of future changes.

pr er wu pr Cu he Se im wu O			tive consultation timetable, osed criteria and arrangements for ging with service users. Providers also asked to comment on the osed changes. ract negotiation meetings are being with individual providers. sultation questionnaires were sent to ce users to establish specific cts of the proposals. Responses received by the Council on the 4 <sup>th</sup> ber 2013 and have been analysed. analysis is reflected in this EqIA.	a serious shortage options for young problems with move of that reducing the acc for young people will into homelessness.	people and on. They felt commodation						
	Stage 5: Assessing Impact and Analysis										
		-			the evidence shows potential for differential impact, if so						
state whether t	nis is an adv	erse or positi	Explain what this impact is		mitigate/remove any adverse impact? What measures can you take to mitigate the impact or						
	Adverse	Positive	happen and the extent of imp		advance equality of opportunity? E.g. further						
Protected					consultation, research, implement equality monitoring						
Characteristic	$\checkmark$		Note – Positive impact ca	n also be used to	etc (Also Include these in the Improvement Action Plan at Stage 7)						
		•	demonstrate how your propo								
			the PSED Sta								
Age (including carers of	$\checkmark$		Young people age between 1 by the proposals to :	6 – 25 will be affected	The new service specifications will drive up service quality. Monitoring will continue to ensure improved outcomes are delivered for services users of all ages.						
young/older people)			<ul> <li>End the Teenage Parent Proceedings to an end in March 2014</li> </ul>		Services will be monitored through the use of a range of Key Performance Indicators, service reviews and Supporting People quality assessment framework in the areas of:						
					<ul> <li>Assessment and Support Planning;</li> <li>Security Health and Safety;</li> <li>Safeguarding and Protection from Abuse;</li> <li>Fair Access, Diversity and Inclusion;</li> </ul>						

				Client Involvement and Empowerment.			
Disability (including carers of disabled people)		~	No adverse impact has been identified, the needs of young people with disabilities will be met.	The key aim of renegotiation/commissioning will be to ensure that services offer value for money to everyone regardless of disability. In all instances, Providers need to demonstrate full compliance with disability equality standards for both the Council and specific supporting people standards relating to support provision.			
Gender Reassignment		~	No adverse impact has been identified, the needs of young people with gender reassignment will be met.	Providers have to provide a comprehensive and credible description of how they deliver a sensitive and appropriate service to the diverse communities in receipt of SP services in Harrow.			
Marriage and Civil Partnership	N/A	N/A	N/A	N/A			
Pregnancy and Maternity	✓		The intention is not to re-commissioning the teenage parents scheme service. However, the needs of young women who fall in the category of pregnancy and maternity will be met. Feedback from West London YMCA is that in the near future Harrow might be able to have the use of one more mother and baby unit at the Roxeth Gate site. Harrow currently has 2 mother and baby units at Roxeth Gate and it will bring the total to 3. Additionally, when the 4 <sup>th</sup> mother and baby unit becomes vacant they are happy to transfer it to Harrow when the current occupant moves out.	Teenage parents will be able to access generic floating support. Additionally, 16 to 19yr olds already have access to statutory services including housing. Existing services and those to be commissioned are for individuals aged 16 years and over, living in any type of housing tenure in the community and have been assessed as requiring housing related support to maintain their accommodation and/or their ability to live independently in the community Consideration also needs to be given to the existence of 2 mother and baby units at West London YMCA with the possibility of this raising to 4 units.			
Race		~	No adverse impact has been identified, for race. Regardless of race the needs of young people for housing related support will be met.	Any providers selected will have to provide a comprehensive and credible description of how they will deliver a sensitive and appropriate service to the diverse communities in receipt of SP services in Harrow.			

Religion or Belief			egardless of religion eople for housing re	Monitoring will continue to ensure improved outcomes are delivered for all religious and faith groups. Housing related support services are not contracted to deliver faith specific provision. All providers, including those that do have a specific religious ethos, are required to demonstrate and evidence an ability to support service users to access religious and faith based services of their choice.						
Sex			egardless of sex the ousing related supp	Provider/s awarded contracts will need to demonstrate full compliance with equality standards in this area for both the Council and specific supporting people standards relating to support provision.						
Sexual orientation		✓ yo	egardless of sexual oung people for hou et.	Providers awarded contracts will need to demonstrate full compliance with equality standards in this area for both the Council and specific supporting people standards relating to support provision.						
	<b>10. Cumulative Impact</b> – Considering what else is happening within the					$\checkmark$	N	С		
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?					There may be a cumulative impact to those groups who may be disproportionately affected by these proposals due to other efficiency projects within the Council and partner agencies. Also changes to Welfare Benefits and Housing Benefit.					
10a. Any Othe	<b>10a. Any Other Impact</b> – Considering what else is happening within the					$\checkmark$	N	С		
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 to happen?					Increasing youth homelessness and proverty could lead to increased crime and unemployment. Improving the quality of remaining services can mitigate this.					
11 To thoro any	ovidonco or co	ncorn that t	he notential advers	o impact ident	ified may recult it	n a Drotactad	Charactorictic	boing die	advantaged?	
<b>11.</b> 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										
	Áge (including	Disability (including	Gender Reassignment	Marriage and Civil	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation	

	carers)	carers)		Partnership					
Yes	ž				$\checkmark$				
No	Х	Х	Х	Х		Х	X	Х	Х
If you have answ	vered "yes" to	any of the abo	ove, set out what	t justification th	ere may be for th	is in Q12a b	elow - link this	to the aims o	of the proposal
					ms. (You are end				concerned that
the proposal may	y breach the e	quality legislat	ion or you are ur	nsure whether t	there is objective	justification	for the propos	al)	
					e (or potential di				
-	•		-	e decision make	er for a final decis	sion to be ma	ade on whethe	r the disadvar	ntage is
proportionate to	achieve the all	ms of the prop	osal.						
If there are a	dvorco offacto	that are not i	ictified and cann	ot bo mitigatod	l, you should not	procood with	the proposal	(coloct out	como (1)
		-		_	bu should not pro	-		-	-
Stage 6: Decis									
		o following ct	tomonte host do	ccribos the out	come of your EqL	A ( A tick or	ho hov only)		
					for unlawful con	•		nact and	
all opportunities		· · · · · · · · · · · · · · · · · · ·		any potentiai				ipact and	
				se impact or ad	vance equality ha	ive heen ide	ntified by the F	aIA <i>list</i>	
the actions you	-		-	•	• •	ive been lac			$\checkmark$
					r adverse impact	or missed or	portunities to	advance	
			-		should be in line w				
					nether there are s				
impact and/or pla									
Outcome 4 – St	op and rethink	k: when there	is potential for s	erious adverse	impact or disadva	antage to one	e or more prote	ected	
				potential for u	nlawful conduct u	nder equalit	ies legislation)		
			-						
12a. If your EqIA			-						
12a. If your EqIA ticked 'yes' in C reasoning to con	<b>211</b> , explain yo	ur justification	-						

Stage 7: Improvemen	nt Action Plan				
	is you plan to take as a result of this Impac	t Assessment. This shou	ld include any ad	ctions identified throug	hout 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
Age	Existing services and those to be commissioned are for individuals aged 16 years and over, living in any type of housing tenure in the community and have been assessed as requiring housing related support to maintain their accommodation and/or their ability to live independently in the community	It is anticipated that by	April 2014 + 6 months	Glendeane Atkins	
Pregnancy and Maternity	Teenage parents will be able to access generic floating support. Additionally, 16 to 19yr olds already have access to statutory services as do care leavers.		April 2014 + 6 months	Glendeane Atkins	

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.

<b>14.</b> 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)	<ul> <li>Quality Assessment Framework monitoring in the areas of: <ul> <li>Assessment and Support Planning;</li> <li>Security Health and Safety;</li> <li>Safeguarding and Protection from Abuse;</li> <li>Fair Access, Diversity and Inclusion;</li> <li>Client Involvement and Empowerment</li> </ul> </li> <li>The ability of supplier organisations to meet service specifications as part of the re-commissioning process.</li> <li>Regular monitoring information submissions from providers on service user (or customer) age, disability, ethnicity, gender, sexual orientation, religion or belief, health and income status will be reviewed to ensure services are developed to meet identified needs;</li> <li>Regular inspection visits/reviews will take place to ensure providers are meeting all necessary equality targets and legislation; and</li> <li>Regular consultation with service users (or customers) will take place to ensure the needs of everyone regardless of age, disability, ethnicity, gender, sexual orientation, religion or belief.</li> </ul>
<b>15.</b> How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Through the Supporting People mechanisms of action plans, databases and reports.
<b>16.</b> Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	No
Stage 9: Public Sector Equality Duty	
<b>17.</b> How do your proposals contribute towards the Public Sector Equality D discrimination, harassment and victimisation, advance equality of opportun	

working hours for parents/carers, IT equipment	s, for example literature will be available in large p will be DDA compliant etc)	rint, Braille and community languages, flexible
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
<ul> <li>The Council will be commissioning external providers to supply services. Internal commissioning and monitoring arrangements will continue to ensure Supporting People contracts the best possible services for people locally.</li> <li>1. They will be asked to demonstrate how they comply with the: <ul> <li>Equal Pay Act 1970</li> <li>Sex Discrimination Act 1975</li> <li>Race Relations Act 1976</li> <li>Race Relations (Amendment) Act 2000</li> <li>Disability Discrimination Act 1995</li> <li>Disability Discrimination (Amendment) Act 2005</li> <li>Human Rights Act 1998</li> <li>Employment Equality (Religion or Belief) Regulations 2003</li> <li>Employment Equality (Sexual Orientation) Regulations 2003</li> <li>Employment Equality (Age) Regulations 2006</li> <li>Equality Act 2010</li> </ul> </li> <li>It is anticipated that there may be some change in current supplier staffing arrangements dependent upon which supplier organisations win contracts being re-commissioned. TUPE will apply.</li> </ul>	All organisations commissioned to provide services will be expected to develop, review and promote policies and practices that ensure equality of opportunity and eliminate discrimination.	Supporting People services are focused on service provision that promotes social inclusion. Services renegotiated/commissioned will enable Young people to access good quality support helping them to achieve and maintain independent living and become positive members in their communities. This will help break down barriers and build community cohesion.

Stage 10 - Organisational sign Off (			
The completed EqIA needs to be sen	it to the chair of your Departmenta	I Equalities Task Group (DETG)	to be signed off.
<b>18</b> . Which group or committee			
considered, reviewed and agreed the			
EqIA and the Improvement Action			
Plan?			
Signed: (Lead officer completing EqIA)		Signed: (Chair of DETG)	
Date:		Date:	
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	

# 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.

	ject / Proposal:	Tick ✓					
Transformati	on		Cabinet				
Capital			Portfolio Holder				
Service Plan			Corporate Strate	egic Board			
Other	Efficiency	✓	Other		✓		
Title of Proje	ct:	Library Sto	ckfund (CHW E03)				
Directorate /	Service responsible:		Health & Well Being ports & Leisure Servic	ce			
Name and jo	b title of lead officer:	Marianne Locke Divisional Director Community & Culture					
Name & cont assessment:	act details of the other persons involved in the	anager Libraries, S					
Date of asses	ssment:	1 July 2014					
Stage 1: Ov	verview						
		Reduce the library stockfund in line with previous spending levels.					
<b>1</b> . What are you trying to do? (Explain proposals e.g. introduction of a new service or		The stock-fund has been set at £423,000 for 2014-15 but in the previous two years, the council has not spent this amount of money per annum on stock.					
• • • • •	review, changing criteria, reduction / removal structure, deletion of posts etc)	bookstock	te the level of stockfund spent, Harrow has consistently had a high level of stock (5 <sup>th</sup> highest out of 18 Outer London boroughs in 2012/3 CIPFA Actuals) as been 2 <sup>nd</sup> or 3 <sup>rd</sup> highest issuing Outer London authority (2 <sup>nd</sup> of 18 in				

		for st	addition, Harrow joined t tock purchasing which is ver.			for
	technologies such as e experienced this along authority in 2012/13, is nearly 10% between 2 downturn as customers and activities, informat Network public access visits. In 2013-4, Harro Network and the Libra the stock of 15 other L implemented in all libra	-boo with ssue: 010- s use inter inter ow in ry Ma ondo aries	gionally stock issues are ks, film and music down other authorities and de s had declined by 8% on 11 and 2011-12). Library e libraries for other purpo points, community hubs. met and software termin vested a significant amo anagement System – wh on authorities including H in April 2014. The new o roject to support SME's i	loads spit the visioses In p als a unt i ich r larro contr	s etc. Harrow has e being a high issu previous year (an its are not affected such as reading e articular the Peop ttract a large num n upgrading the P ow gives online a w's. In addition, V ractor has also lau	uing d by d by this vents le's lber of eople's ccess to ViFi was
	Residents / Service Users	~	Partners	~	Stakeholders	
	Staff		Age		Disability	
<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief		Sex	
	Sexual Orientation		Other			
<ul> <li>3. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	stock-fund is controlle	ed b	Carillion Integrated Ser y the Council and is on stock. CLIS have a ta	relea	sed to the cont	ractor on
	CLIS have been notifie	d of	the Council's intentions	and	have given us co	mparator

data for the other library services within their contracts. This demonstrates that Harrow is still spending comparatively well out of the four with the second highest spend per capita (2011 Census population) and tied second highest spend per library.
In addition, CLIS are reviewing the stock purchasing arrangements to see if the current Consortium is still delivering best value for money or whether there are alternative arrangements which can drive even better deals in the supply of library stock. They are also investigating newer, cheaper formats to supplement library supply such as the free downloadable magazine service now on offer through library membership and reference materials online.
However, CLIS have indicated that in the light of this reduction they will want to reduce the issue target from 2% increase to 1.44%. This is still aspirational in the light of the national decline.

## Stage 2: Evidence / Data Collation

Plan at Stage 7)

**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

<b>3 7</b>	
Age (including carers of young/older people)	Although libraries collect membership data by age, there is no specific data which can demonstrate impact on this characteristic as levels and types of borrowing vary from individual to individual, irrespective of age. However, no particular negative impact has been noted from previous levels of spend on the stockfund. Libraries will continue to provide a range of activities such as story times for younger children, the Schools Library Service (self financing) and activities such as Silver Surfers for older people or family learning activities for families. The Bookstart programme (which offers free books and library membership to all new babies born in Harrow) will be unaffected by this proposal.

Disability (including carers of disabled people)	Libraries provide large print books and audio described DVDs for older or disabled people but there is no specific data which can demonstrate impact on this characteristic as levels of borrowing vary from individual to individual whatever the disability may be. Newer formats and the wide availability of subtitled/described films elsewhere for example are replacing traditional library usage in this category. However, no particular negative impact has been noted from previous levels of spend on the stockfund.
Gender Reassignment	There is no specific data which can demonstrate impact on this characteristic as this information has not been collected by libraries and levels and types of borrowing vary from individual to individual.
Marriage / Civil Partnership	There is no specific data which can demonstrate impact on this characteristic as this information has not been collected by libraries and levels and types of borrowing vary from individual to individual
Pregnancy and Maternity	There is no specific data which can demonstrate impact on this characteristic as this information has not been collected by libraries. However, the Bookstart programme (which offers free books and library membership to all new babies born in Harrow) will be unaffected by this proposal.
Race	There is no specific data which can demonstrate impact on this characteristic as levels and types of borrowing vary from individual to individual, irrespective of race. However, no particular negative impact has been noted from previous levels of spend on the stockfund. Libraries will continue to provide materials both in hard copy and online in community languages or for ESOL or materials with particular relevance to sections of the community such as Black History. In addition, a wide range of activities and events are available for all.
Religion and Belief	There is no specific data which can demonstrate impact on this characteristic as this information has not been collected by libraries and levels and types of borrowing vary from individual to individual.
Sex / Gender	There is no specific data which can demonstrate impact on this characteristic as levels and types of borrowing vary from individual to individual, irrespective of gender.
Sexual Orientation	There is no specific data which can demonstrate impact on this characteristic as this information has not been collected by libraries and levels and types of borrowing vary from individual to individual.
Socio Economic	There is no specific data which can demonstrate impact on this characteristic as this information has not been collected by libraries. However, postcode mapping against the Mosaic segments indicate a wide socio-economic spread of library users. No particular negative impact has been noted from previous levels

		of s	pend on the stock	fund and	levels	s and types of bor	rrowing vary	from individua	al to individua	al
5. What consult	ation have you	undertaken o	on your proposals	?						
Who was	consulted?	What co	What consultation methods were used?		What do the results show about the impact on different groups / Protected Characteristics?			<ul> <li>What actions have you taken to address the findings of the consultation?</li> <li>(This may include further consultati with the affected groups, revising your proposals).</li> <li>Library contract already includes performance measures regarding levels of stock issues and use of libraries by under-represented groups.</li> </ul>		
Carillion		Meeting	5	None – a wide range of materials including those for particular groups (large print, community languages etc) will continue to be purchased.						
Library users have consulted on the stockfund in prev	e levels of									
<ul> <li>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</li> <li>List the Title of reports / documents and websites here.</li> </ul>					s (2012-13) for lib r contracting auth				ockfund	
			rtionate Impact							
<b>7.</b> Based on the on any of the Pro	•		ed so far, is there	e a risk tha	at you	Ir proposals could	l potentially h	nave a disprop	ortionate adv	erse impact
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marria and Ci Partners	vil	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation

Yes									
No	Х	Х	Х	X	Х	Х	х	х	Х
Best Practic sector organi It will be used users directly D - If you have Although the advance equa age 4: Collat What addition lation to your	e: You may was sations, service ful to also collar affected by yo e ticked 'No' to assessment ma ality of opportu ting Additiona al data / evide proposals as a	ant to consider e users and Un te further evid ur proposals) all of the abov ay not have id nity to make y al data / Evid nce have you result of the a	r setting up a W ions) to develop lence (additiona to further asses ve, then go to <b>S</b> entified potentia our proposals m	orking Gro the rest o data, con s the pote <b>tage 6</b> al dispropo nore inclus	of the Protected Cha oup (including colleage of the EqIA isultation with the release ntial disproportionate rtionate impact, you ive. These actions sho	ues, partners, evant commun impact identif may have iden	stakeholders, hities, stakehol fied and how t htified actions y	voluntary cor der groups a his can be mi which can be	nmunity nd service tigated. taken to
ocuments and <b>9</b> . What further		-	aken on your p	roposals as	s a result of your ana	lysis at Stage (	3?		
Who was	consulted?	What co	taken on your proposals as a result of your analysis at Stage nsultation methods were used? What do the results show about the impact on different groups / Protected Characteristics?		rent groups /	addres (This may in with the a	ions have you is the finding consultation iclude further ffected group our proposals	s of the consultations, revising	
							1		

Stage 5: Asse	essing Imp	act and An	alysis			
		•				shows potential for differential impact,
if so state whet	her this is an	adverse or	positive impact? How likely is this to			
Protected Characteristic	Adverse	Positive	Explain what this impact is, how happen and the extent of impact if Note – Positive impact can also	it was to occur.	impact or a further cons	asures can you take to mitigate the advance equality of opportunity? E.g. sultation, research, implement equality ring etc (Also Include these in the
	v	v	demonstrate how your proposals m the PSED Stage 9	neet the aims of	Impro	ovement Action Plan at Stage 7)
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							
			what else is happening with		Yes	No	
			our proposals have a cumula	ative			
impact on a pa							
If yes, which P	rotected Cha	racteristics co	ould be affected and what is	s the			
potential impac							
			what else is happening with		Yes	No	
			nple national/local policy, au ommunity tensions, levels of				
		•	individuals/service users so				
		-	unity cohesion?				
If ves, what is	the potential	impact and h	now likely is to happen?				

	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 answ	wered "yes" to	any of the ab	ove, set out what	justification th	ere may be for thi	is in Q12a	below - link this	to the aims	of the
proposal and wh	hether the disad	dvantage is pi	oportionate to the	e need to meet	t these aims. (You	u are encou	uraged to seek le	gal advice,	if you are
			-		Insure whether the		-	-	•
	FF	-,		,			····· ,		,
If the analysis s	hows the noter	tial for seriou	s adverse impact	or disadvantad	ge (or potential dis	crimination	n) hut vou have i	dentified a	notential
	•		•		er for a final decisi				
						וטוו נט גע וו	laue on whether		
-	•								5
proportionate to	•								5
proportionate to	o achieve the ai	ms of the pro	posal.						2
<ul><li>proportionate to</li><li>If there are a</li></ul>	adverse effects	ms of the pro that are not j	justified and cann	ot be mitigated	l, you should not p	proceed wit	th the proposal.	(select ou	itcome 4)
<ul><li>proportionate to</li><li>If there are a</li><li>If the analys</li></ul>	achieve the ai adverse effects sis shows unlaw	ms of the pro that are not j	justified and cann	ot be mitigated		proceed wit	th the proposal.	(select ou	itcome 4)
<ul><li>proportionate to</li><li>If there are a</li></ul>	achieve the ai adverse effects sis shows unlaw	ms of the pro that are not j	justified and cann	ot be mitigated	l, you should not p	proceed wit	th the proposal.	(select ou	itcome 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> </ul>	adverse effects sis shows unlaw sion	ms of the pro that are not j ful conduct u	posal. justified and cann nder the equalitie	ot be mitigated s legislation, ye	l, you should not pou should not proc	proceed wit ceed with t	th the proposal. he proposal. <b>(se</b> l	(select ou	itcome 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>13. Please indic</li> </ul>	achieve the ai adverse effects sis shows unlaw sion cate which of th	ms of the pro that are not j ful conduct u e following st	posal. Justified and cann Inder the equalities atements best de	ot be mitigated s legislation, yo scribes the out	d, you should not pou should not proc ou should not proc come of your EqIA	proceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only)	(select ou lect outco	itcome 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>13. Please indic</li> <li>Outcome 1 – N</li> </ul>	adverse effects sis shows unlaw sion cate which of th No change requ	ms of the pro that are not j ful conduct u e following st ired: the EqI/	posal. justified and cann nder the equalities atements best de A has not identifie	ot be mitigated s legislation, yo scribes the out	l, you should not pou should not proc	proceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only)	(select ou lect outco	itcome 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>13. Please indic</li> <li>Outcome 1 – N all opportunities</li> </ul>	achieve the ai adverse effects sis shows unlaw sion cate which of th No change requ s to advance eq	ms of the pro that are not j ful conduct u e following st ired: the EqIA uality are beir	posal. Justified and cann Inder the equalities atements best de A has not identifie Ing addressed.	ot be mitigated s legislation, yo scribes the out d any potentia	d, you should not p ou should not proc come of your EqIA for unlawful conc	proceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp	(select ou lect outcor	itcome 4) me 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>13. Please indic</li> <li>Outcome 1 – Nall opportunities</li> <li>Outcome 2 – Nall Stage 2 –</li></ul>	adverse effects sis shows unlaw sion cate which of th No change requ s to advance eq Minor adjustme	ms of the pro that are not j ful conduct u e following st ired: the EqIA uality are bein nts to remove	posal. justified and cann nder the equalities atements best de has not identifie ng addressed.	ot be mitigated s legislation, yo scribes the out d any potentia se impact or ad	d, you should not pou should not proc ou should not proc come of your EqIA I for unlawful conc Ivance equality ha	proceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp	(select ou lect outcor	itcome 4) me 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>13. Please indice</li> <li>Outcome 1 - No</li> <li>all opportunities</li> <li>Outcome 2 - No</li> <li>the actions you</li> </ul>	achieve the ai adverse effects sis shows unlaw sion cate which of th No change requ to advance eq Minor adjustmen <i>propose to tak</i>	ms of the pro that are not j ful conduct u e following st ired: the EqIA uality are bein nts to remove e to address t	posal. Justified and cann Inder the equalities atements best de A has not identifien Ing addressed. A mitigate adverse A his in the Improve	ot be mitigated s legislation, young scribes the out d any potentians e impact or ad comment Action F	d, you should not p ou should not proc come of your EqIA I for unlawful conc Ivance equality hav Plan at Stage 7	oroceed with the seed with th	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec	(select ou lect outcor pact and qIA. <i>List</i>	itcome 4) me 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>Stage 6: Decision</li> <li>Please indice</li> <li>Outcome 1 – No</li> <li>all opportunities</li> <li>Outcome 2 – No</li> <li>the actions you</li> <li>Outcome 3 – Co</li> </ul>	adverse effects adverse effects sis shows unlaw sion cate which of th No change requ to advance eq Minor adjustmen <i>propose to take</i> Continue with p	ms of the pro that are not j ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address to roposals desp	posal. Justified and cann Inder the equalities atements best de A has not identifien Ing addressed. A mitigate adverse <i>his in the Improve</i> ite having identifi	ot be mitigated s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo	d, you should not pou should not pou come of your EqIA for unlawful conc lvance equality hav <i>Plan at Stage 7</i> r adverse impact o	oroceed with the seed of the second	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec	(select ou lect outcom pact and qIA. <i>List</i> dvance	itcome 4) me 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>13. Please indice</li> <li>Outcome 1 - Nall opportunities</li> <li>Outcome 2 - Nather actions you</li> <li>Outcome 3 - Content</li> </ul>	adverse effects adverse effects sis shows unlaw sion cate which of th No change requ to advance eq Minor adjustmen <i>propose to take</i> Continue with p	ms of the pro that are not j ful conduct un e following st ired: the EqIA uality are bein nts to remove e to address to roposals desp	posal. Justified and cann Inder the equalities atements best de A has not identifien Ing addressed. A mitigate adverse <i>his in the Improve</i> ite having identifi	ot be mitigated s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo	d, you should not p ou should not proc come of your EqIA I for unlawful conc Ivance equality hav Plan at Stage 7	oroceed with the seed of the second	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec	(select ou lect outcom pact and qIA. <i>List</i> dvance	itcome 4) me 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>Stage 6: Decision</li> <li>Please indice</li> <li>Outcome 1 – Nall opportunities</li> <li>Outcome 2 – Nather actions you</li> <li>Outcome 3 – Cequality. In this</li> </ul>	adverse effects adverse effects sis shows unlaw sion cate which of th No change requ to advance eq Minor adjustmen <i>propose to take</i> Continue with p case, the justif	ms of the pro that are not j ful conduct u e following st ired: the EqIA uality are bein nts to remove e to address t roposals desp ication needs	posal. justified and cann nder the equalities atements best de has not identifien g addressed. / mitigate adverse his in the Improventifient ite having identifient	ot be mitigated s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo the EqIA and s	d, you should not pou ou should not proc come of your EqIA for unlawful conc lvance equality hav <i>Plan at Stage 7</i> r adverse impact of should be in line w	oroceed with the proceed of the proceed	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due r	(select ou lect outcor pact and qIA. <i>List</i> dvance regard'. In	itcome 4) me 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>Stage 6: Decision</li> <li>Please indice</li> <li>Outcome 1 – Nall opportunities</li> <li>Outcome 2 – Nather actions you</li> <li>Outcome 3 – Call</li> <li>equality. In this some cases, conditioned</li> </ul>	adverse effects adverse effects sis shows unlaw sion cate which of th No change requ to advance eq Minor adjustmen <i>propose to tak</i> Continue with p case, the justif mpelling reason	ms of the pro that are not j ful conduct u e following st ired: the EqIA uality are bein nts to remove e to address t roposals desp fication needs s will be need	posal. Justified and cann nder the equalities atements best de has not identifien addressed. / mitigate advers <i>his in the Improve</i> ite having identifi to be included in led. You should a	ot be mitigated s legislation, yo scribes the out d any potentia se impact or ad <u>ement Action F</u> ed potential fo the EqIA and s lso consider wh	d, you should not pou should not pou come of your EqIA for unlawful conc lvance equality hav <i>Plan at Stage 7</i> r adverse impact o	oroceed with the proceed of the proceed	th the proposal. he proposal. <b>(se</b> l one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due r	(select ou lect outcor pact and qIA. <i>List</i> dvance regard'. In	itcome 4) me 4)
<ul> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>Stage 6: Decision</li> <li>Please indice</li> <li>Outcome 1 – Nall opportunities</li> <li>Outcome 2 – Nall opportunities</li> <li>Outcome 3 – Comparison</li> <li>Outcome 3 – Comparison</li> <li>Some cases, continuation</li> </ul>	adverse effects sis shows unlaw sion cate which of th No change requ to advance eq Minor adjustmen <i>propose to take</i> Continue with p case, the justif mpelling reason	ms of the pro that are not j ful conduct u <u>e following st</u> ired: the EqI/ <u>uality are bein</u> nts to remove <u>e to address t</u> roposals desp ication needs s will be need	posal. Justified and cann nder the equalities atements best de has not identifien g addressed. / mitigate advers his in the Improventite to be included in led. You should a <b>(Explain this in</b>	ot be mitigated s legislation, yo scribes the out d any potentia se impact or ad ement Action F ed potential fo the EqIA and s lso consider wh <b>13a below)</b>	d, you should not pour should not proc come of your EqIA for unlawful conc lvance equality hav <i>Plan at Stage 7</i> r adverse impact of should be in line wo nether there are su	oroceed with the contract of the proceed with the contract of the process of the contract of t	th the proposal. he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due r ans to reduce the	(select ou lect outcor pact and qIA. <i>List</i> dvance regard'. In adverse	itcome 4) me 4)
<ul> <li>proportionate to</li> <li>If there are a</li> <li>If the analys</li> <li>Stage 6: Decision</li> <li>Stage 6: Decision</li> <li>Please indice</li> <li>Outcome 1 – No</li> <li>all opportunities</li> <li>Outcome 2 – No</li> <li>the actions you</li> <li>Outcome 3 – Co</li> <li>equality. In this some cases, contimpact and/or point</li> <li>Outcome 4 – So</li> </ul>	adverse effects adverse effects sis shows unlaw sion cate which of th No change requi- to advance eq Minor adjustmen <i>propose to take</i> Continue with p case, the justif mpelling reason plans to monitor	ms of the pro that are not j ful conduct u e following st ired: the EqIA uality are bein nts to remove to address to roposals desp ication needs s will be need the impact.	posal. Justified and cann nder the equalities atements best de has not identifien addressed. / mitigate advers <i>his in the Improve</i> ite having identifi to be included in led. You should a <b>(Explain this in</b> is potential for se	ot be mitigated s legislation, your scribes the out d any potentia se impact or ad <u>ement Action F</u> ed potential fo the EqIA and so lso consider whe <b>13a below)</b> erious adverse	d, you should not pou ou should not proc come of your EqIA for unlawful conc lvance equality hav <i>Plan at Stage 7</i> r adverse impact of should be in line w	oroceed with the ceed with the A ( ✓ tick of duct or disp ve been ide or missed of vith the PSI ufficient pla ntage to or	th the proposal. he proposal. <b>(se</b> one box only) proportionate imp entified by the Ec opportunities to a ED to have 'due r ans to reduce the	(select ou lect outcor pact and qIA. <i>List</i> dvance regard'. In adverse	itcome 4) me 4)

Stage 7: Improvement 14. List below any action	nt Action Plan Ins you plan to take as a result of this Impa	ct Assessment. This shou	ld include any a	ctions identified throug	hout 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
All	Monitoring of delivery against contract performance indicators	Target on levels of materials issued	Mar 15	Tim Bryan	May 2014
		Target on number of visits to libraries			

# 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.

<b>15.</b> How will you monitor the impact of the proposals once they have	Monitoring of delivery against contract performance indicators which
been implemented? What monitoring measures need to be introduced to	include target on levels of materials issued and target on number of
ensure effective monitoring of your proposals? How often will you do	visits to libraries. Monitoring information is received monthly and
this? (Also Include in Improvement Action Plan at Stage 7)	reviewed quarterly.
<b>16.</b> How will the results of any monitoring be analysed, reported and	Through client monitoring meetings and quarterly Partnership
publicised? (Also Include in Improvement Action Plan at Stage 7)	Monitoring Boards (with Ealing)
<b>17.</b> Have you received any complaints or compliments about the	No although there have been complaints in the last financial year
proposals being assessed? If so, provide details.	about the level of stock being bought. This was caused by difficulties in

the implementation of the new LMS and book ordering system and not
by the level of stockfund. Those issues have now been resolved and
books are being ordered as normal. No further complaints have been
received.

## Stage 9: Public Sector Equality Duty

**18.** 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
	The purchase of library stock includes materials in a wide variety of formats to ensure accessibility to reading and information by Harrow's community e.g. large print, community language, children's materials and online. Library services such as the Housebound Library service and Bookstart ensure that all can have access to books and other library stock.	
	completed by Chair of Departmental Equality	
	he chair of your Departmental Equalities Task	Group (DETG) to be signed off.
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?		
Signed: (Lead officer completing EqIA)	Signed: (Chair of	DETG)

Date:	Date:	
Date EqIA presented at the EqIA Quality Assurance Group	Signature of ETG Chair	

# 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 Deci	sion:	Tick ✓
Transformation		Cabinet		
Capital		Portfolio Holde	er	
Service Plan	✓	Corporate Stra	ategic Board	
Other		Other		
Title of Project:	Governor S	Services' Printin	g Costs and Bulletin Development (C&F E02	)
Directorate / Service responsible:			e Education and Commissioning Divisional Di es Corporate Directorate	rectorate
Name and job title of lead officer:	Patrick O'D	Dwyer. Educatio	n Professional Lead, Education Strategy	
Name & contact details of the other persons involved in the assessment:	Neetha Atu	ukorale, Govern	or Services Officer, Education Strategy (x65	04)
Date of assessment:	1 July 201	4		
Stage 1: Overview				
<ol> <li>What are you trying to do?</li> <li>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</li> </ol>	value of th additional Harrow Go school cler virtue of th The Gover format. As	he Harrow Gove links to key doc overnors' Bulleti rks and some Co his broad circula mors' Bulletin is a result of this	or Services printing costs of £10,000 and im rnors' Bulletin by providing it in digital copy suments and opportunities to enhance font s in is circulated to all governors (700), headte buncil officers in Harrow LA area and would ation, all protected groups. <u>not being discontinued</u> it was changed to a change, which has now operated for two ye as already been made. This was done after o	with with achers, include, by digital ears, the

	with governor represen	tativ	es.			
	improve access to the links to new sources of negative feedback to the affected only in the ser	Bulle info ne ch nse t affe	on any group and, in fact etin's content and provide ormation. There has been hange to the digital forma hat there has been a cha ected as there is an enhal	e a w <u>no</u> at. T ange	ide range of acce adverse reaction of he following group in the mode of de	ssible or ps are elivery.
	Residents / Service Users	$\checkmark$	Partners	$\checkmark$	Stakeholders	$\checkmark$
	Staff	$\checkmark$	Age	$\checkmark$	Disability	$\checkmark$
<b>2.</b> Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Gender Reassignment	$\checkmark$	Marriage and Civil Partnership	$\checkmark$	Pregnancy and Maternity	$\checkmark$
	Race	$\checkmark$	Religion or Belief	$\checkmark$	Sex	$\checkmark$
	Sexual Orientation	$\checkmark$	Other			
<ul> <li>3. Is the responsibility shared with another directorate, authority or organisation? If so:</li> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	No					
Stage 2: Evidence / Data Collation						
<ul> <li>4. What evidence / data have you reviewed to assess the polysection below. This can include census data, borough profile, involvement tracker, customer satisfaction surveys, focus groon the nine Protected Characteristics.</li> <li>(Where you have gaps (data is not available/being collated), Plan at Stage 7)</li> </ul>	profile of service users, oups, research interviews	work , stai	force profiles, results fro ff surveys; complaints etc	om co c. W	onsultations and t here possible inclu	he ude data
Age (including carers of young/older people)						

Disability (including carers of disab people)	led		
Gender Reassignment			
Marriage / Civil Partnership			
Pregnancy and Maternity			
Race			
Religion and Belief			
Sex / Gender			
Sexual Orientation			
Socio Economic			
5. What consultation have you und	lertaken on your proposals?		
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).
<b>6.</b> What other (local, regional, natimedia) data sources that you have			·

List the Title of	reports / docun	nents and we	bsites here.						
Stano 3. Ass	essing Potenti	al Dispropo	rtionate Impact						
					ur proposals could	notentially	have a disprop	ortionate ac	lverse imnact
	rotected Charac			a hok that you		potentiality			
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientatio
Yes									
No	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
sector organ It will be us users direct	nisations, service eful to also colla y affected by yo	e users and U ite further evi our proposals)	nions) to develop dence (additional	the rest of the data, consulta the potential of	ncluding colleague EqIA tion with the relev disproportionate in	vant commu	unities, stakeholo	der groups	and service
sector organ It will be us users direct NO - If you ha Although th	hisations, service eful to also colla ly affected by yo ve ticked 'No' to e assessment m	e users and U ite further evi our proposals) all of the abo ay not have io	nions) to develop dence (additional ) to further assess ove, then go to <b>St</b> dentified potentia	the rest of the data, consulta the potential of <b>age 6</b> I disproportiona	e EqIA tion with the relev	vant commu mpact ident ay have ide	unities, stakeholo ified and how th entified actions v	der groups his can be r vhich can b	and service nitigated. e taken to
<ul> <li>sector organ</li> <li>It will be us users direct</li> <li>NO - If you hat</li> <li>Although th advance eq</li> </ul>	hisations, service eful to also colla ly affected by yo ve ticked 'No' to e assessment m	e users and U ate further evi- our proposals) all of the abo ay not have io nity to make	nions) to develop dence (additional ) to further assess ove, then go to <b>St</b> dentified potentia your proposals m	the rest of the data, consulta the potential of <b>age 6</b> I disproportionatore inclusive. T	e EqIA tion with the relev disproportionate in ate impact, you m These actions shou	vant commu mpact ident ay have ide uld form yo	unities, stakeholo ified and how th entified actions v ur Improvement	der groups his can be r vhich can b Action Plan	and service nitigated. e taken to n at Stage 7
<ul> <li>sector organ</li> <li>It will be us users direct</li> <li>NO - If you have advance equivalent of the sector of the sect</li></ul>	hisations, service eful to also colla ly affected by yo ve ticked 'No' to e assessment mulaity of opportu- ating Addition onal data / evide	e users and U ate further evi- our proposals) all of the abo ay not have io inity to make al data / Ev	nions) to develop dence (additional ) to further assess ove, then go to <b>St</b> dentified potentia your proposals m idence	the rest of the data, consulta s the potential of cage 6 I disproportionatore inclusive. The Feedback for Advisory Gongovernors	e EqIA tion with the relev disproportionate in ate impact, you m	ay have idea ay have idea ald form your presentative ors Appoint rning Bodies ermly bulle	unities, stakehold ified and how th entified actions v ur Improvement s at the (then) C ments Advisory I s. We also have tin itself feedbac	der groups his can be r which can b Action Plan Governor Se Panel and t termly mee ck is encour	and service nitigated. e taken to n at Stage 7 ervices hrough the etings with raged. We

9. What furthe	r consultatio	n have yo	u undertaken on your proposals a	as a result of your analy	vsis at Stage 3	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? (This may include further consultation with the affected groups, revising your proposals).	
Governor Servio	ces Advisory	Group I	leetings	Positive feedback on t and the quality of the	-	Group now closed	
Governors Appo Panel	Governors Appointments Advisory Panel		leetings	Positive feedback on t and the quality of the	this change	Continue to seek feedback on the Bulletin and try to include suggestions for following Bulletins	
Association of H Bodies	Association of Harrow Governing Bodies		leetings	Positive feedback on this change and the quality of the Bulletin		Continue to seek feedback on the Bulletin and try to include suggestions for following Bulletins	
Termly Harrow Meetings Stage 5: Asse	5		1eetings	Positive feedback on this change and the quality of the Bulletin		Continue to seek feedback on the Bulletin and try to include suggestions for following Bulletins	
10. What does	your eviden	ce tell yo	about the impact on different gro	•		e shows potential for differential impact,	
Protected Characteristic		Explain what this impact in happen and the extent of im Note – Positive impact ca demonstrate how your proporties the PSED St	happen and the extent of impact if it was to occur.impactNote - Positive impact can also be used tordemonstrate how your proposals meet the aims of the PSED Stage 9r		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)		V	Please note that all feedback, throu generic and we do not receive feed targeted groups.		We offer printe in large print (	ed copies to those who request them, including rarely needed).	

Disability (including carers of disabled people)	$\checkmark$	We offer printed copies to those who request them, including in large print (rarely needed).
Gender Reassignment	$\checkmark$	
Marriage and Civil Partnership	$\checkmark$	
Pregnancy and Maternity	$\checkmark$	
Race	$\checkmark$	
Religion or Belief	$\checkmark$	
Sex	$\checkmark$	
Sexual	$\checkmark$	

orientation									
		-	at else is happeni	-	Yes		No	ο ν	/
Council and Harr impact on a part			roposals have a c ic?	cumulative					
impace on a pare									
If yes, which Propotential impact?		eristics could	be affected and v	what is the					
		nsidering what	at else is happenii	ng within the	Yes	$\checkmark$	No	D	
		• •	national/local po	• •	It will have a pos	<u>sitive</u> impact	in keeping sch	nool govern	ors and key
			unity tensions, le		staff up to date v	with what is	happening nat	ionally, incl	uding on
economic, health		•	viduals/service us	ers socio	issues of the per	formance of	vulnerable gro	oups and ec	jualities
cconomic, nealth									
If yes, what is th	e potential im	pact and how	likely is to happe	n?					
12. Is there any	evidence or co	oncern that th	e potential adver	se impact ident	ified may result in	a Protected	d Characteristic	being disa	dvantaged?
	· · · · · · · · · · · · · · · · · · ·		The second se		iscrimination, hara		l victimisation a	and other p	rohibited
conduct under th			Harrow HUB/Equ		ersity/Policies and	Legislation			
	Age	Disability	Gender	Marriage	Pregnancy and	Daga	Religion and	Cov	Sexual
	(including carers)	(including carers)	Reassignment	and Civil Partnership	Maternity	Race	Belief	Sex	Orientation
Yes									
No	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
-	•	•			ere may be for the these aims. (You	-			
			-		nsure whether the		—		-
			equality regionation						,poour,
					e (or potential dis				
				e decision make	er for a final decis	ion to be ma	ade on whether	the disadv	antage is
proportionate to	achieve the ai	ms of the pro	posal.						
<ul> <li>If there are a</li> </ul>	dverse effects	that are not i	ustified and cann	ot be mitigated	, you should not p	proceed with	the proposal	(select o	utcome 4)
		-		•	· · ·			•	-
If the analysis	s shows unlaw	ful conduct ui	nder the equalities	s legislation, yo	ou should not proc	ceed with the	e proposal. <b>(se</b>	elect outco	ome 4)

Stage 6: Decision					
13. 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.	v				
<b>Outcome 2</b> – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List</i>					
the actions you propose to take to address this in the Improvement Action Plan at Stage 7					
<b>Outcome 3</b> – 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 13a below)					
<b>Outcome 4</b> – 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)					
<b>13a.</b> If your EqIA is assessed as <b>outcome 3 or you have</b>					
ticked 'yes' in Q12, explain your justification with full					
reasoning to continue with your proposals.					

Stage 7: Improvement 14. List below any action	t Action Plan s you plan to take as a result of this Impac	t Assessment. This shoul	ld include any ac	tions identified through	out 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.

<b>15.</b> How will you monitor the impact of the propulse implemented? What monitoring measures resure effective monitoring of your proposals? H	need to be introduced to	Feedback from govern meetings	ors and governor representative groups and			
this? (Also Include in Improvement Action Plan a	,					
<b>16.</b> How will the results of any monitoring be and publicised? <i>(Also Include in Improvement Action)</i>	alysed, reported and	In governor services n	neetings and feedback to governor groups			
17. Have you received any complaints or complin	ments about the	No				
proposals being assessed? If so, provide details.						
Stage 9: Public Sector Equality Duty						
	<b>18.</b> 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, adv	• •		-			
(Include all the positive actions of your proposals	s, for example literature wi	Il be available in large p	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 o people from diff	•••••	Foster good relations between people from different groups			
	Bulletin encourages and i	nforms a high quality				
Literature will be available in large print or in	of knowledge, understand	<b>2</b> , ,	Bulletin encourages and informs a high quality			

order to improve in impact of governance on

children's outcomes in schools, promoting

equality of opportunity and success.

hard copy for those who require it. Bulletin

issues.

includes articles on equality and safeguarding

of knowledge, understanding and dialogue in

order to improve in impact of governance on

children's outcomes in schools.

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.							
<b>19</b> . Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	Children and Families DETG						
Signed: (Lead officer completing EqIA)	Patrick O'Dwyer	Signed: (Chair of DETG)					
Date:	1 <sup>st</sup> July 2014	Date:					
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair					