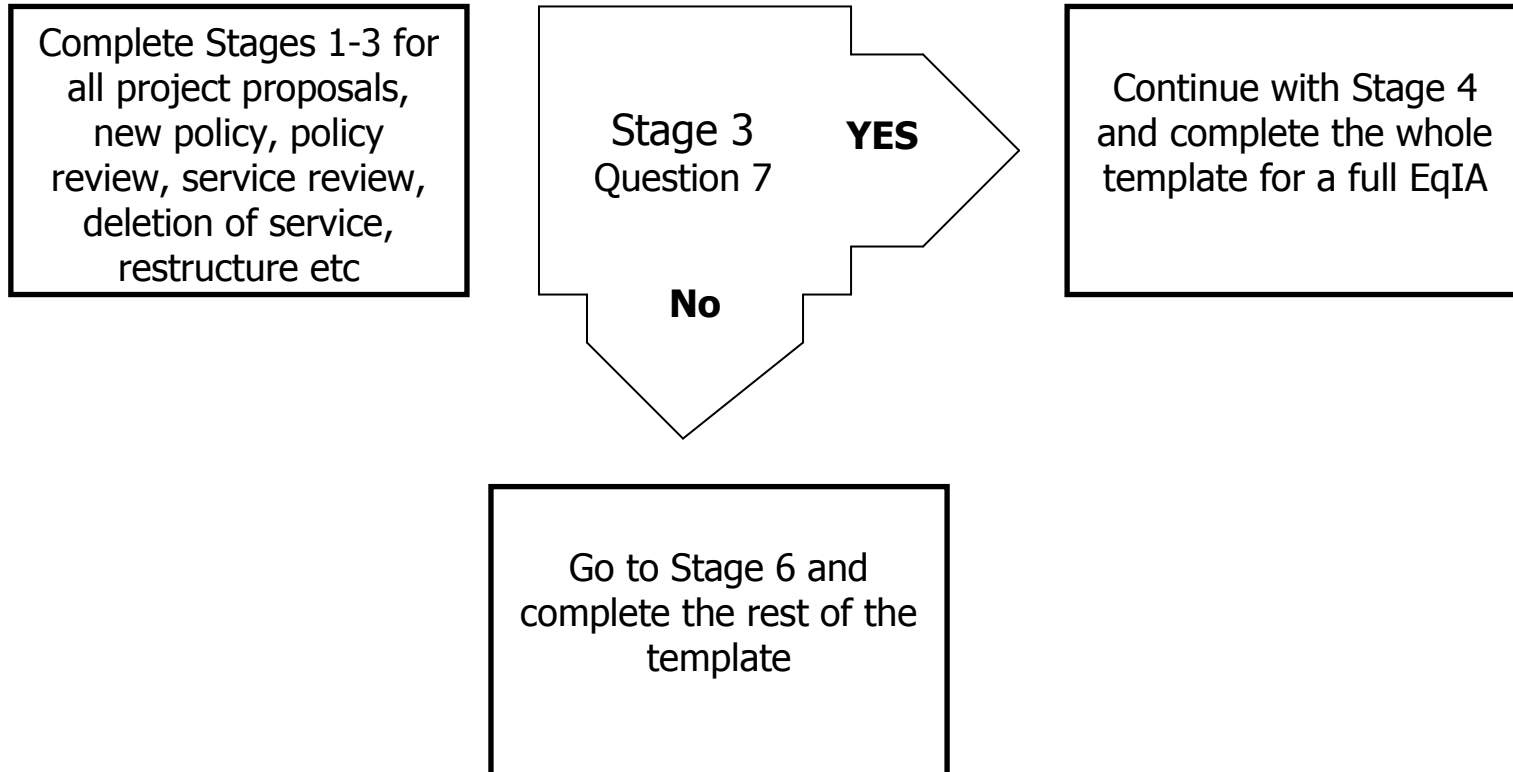


Equality Impact Assessment Template

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



Equality Impact Assessment (EqIA) Template

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

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

Type of Project / Proposal:		Tick ✓	Type of Decision:	Tick ✓
Transformation		X	Cabinet	
Capital			Portfolio Holder	
Service Plan			Corporate Strategic Board	
Other	Staff efficiencies		Other	
Title of Project: 2014/15 Early Savings (Staffing)		2014/15 Early Savings (Staffing)		
Directorate / Service responsible:		Cross directorate (Resources, E & E, C & C and CS)		
Name and job title of lead officer:		Dawn Calvert, 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

<p>1. What are you trying to do?</p> <p>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>As part of the councils 4 year budget saving exercise a number of saving proposals are being taken to July 2014 Cabinet for immediate effect. 7 of the proposals involve deleting a number of posts across the organisation as follows:</p> <p>Resources RES E01 Minerva staff savings - the post of Senior Advisor (Projects) has been deleted and the post holder has been made redundant.</p> <p>Children's Services C&F E01 In house fostering & adoption.</p> <p>The fostering and adoption teams have been merged together resulting in the deletion of one vacant team manager post.</p> <p>Children's Services C&F E03 Finance post (This post (0.5fte) primarily managed</p>
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	<p>grants for the Early Intervention Service. The numbers of grants into the service has significantly reduced and the post is no longer required.</p> <p>Community & Culture CHW E02 Sports Development - delete one vacant post.</p> <p>Environment & Enterprise E&E 01 Reduction in FM costs - staffing efficiencies of 8 FTEs. 3 of the 8 post are currently vacant. Consultation document already issued to staff.</p> <p>Environment & Enterprise E&E 08 Staff efficiencies - the proposal is to merge the Business & Service Development and Commissioning Services Divisions. This will lead to the deletion of one Divisional Director role which is vacant</p> <p>(E&E_18) 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.</p> <p>As a result of these proposals two officers have been redundant. There is considered to be no disproportionate impact.</p>				
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	Residents / Service Users		Partners		Stakeholders
	Staff X		Age		Disability
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity
	Race		Religion or Belief		Sex
	Sexual Orientation		Other		
<p>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? • How have they been involved in the assessment? 	<p>The staffing efficiencies are within all directorates and all staff are employees of the Council.</p>				

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 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	N/A

5. What consultation have you undertaken on your proposals?

Who was consulted?	What consultation methods were	What do the results show about	What actions have you taken to
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	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).
All staffing consultations have been carried out in accordance with the council's HR policies	N/A	N/A	N/A

<p>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	None
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Stage 3: Assessing Potential Disproportionate 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?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	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)

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9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).
Staff have been consulted in accordance with the Council's HR policies			

No adverse impact found for any group			
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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?

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

Partnership				
Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	
	None			
11a. Any Other Impact – Considering what else is happening within the	Yes		No	

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?

none

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 (✓ 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.	X
Outcome 2 – 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>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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

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	
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ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	
17. 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 proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

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

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

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

19. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?			
Signed: (Lead officer completing EqIA)	Dawn Calvert	Signed: (Chair of DETG)	
Date:	01/07/14	Date:	
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	Alex Dewsnap

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		X
Capital			Portfolio Holder		
Service Plan			Corporate Strategic Board		
Other	Budget savings		Other		
Title of Project:		Street Works income – Income from permitting schemes (E&E E02)			
Directorate / Service responsible:		Environment & Enterprise			
Name and job title of lead officer:		Ian Slaney			
Name & contact details of the other persons involved in the assessment:					
Date of assessment:		July 7 th , 2014			
Stage 1: Overview					
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		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 the public.			
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)		Residents / Service Users		Partners	
		Staff		Age	
		Gender Reassignment		Marriage and Civil Partnership	
				Stakeholders	
				Disability	
				Pregnancy and Maternity	

	Race		Religion or Belief		Sex	
	Sexual Orientation		Other			
3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	n/A					

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

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

Age (including carers of young/older people)	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	N/A

5. What consultation have you undertaken on your proposals?

Who was consulted?	What consultation methods were	What do the results show about	What actions have you taken to
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	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).

6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?

List the Title of reports / documents and websites here.

Stage 3: Assessing Potential Disproportionate 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?

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

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

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).

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?

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

Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	
11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	

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 (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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

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 monitoring be analysed, reported and publicised? *(Also Include in Improvement Action Plan at Stage 7)*

17. 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 proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

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

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

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

19. 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 Decision:		Tick ✓
Transformation			Cabinet		x
Capital			Portfolio Holder		
Service Plan			Corporate Strategic Board		
Other		x	Other		
Title of Project:		2014/15 Budget Savings Proposal – Non-renewal of Limehouse UCREATE module. (E&E E03)			
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 2014			
Stage 1: Overview					
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		The proposal is to not renew the current software license for managing the publication of planning policy documents for consultation and providing a 'portal' for receipt of representations. As the majority of the Council's planning policy and guidance documents have been adopted, and there are no impending documents due for consultation there is no requirement for this licence to be renewed.			
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)		Residents / Service Users		Partners	
		Staff		Age	
		Gender Reassignment		Marriage and Civil Partnership	
				Stakeholders	
				Disability	
				Pregnancy and	

				Maternity	
	Race		Religion or Belief	Sex	
	Sexual Orientation		Other		

3. Is the responsibility shared with another directorate, authority or organisation? If so:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

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 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.
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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.
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Gender Reassignment	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.
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	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

	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.
Socio Economic	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.

5. 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?	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

<p>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	<p>London Borough of Harrow 'Statement of Community Involvement' (adopted April 2013).</p>
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Stage 3: Assessing Potential Disproportionate 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?

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

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

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).

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?

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)				
Disability (including carers of disabled people)				
Gender				

Reassignment				
Marriage and Civil Partnership				
Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	

11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	

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 (✓ 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.	x
Outcome 2 – 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>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse	

impact and/or plans to monitor the impact. (Explain this in 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.					

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.
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been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Specific analysis not required.
17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	Not at this stage.

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
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 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 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 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.

19. 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 Decision:		Tick ✓
Transformation			Cabinet		x
Capital			Portfolio Holder		
Service Plan			Corporate Strategic Board		
Other		x	Other		
Title of Project:		2014/15 Budget Savings Proposal – S106 agreement, Community Infrastructure 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 2014			
Stage 1: Overview					
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		The 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 recovery on officers time for delivery of the annual Green Grid capital programme. These are internal accounting changes which involve no change to delivery of the activities involved. There is no impact on staff and the public.			
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)		Residents / Service Users		Partners	
		Staff		Age	
				Stakeholders	
				Disability	

	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief		Sex	
	Sexual Orientation		Other			
<p>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? • How have they been involved in the assessment? 	<p>The S016 and CIL activities are managed within Planning Services. The Green Grid projects are managed jointly between Planning Services and Commissioning Services. Both are located within the Environment and Enterprise Directorate.</p>					

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

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

Age (including carers of young/older people)	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 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?	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 a change to internal accounting approaches no consultation is required.	N/A	N/A	N/A

<p>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	<p>London Borough of Harrow Vitality Profiles http://www.harrow.gov.uk/info/200088/statistics_and_census_information/966/vitality_profiles</p>
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Stage 3: Assessing Potential Disproportionate 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?

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

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

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9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation 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?				
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)				
Disability (including carers of disabled people)				
Gender Reassignment				
Marriage and Civil Partnership				

Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	
11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	

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 (✓ 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.	x
Outcome 2 – 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>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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.					

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)*

Specific monitoring not required.

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

Specific analysis not required.

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

Not at this stage.

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
As the proposals involve changes to internal accounting procedures there are no impacts in respect of this aspect of PSED either positive or negative.	As the proposals involve changes to internal accounting procedures there are no impacts in respect of this aspect of PSED either positive or negative.	As the proposals involve changes to internal accounting procedures there are no impacts in respect of this aspect of PSED either positive or negative.

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.

19. 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 Decision:		Tick ✓		
Transformation			Cabinet		x		
Capital			Portfolio Holder				
Service Plan			Corporate Strategic Board				
Other		x	Other				
Title of Project:		2014/15 Budget Savings Proposal (E&E 07)					
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:		Venetia Reid-Baptiste: Divisional Director - Commissioning					
Date of assessment:		2 July 2014					
Stage 1: Overview							
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		The proposal is to seek advice directly from the Council's Transport Team on planning related highways/transport matters in order to remove the potential of duplication of work. Currently advice is provided by both teams. The proposal would not involve any change to the level and type of service that would be provided as this would continue to be provided on all planning and other applications considered by Planning Services as currently happens.					
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)		Residents / Service Users	x	Partners	x	Stakeholders	x
		Staff	x	Age		Disability	
		Gender Reassignment		Marriage and Civil		Pregnancy and	

		Partnership		Maternity	
	Race	Religion or Belief		Sex	
	Sexual Orientation	Other			

3. Is the responsibility shared with another directorate, authority or organisation? If so:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

N/A – both Planning Services (where the advice is currently provided) and the Transport Team (who would be responsible for the provision of the advice in the future) are both located within the Environment and Equality Directorate.

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

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

Age (including carers of young/older people)	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 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?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).
The relevant staff involved in the proposal will be consulted if and when the decision to make a saving in respect to this service provision.	In accordance with the Council's Policies and Procedures in respect of changes to service delivery affecting staff.	N/A	N/A

<p>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	None.
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Stage 3: Assessing Potential Disproportionate 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?

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

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

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).

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?

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

Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	
11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	

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 (✓ 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.	x
Outcome 2 – 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>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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.					

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

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
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 be provided there are no impacts in respect of this aspect of PSED either positive or negative	As the service is continuing to be provided there are no impacts in respect of this aspect of PSED either positive or negative

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.

19. 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

Equality Impact Assessment (EqIA) Template

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

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

Type of Project / Proposal:		Tick ✓	Type of Decision:		Tick ✓		
Transformation			Cabinet				
Capital			Portfolio Holder		✓		
Service Plan		✓	Corporate Strategic Board				
Other			Other				
Title of Project:		E10 – Parking Enforcement - Increase efficiency in civil enforcement team					
Directorate / Service responsible:		E&E / Parking Enforcement					
Name and job title of lead officer:		Andy Appleby. Environmental Services Manager (Parking Enforcement)					
Name & contact details of the other persons involved in the assessment:							
Date of assessment:		7 th July 2014					
Stage 1: Overview							
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		To improve productivity of street civil enforcement. An additional member of staff will be required to increase traffic management activity.					
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)		Residents / Service Users	✓	Partners	N/A	Stakeholders	N/A
		Staff	N/A	Age	N/A	Disability	✓
		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			
3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	No					

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

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

Age (including carers of young/older people)	N/A
Disability (including carers of disabled people)	Blue badge holders are unlikely to be impacted by these changes as they have the benefit of free parking at Council locations. Increased enforcement can have a positive effect on disabled drivers, freeing up parking locations that otherwise would be obstructed by overstaying vehicles.
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?	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).
N/A			

6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?

List the Title of reports / documents and websites here.

Stage 3: Assessing Potential Disproportionate 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?

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

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

NO - If you have ticked 'No' to all of the above, then go to **Stage 6**

- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 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)

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9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation 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?

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

Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	✓
11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	✓

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 (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	✓
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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
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.

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? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Monitoring is conducted on a regular basis in terms of enforcement and appeals.
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	
17. 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 proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

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

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

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

19. 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 Decision:	Tick ✓
Transformation		Cabinet	
Capital		Portfolio Holder	✓
Service Plan	✓	Corporate Strategic Board	
Other		Other	
Title of Project:	E11 – Licensing Income		
Directorate / Service responsible:	E&E / Public Protection		
Name and job title of lead officer:	Richard Le-Brun. Environmental Services Manager (Public Protection)		
Name & contact details of the other persons involved in the assessment:			
Date of assessment:	7 th July 2014		
Stage 1: Overview			
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)	The 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.		
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Residents / Service Users	N/A	Partners
		N/A	Stakeholders
			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			

3. Is the responsibility shared with another directorate, authority or organisation? If so:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

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 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	N/A

5. 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?	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			

6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?

List the Title of reports / documents and websites here.

Stage 3: Assessing Potential Disproportionate 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?

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

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

NO - If you have ticked 'No' to all of the above, then go to **Stage 6**

- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 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)

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9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation 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?				
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)				
Disability (including carers of disabled people)				
Gender Reassignment				
Marriage and Civil Partnership				

Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	
11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	

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 (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	✓
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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
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.

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? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	N/A – no increase in fees and charges, and no impact on any party
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	
17. 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 proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

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

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

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

19. 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 Decision:	Tick ✓
Transformation		✓	Cabinet	
Capital			Portfolio Holder	
Service Plan			Corporate Strategic Board	
Other			Other	
Title of Project:		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:		Sandie Roberts – sandie.roberts@harrow.gov.uk Anita Awuku – anita.awuku@harrow.gov.uk		
Date of assessment:		06/11/13		

Stage 1: Overview

<p>1. What are you trying to do?</p> <p>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>Develop options with partners/stakeholders that will identify and deliver an overall efficiency savings of £1.3m within the current Support People service provision. Efficiency savings delivery of £1.3m is for 2014/15.</p> <p>To restructure the services in response to the 30% cut to the Supporting People Grants for 2014/15 and simultaneously ensure that service provision responds to the current and emerging needs with better outcomes for service users</p> <p>Currently, total spend on LD/PSD services is £447,905 i.e. 14% of total SP budget</p>
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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.

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.

2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment	✓	Marriage and Civil Partnership	✓	Pregnancy and Maternity	X
	Race	✓	Religion or Belief	✓	Sex	✓
	Sexual Orientation	✓	Other			

3. Is the responsibility shared with another directorate, authority or organisation? If so:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

Adult Social Care and Service Providers
 Voluntary Sector
 Supporting People Programme –Overall Lead
 Communication and incorporation of their views & relevant strategies in options appraisal

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

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

Age (including carers of young/older people)	Service Providers	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	-	-
	Floating Support Service						
	Metropolitan Support Trust	-	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						
Gender Reassignment	Whilst Harrow Council's Framework1 database system is set up to collect this monitoring information, there is no information held on this protected characteristic						

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 Providers	White British	Asian British	Black African/Caribbean British	Other Ethnic Groups
	LB Harrow				
	Shared Lives/Welldon Cres/Harrow View	5	2	1	1
	Creative Support				
	46 Chichester Court	27	7	3	3
	Floating Support Service				
	Metropolitan Support Trust	4	2	-	-
	Support For Living				
	53 Welldon Crescent	7	3	2	-
	109 Parkside Way				
Apnar Ghar FLS	8	8	3	-	
Middlesex Association for the Blind	5	2	1	1	

Religion and Belief	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
	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	-	-	-	-	-	

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

Sexual Orientation	Service Providers	heterosexual	Bisexual
	LB Harrow		
	Shared Lives/Welldon Cres/Harrow View	Not stated 8	Not stated 1
	Creative Support 46 Chichester Court Floating Support Service	Not stated	Not Stated
	Metropolitan Support Trust	6	-
	Support For Living 53 Welldon Crescent 109 Parkside Way	Not stated	Not stated
	Apnar Ghar FLS	20	-
	Middlesex Association for the Blind	10	-
Socio Economic			
5. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?	Supporting People Quarterly Performance Indicators database		

List the Title of reports / documents and websites here.

Stage 3: Assessing Potential Disproportionate Impact

6. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

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

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

NO - If you have ticked 'No' to all of the above, then go to **Stage 6**

- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 7

Stage 4: Collating Additional data / Evidence

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

Harrow Joint Strategic Needs Assessment 2012-2016

Joint Health & Well Being Strategy for Harrow 2013 -2016

<http://www.improvinghealthandlives.org.uk/profiles/index.php?pdf=E09000015>

8. What consultation have you undertaken on your proposals?

Who was consulted?	What consultation methods were	What do the results show about	What actions have you taken to
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	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

Stage 5: Assessing Impact and Analysis

9. What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

Protected Characteristic	Adverse ✓	Positive ✓	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 9	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)
Age (including carers of young/older people)	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)	x	✓	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 Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic			
Religion or Belief		✓	None Identified	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic			
Sex		✓	None Identified	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic			
Sexual orientation		✓	None Identified	The new Specification and Supporting People Quality Assurance Framework are quite robust on this protected characteristic			
10. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?				Yes		No	✓
If yes, which Protected Characteristics could be affected and what is the potential impact?							
10a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?				Yes		No	✓
If yes, what is the potential impact and how likely is to happen?							

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

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

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

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

- If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. **(select outcome 4)**
- If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. **(select outcome 4)**

Stage 6: Decision

12. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	✓
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 12a below)	
Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)	

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

Stage 7: Improvement Action Plan

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

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

<p>14. How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>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</p>
<p>15. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>SP has its own recording systems and database</p>
<p>16. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.</p>	<p>No</p>

Stage 9: Public Sector Equality Duty

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

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

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups
<p>Both written and pictogram information were delivered in user friendly manner in order to support greater and meaningful involvement</p>	<p>The 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 outcomes</p>	<p>Supporting People services are focused on service provision that promotes social inclusion. It also fosters community integration of a diverse people by its promotion of and enabling its service user to participate in community activities.</p>

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

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

18. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?			
Signed: (Lead officer completing EqIA)		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 Decision:	Tick ✓
Transformation			Cabinet	
Capital			Portfolio Holder	
Service Plan		✓	Corporate Strategic Board	
Other			Other	
Title of Project:		Supporting People efficiencies for Older People Services Cluster (CWH E01)		
Directorate / Service responsible:		Community Health & Well Being		
Name and job title of lead officer:		Tim Miller, Service Manager		
Name & contact details of the other persons involved in the assessment:		Sandie Roberts, Anita Awuku, Tim Miller		
Date of assessment:		November 2013		

Stage 1: Overview

<p>1. What are you trying to do?</p> <p>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>Develop options with partners/stakeholders that will identify and deliver an overall efficiency savings of £1.3m within the current Support People service provision. Efficiency savings delivery of £1.3m is for 2014/15.</p> <p>To restructure the services in response to the 30% cut to the Supporting People Grants for 2014/15 and simultaneously ensure that service provision responds to the current and emerging needs with better outcomes for service users</p> <p>The proposal is to reduce the funding of housing related support in services for older people i.e. 16 Sheltered Schemes (LB Harrow sheltered not inclusive), 3 Floating Support Services and 3 HIA/Handy Persons Services. Sheltered services are currently funded on the basis that 90% of service provision is Housing Related</p>
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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)	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment	✓	Marriage and Civil Partnership	X	Pregnancy and Maternity	X
	Race	✓	Religion or Belief	✓	Sex	✓
	Sexual Orientation	X	Other			

3. Is the responsibility shared with another directorate, authority or organisation? If so:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

Housing Department
 Adult Social Care and Service Providers
 Supporting People Programme –Overall Lead
 Communication and incorporation of their views & relevant strategies in options appraisal

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)

<p>Age (including carers of young/older people)</p>	<table border="1" data-bbox="638 284 996 483"> <tr> <td>60 – 64 years</td> <td>5.0%</td> </tr> <tr> <td>65 -74</td> <td>7.3%</td> </tr> <tr> <td>75 - 84</td> <td>4.9%</td> </tr> <tr> <td>85 - 89</td> <td>1.2%</td> </tr> <tr> <td>90+</td> <td>0.7%</td> </tr> </table> <p>National Population Census Figures –Older People in Harrow (ONS)</p> <p>Age group is well represented in SP funded services with a total number of 1,225 service users</p>	60 – 64 years	5.0%	65 -74	7.3%	75 - 84	4.9%	85 - 89	1.2%	90+	0.7%											
60 – 64 years	5.0%																					
65 -74	7.3%																					
75 - 84	4.9%																					
85 - 89	1.2%																					
90+	0.7%																					
<p>Disability (including carers of disabled people)</p>	<table border="1" data-bbox="638 624 1503 887"> <thead> <tr> <th>Ethnic Group</th> <th>Age 65 and over</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>All categories ethnic group</td> <td>8,724</td> <td>54.0</td> </tr> <tr> <td>White</td> <td>5,340</td> <td>62.4</td> </tr> <tr> <td>Mixed/multiple ethnic group</td> <td>71</td> <td>21.5</td> </tr> <tr> <td>Asian/Asian British</td> <td>2,860</td> <td>49.1</td> </tr> <tr> <td>Black/African/Caribbean/Black British</td> <td>328</td> <td>33.7</td> </tr> <tr> <td>Other ethnic groups</td> <td>125</td> <td>25.7</td> </tr> </tbody> </table> <p>Source: 2011 Census. Limiting Long term health where day to day activities are limited a lot by ethnic group Harrow 2011</p>	Ethnic Group	Age 65 and over	%	All categories ethnic group	8,724	54.0	White	5,340	62.4	Mixed/multiple ethnic group	71	21.5	Asian/Asian British	2,860	49.1	Black/African/Caribbean/Black British	328	33.7	Other ethnic groups	125	25.7
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Other ethnic groups	125	25.7																				
<p>Gender Reassignment</p>	<p>Whilst Harrow Council’s Frameworki database system is set up to collect this monitoring information, there is no information held on this protected characteristic</p>																					
<p>Marriage / Civil Partnership</p>	<p>Whilst Harrow Council’s Frameworki database system is set up to collect this monitoring information, there is no information held on this protected characteristic</p>																					
<p>Pregnancy and Maternity</p>	<p>N/A</p>																					
<p>Race</p>	<table border="1" data-bbox="638 1240 996 1425"> <tr> <td>White</td> <td>42.2%</td> </tr> <tr> <td>Asian/British Indian</td> <td>26.4%</td> </tr> <tr> <td>Multi Mixed Ethnic Groups</td> <td>4.0%</td> </tr> </table>	White	42.2%	Asian/British Indian	26.4%	Multi Mixed Ethnic Groups	4.0%															
White	42.2%																					
Asian/British Indian	26.4%																					
Multi Mixed Ethnic Groups	4.0%																					

Asian British Pakistani	3.3%
Asian British Bangladeshi	0.6%
Other Asian	11.3%
Black British	8.2%
Other Ethnic	2.9%

2011 Population Figures ONS.gov.uk –Older People in Harrow

SP service users are reflected in the demographic figures

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.
5. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment? List the Title of reports / documents and websites here.	Harrow Joint Strategic Needs Assessment 2012-2016 Joint Health & Well Being Strategy for Harrow 2013 -2016

<http://www.ons.gov.uk/ons/index.html>

<http://www.nomisweb.co.uk/>

Stage 3: Assessing Potential Disproportionate Impact

6. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

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

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

NO - If you have ticked 'No' to all of the above, then go to **Stage 6**

- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 7

Stage 4: Collating Additional data / Evidence

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

Statistics from SPOCC (Supporting People Database)

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?	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 th 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 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. 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)	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 accessibility to SP funded support service. However, service charge is eligible for Housing Benefits.
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

	10 Older Persons Service Provider Representatives attended	be eligible for Housing Benefits	held meeting with Housing Benefit. The Service Charges will be eligible for Housing Benefit
Adult Social Care	Meetings and emails (Ongoing) (feedback from Senior Management)	Service Users adapting to the change	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: Assessing Impact and Analysis

9. What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

Protected Characteristic	Adverse ✓	Positive ✓	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 9	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)
Age (including carers of young/older people)	x	✓	No differential impact because of age	All Sheltered services & HIA/Handy Persons services are targeted at service users over 60 and in wards of high social deprivation
Disability (including carers of	x	✓	The needs of disabled service users will be better met as assessment will be done by housing management and support staff. This will put in focus support for disabled applicants from the outset as needs for Aids and Adaptations will be	The new Specification will cover and address how assessments will be carried out.

disabled people)			addressed prior to moving into scheme.	
Gender Reassignment	X	✓	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	X	✓	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

			Service Providers also have a high representation of female frontline staff.						
Sexual orientation		✓	No data			Training for LGBT issues will be specified for support provider/staff			
10. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?					Yes		No		
10a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?					Yes		No	✓	
					None				
11. Is there any evidence or concern that the potential adverse impact identified may result in a Protected Characteristic being disadvantaged? (Please refer to the Corporate Guidelines for guidance on the definitions of discrimination, harassment and victimisation and other prohibited conduct under the Equality Act) available on Harrow HUB/Equalities and Diversity/Policies and Legislation									
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes	No	No	No	No	No	No	No	No	No
No									
If you have answered "yes" to any of the above, set out what justification there may be for this in Q12a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)									
If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is									

proportionate to achieve the aims of the proposal.

- If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. **(select outcome 4)**
- If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. **(select outcome 4)**

Stage 6: Decision

12. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

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

Stage 7: Improvement Action Plan

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

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

14. How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	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.
15. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	SP has its own recording systems and database
16. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	No

Stage 9: Public Sector Equality Duty

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

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

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups
Overt and or covert discrimination based on sexual orientation, race, gender reassignment, religious beliefs et al are reiterated in the SP	Older People living in sheltered scheme that are just over the threshold hence ineligible for Housing Benefit will no longer be liable for	Supporting People services are focused on service provision that promotes social inclusion. It also fosters community integration of a

<p>Quality Assurance Framework and monitored during Service Reviews and Contract monitoring.</p> <p>There are no staff redundancies or TUPE involved in the proposed option.</p>	<p>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.</p> <p>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.</p>	<p>diverse people by its promotion of and enabling its service user to participate in community activities.</p>
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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.

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

Equality Impact Assessment (EqIA) Template

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

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

Type of Project / Proposal:	Tick ✓	Type of Decision:	Tick ✓															
Transformation		Cabinet																
Capital		Portfolio Holder																
Service Plan	✓	Corporate Strategic Board																
Other		Other																
Title of Project:		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 th November 2013																
Stage 1: Overview																		
<p>1. What are you trying to do?</p> <p>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>Members have agreed a cut to the Supporting People programme budget from 2014/15 onwards and it is proposed to reduce the Young People Services net budget of £478,746 by 31%, to £330,334.74.</p> <p>Below is a description of the Young People services commissioned:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Provider</th> <th style="width: 20%;">Service</th> <th style="width: 45%;">Description of contracted service</th> <th style="width: 20%;">Contract Value</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Metropolitan Support Trust</td> <td style="text-align: center;">Teenage Parent Project</td> <td>3 flats with support for Harrow's teen parents (<i>3 also for Brent</i>)</td> <td style="text-align: right;">£22,486</td> </tr> <tr> <td style="text-align: center;">Harrow Floating Support</td> <td>Home visiting support for 17 young people who have left care</td> <td style="text-align: right;">£46,130</td> </tr> <tr> <td style="text-align: center;">West</td> <td style="text-align: center;">Supported</td> <td>8 family placements for young</td> <td style="text-align: right;">£26,755</td> </tr> </tbody> </table>			Provider	Service	Description of contracted service	Contract Value	Metropolitan Support Trust	Teenage Parent Project	3 flats with support for Harrow's teen parents (<i>3 also for Brent</i>)	£22,486	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
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Metropolitan Support Trust	Teenage Parent Project	3 flats with support for Harrow's teen parents (<i>3 also for Brent</i>)	£22,486															
	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	
	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		
Option 1. 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% as their least preferred option.
Option 2. 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.	Option 2 is clearly the least preferred option with 69% of respondents selecting it as their least preferred option. Option 3 did not elicit a strong response.
Option 3. 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	

	<p style="text-align: center;">preferred option.</p> <p>Based on the analysis of the questionnaires returned the preferred option selected by 80% of respondents was to continue to provide the existing services as they are, but with a reduced capacity.</p> <p>It is proposed to:</p> <ul style="list-style-type: none"> • End the Teenage Parent Project when that contract comes to an end in March 2014. • End the current contract with MST when it comes to an end and call off these 17 units from the West London Framework for the Young people Floating Support service. • Continue with the Supported Lodging & Roxeth Gate service and negotiate on price with the provider. • Extend the Young People Supported Housing service for one year but with a reduction of the existing 47 units. 					
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
	Staff	✓	Age	x	Disability	x
	Gender Reassignment	x	Marriage and Civil Partnership	x	Pregnancy and Maternity	✓
	Race	✓	Religion or Belief	x	Sex	✓
	Sexual Orientation	x	Other	x		
<p>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? 	<p>Children & Family Services Housing Department Providers</p>					

<ul style="list-style-type: none"> How have they been involved in the assessment? 	<p>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.</p>
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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)

<p>Age (including carers of young/older people)</p>	<p>Young People Client Record Returns 2011 -2012 compiled by the Centre for Housing Research at the University of St Andrews</p> <table border="1" data-bbox="651 676 1189 810"> <tr> <td>16 - 19 years of age</td> <td>30</td> </tr> <tr> <td>20 - 25 years of age</td> <td>49</td> </tr> </table> <p>The age breakdown of the population is shown below.</p> <p>Source: Census 2011</p> <table border="1" data-bbox="651 983 1189 1150"> <tr> <td>People aged 16-29, (ONS) (2010)</td> <td>(43,101)</td> </tr> <tr> <td>Population aged 20-24 (% of whole population) (2011)</td> <td>(15,900)</td> </tr> </table> <p>Based on the client record figures, there is a higher number of 20-25 year olds who use Supporting People services.</p>	16 - 19 years of age	30	20 - 25 years of age	49	People aged 16-29, (ONS) (2010)	(43,101)	Population aged 20-24 (% of whole population) (2011)	(15,900)
	16 - 19 years of age	30							
20 - 25 years of age	49								
People aged 16-29, (ONS) (2010)	(43,101)								
Population aged 20-24 (% of whole population) (2011)	(15,900)								

<p>Disability (including carers of disabled people)</p>	<p>Client Data Record for Young People showed that there were 7 people indicated they were disabled and 72 indicated they were not. Their disabilities ranged from mobility (1), chronic (2), Mental (3) and Autism (1)</p>
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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.

Marriage / Civil Partnership

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
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 amongst the lowest in England. (Taken from Harrow Joint Strategic Needs Assessment)

Race

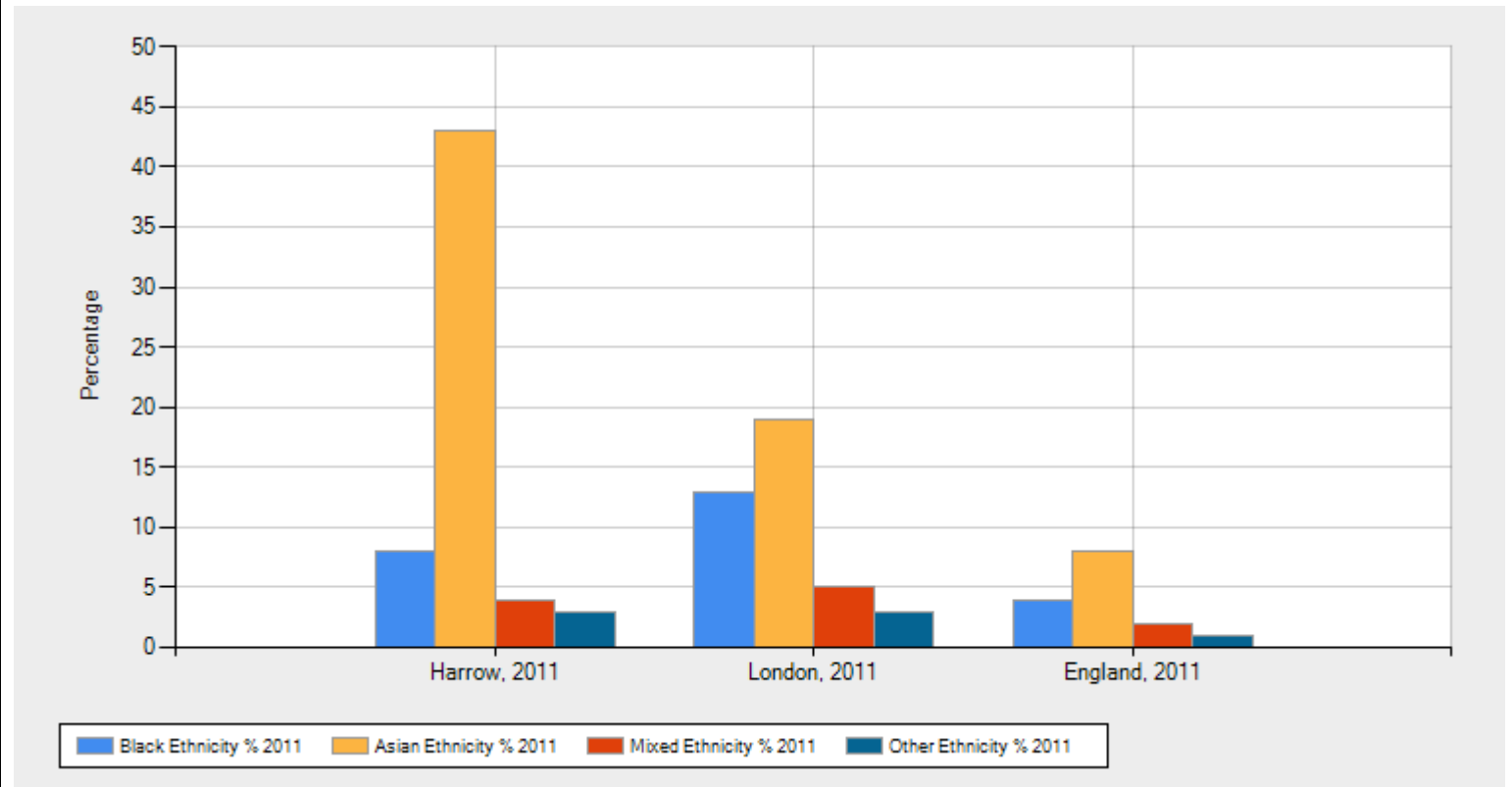
White	27
Black/Black	24
Mixed	15
Asian	9
Other ethnic group: Other	2
Gypsy/Romany/Irish Traveller	1

Young People Client Record Returns 2011 -2012 compiled by the Centre for Housing Research at the University of St Andrews

Chart: Black, Asian, Minority Ethnic (BAME) Ethnicity profile:

This chart shows the ethnicity profile of ethnic minority groups in the local area and comparators.

Source: Census 2011



Young People Client Record Returns 2011 -2012 compiled by the Centre for Housing Research at the University of St Andrews

Religion and Belief

Christian (all denominations)	32
Do not wish to disclose	2
Hindu	1
Jewish	1
Muslim	14
None	10

Sex / Gender

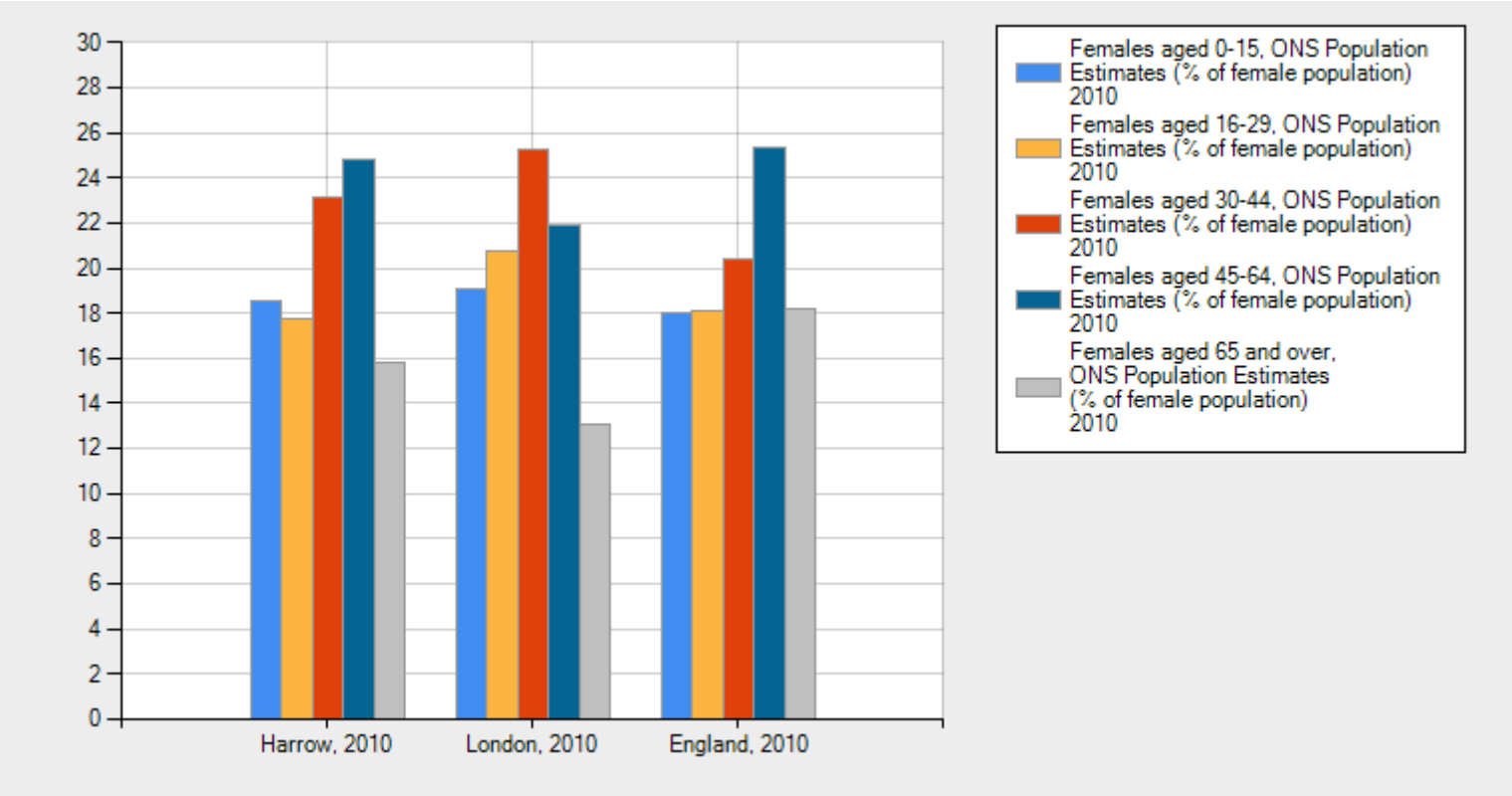
Not Known 20

Young People Client Record Returns 2011 -2012 compiled by the Centre for Housing Research at the University of St Andrews

female 37
male 42

The stacked bar chart below shows the age breakdown of females in the local and comparator areas.

Source: Office for National Statistics (ONS)



Based on the above chart, Harrow has a lower number of women of child bearing age compared to the figures for London

Sexual Orientation

Young People Client Record Returns 2011 -2012 compiled by the Centre for Housing Research at the University of St Andrews

	Does not wish to disclose	25
	Heterosexual	52
	Lesbian	2
Socio Economic	Full-time student	8
	Not seeking work	11
	Part-time work (less than 24 hrs/week)	11
	Full-time work (24 hrs or more/week)	1
	Long-term sick/disabled	6
	Job seeker	42
Young People Client Record Returns 2011 -2012 compiled by the Centre for Housing Research at the University of St Andrews		

<p>5. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	<p>2011 – 2012 Young People Client Record Returns compiled by the Centre for Housing Research at the University of St Andrews</p> <p>Harrow Joint Strategic Needs Assessment</p> <p>ONS data</p>
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Stage 3: Assessing Potential Disproportionate Impact

6. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

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

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

NO - If you have ticked 'No' to all of the above, then go to **Stage 6**

Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 7

Stage 4: Collating Additional data / Evidence

7. What additional data / evidence have you considered to further assess the potential disproportionate impact of your proposals? (include this evidence, including any data, statistics, titles of documents and website links here)		Information from Service Managers in the Children and Family team	
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?	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	25 th 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 incorporated the feedback. Below are the options which young people were consulted on: Option 1. To continue to provide the existing services as they are, but with a reduced capacity. Option 2. To focus the services on young people leaving care and 16 to 19 year

	<p>111 Service user Questionnaires were sent out and 54 were returned.</p> <p>Below is a breakdown of the respondents by age, ethnicity, religion, sex and sexual orientation.</p> <p>Age 16-24 (91), 25-44 (6), 45-64 (0) 65+ (0) Not given (3)</p> <p>Ethnicity Afgani 2, Bangladeshi 2, African 2, Caribbean 24, Somali 6, Black Other 4 Mixed 16, Ethnic other 2, Albanian 2 English 33, White Other 6, No response 4</p> <p>Religion Christianity 44, Islam 13, Atheist 19, Other 6, No response 19</p> <p>Sex Male 52, Female 43, No response 6</p> <p>Sexual orientation Bisexual 4, Gay man 0, Lesbian 7, Heterosexual 80, No response 9</p>	<p>80% of respondents identified option 1 as their preferred option.</p> <p>(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)</p> <p>Only 9% selected this as their least preferred option and 11% as their middle option.</p>	<p>olds and reduce other services</p> <p>Option 3. To focus on Floating Support rather than housing/hostel spaces. This may be supported with a rent deposit scheme</p> <p>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.</p> <p>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.</p>
<p>Service Managers from Children's and Families.</p>	<p>Discussions, meetings held on 27.6.13, 04.07.13, 12.11.13 and emails</p>	<p>The managers reported back that teenage parents are low priority at the moment.</p>	<p>Intention of not re-commissioning the teenage parents scheme service.</p>
<p>Service Providers</p>	<p>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</p>	<p>Providers were concerned over whether services were going to be decommissioned or reduced. They stated that there is already</p>	<p>Supporting People will work closely with providers to help mitigate the impact of future changes.</p>

	<p>tentative consultation timetable, proposed criteria and arrangements for engaging with service users. Providers were also asked to comment on the proposed changes.</p> <p>Contract negotiation meetings are being held with individual providers.</p> <p>Consultation questionnaires were sent to service users to establish specific impacts of the proposals. Responses were received by the Council on the 4th October 2013 and have been analysed. The analysis is reflected in this EqIA.</p>	<p>a serious shortage of housing options for young people and problems with move on. They felt that reducing the accommodation for young people will force them into homelessness.</p>	
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Stage 5: Assessing Impact and Analysis

9. What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

Protected Characteristic	Adverse ✓	Positive ✓	<p>Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.</p> <p>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 9</p>	<p>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)</p>
Age (including carers of young/older people)		✓	<p>Young people age between 16 – 25 will be affected by the proposals to :</p> <ul style="list-style-type: none"> • End the Teenage Parent Project when that contract comes to an end in March 2014. 	<p>The new service specifications will drive up service quality. Monitoring will continue to ensure improved outcomes are delivered for services users of all ages.</p> <p>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:</p> <ul style="list-style-type: none"> • Assessment and Support Planning; • Security Health and Safety; • Safeguarding and Protection from Abuse; • Fair Access, Diversity and Inclusion;

				<ul style="list-style-type: none"> 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.	<p>The key aim of renegotiation/commissioning will be to ensure that services offer value for money to everyone regardless of disability.</p> <p>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.</p>
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	✓		<p>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.</p> <p>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 4th mother and baby unit becomes vacant they are happy to transfer it to Harrow when the current occupant moves out.</p>	<p>Teenage parents will be able to access generic floating support. Additionally, 16 to 19yr olds already have access to statutory services including housing.</p> <p>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</p> <p>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.</p>
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		✓	Regardless of religion or belief the needs of young people for housing related support will be met.	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		✓	Regardless of sex the needs of young people for housing related support will be met.	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		✓	Regardless of sexual orientation the needs of young people for housing related support will be met.	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.

10. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes	✓	No	
	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 Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes	✓	No	
	Increasing youth homelessness and poverty could lead to increased crime and unemployment. Improving the quality of remaining services can mitigate this.			

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

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

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

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

- If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. **(select outcome 4)**
- If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. **(select outcome 4)**

Stage 6: Decision

12. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	✓
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 12a below)	
Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)	

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

Stage 7: Improvement Action Plan

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

Area of potential adverse impact e.g. Race, Disability	Action required to mitigate	How will you know this is achieved? E.g. Performance Measure / Target	Target Date	Lead Officer	Date Action included in Service / Team Plan
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 calling off from the West London Framework, the new service specifications will drive up service quality. Monitoring will continue to ensure improved outcomes are delivered for services users of all ages.	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.	The new Generic Floating Support Service specification will reflect the needs of teenage pregnancy or parenthood. Monitoring will continue to help ensure improved outcomes are delivered for services users who are pregnant or teenage parents. Services will be monitored through the use of a range of Key Performance Indicators, service reviews, contract monitoring and Supporting People quality assessment framework.	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.

<p>14. How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>Quality Assessment Framework monitoring in the areas of:</p> <ul style="list-style-type: none"> • Assessment and Support Planning; • Security Health and Safety; • Safeguarding and Protection from Abuse; • Fair Access, Diversity and Inclusion; • Client Involvement and Empowerment <p>The ability of supplier organisations to meet service specifications as part of the re-commissioning process.</p> <p>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;</p> <p>Regular inspection visits/reviews will take place to ensure providers are meeting all necessary equality targets and legislation; and</p> <p>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, health and income status are taken into account.</p>
<p>15. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>Through the Supporting People mechanisms of action plans, databases and reports.</p>
<p>16. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.</p>	<p>No</p>

Stage 9: Public Sector Equality Duty

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

(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)		
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups
<p>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.</p> <p>1. They will be asked to demonstrate how they comply with the:</p> <ul style="list-style-type: none"> . Equal Pay Act 1970 . Sex Discrimination Act 1975 . Race Relations Act 1976 . Race Relations (Amendment) Act 2000 . Disability Discrimination Act 1995 . Disability Discrimination (Amendment) Act 2005 . Human Rights Act 1998 . Employment Equality (Religion or Belief) Regulations 2003 . Employment Equality (Sexual Orientation) Regulations 2003 . Employment Equality (Age) Regulations 2006 . Equality Act 2010 <p>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.</p>	<p>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.</p>	<p>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.</p>

Stage 10 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)			
The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.			
18. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?			
Signed: (Lead officer completing EqIA)		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 Decision:		Tick ✓
Transformation			Cabinet		
Capital			Portfolio Holder		
Service Plan			Corporate Strategic Board		
Other	Efficiency	✓	Other		✓
Title of Project:		Library Stockfund (CHW E03)			
Directorate / Service responsible:		Community Health & Well Being Libraries, Sports & Leisure Service			
Name and job title of lead officer:		Marianne Locke Divisional Director Community & Culture			
Name & contact details of the other persons involved in the assessment:		Tim Bryan Service Manager Libraries, Sports & Leisure			
Date of assessment:		1 July 2014			
Stage 1: Overview					
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		Reduce the library stockfund in line with previous spending levels. 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. Despite the level of stockfund spent, Harrow has consistently had a high level of bookstock (5 th highest out of 18 Outer London boroughs in 2012/3 CIPFA Actuals) and has been 2 nd or 3 rd highest issuing Outer London authority (2 nd of 18 in			

	<p>2012/3 CIPFA Actuals). In addition, Harrow joined the London Libraries Consortium in 2012/3 for stock purchasing which is enabling better value for money and purchasing power.</p> <p>However, nationally and regionally stock issues are falling as customers use new technologies such as e-books, film and music downloads etc. Harrow has experienced this along with other authorities and despite being a high issuing authority in 2012/13, issues had declined by 8% on the previous year (and by nearly 10% between 2010-11 and 2011-12). Library visits are not affected by this downturn as customers use libraries for other purposes such as reading events and activities, information points, community hubs. In particular the People's Network public access internet and software terminals attract a large number of visits. In 2013-4, Harrow invested a significant amount in upgrading the People's Network and the Library Management System – which now gives online access to the stock of 15 other London authorities including Harrow's. In addition, WiFi was implemented in all libraries in April 2014. The new contractor has also launched the Enterprising Libraries project to support SME's in the borough</p>				
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	Residents / Service Users	✓	Partners	✓	Stakeholders
<p>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? • How have they been involved in the assessment? 	Staff		Age		Disability
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity
	Race		Religion or Belief		Sex
	Sexual Orientation		Other		
	<p>Libraries are managed by Carillion Integrated Services for Harrow Council. The stock-fund is controlled by the Council and is released to the contractor on evidence of invoices spent on stock. CLIS have a target of increasing library issues by 2% in the contract.</p> <p>CLIS have been notified of the Council's intentions and have given us comparator</p>				

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

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

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

Age (including carers of young/older people)

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 spend on the stockfund and levels and types of borrowing vary from individual to individual..

5. 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?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).
Carillion	Meetings	None – a wide range of materials including those for particular groups (large print, community languages etc) will continue to be purchased.	Library contract already includes performance measures regarding levels of stock issues and use of libraries by under-represented groups.
Library users have not been consulted on the levels of stockfund in previous years.			

6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?

List the Title of reports / documents and websites here.

CIPFA Actuals (2012-13) for library services. Carillion’s statistics on stockfund spend by their contracting authorities 2013-14. Census 2011.

Stage 3: Assessing Potential Disproportionate 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?

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

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

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9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation 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?				
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)				
Disability (including carers of disabled people)				
Gender Reassignment				
Marriage and Civil Partnership				

Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	
11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	

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 (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	✓
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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
All	Monitoring of delivery against contract performance indicators	Target on levels of materials issued Target on number of visits to libraries	Mar 15	Tim Bryan	May 2014

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? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Monitoring of delivery against contract performance indicators which include target on levels of materials issued and target on number of visits to libraries. Monitoring information is received monthly and reviewed quarterly.
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Through client monitoring meetings and quarterly Partnership Monitoring Boards (with Ealing)
17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	No although there have been complaints in the last financial year 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.	

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.

19. 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 Decision:		Tick ✓
Transformation			Cabinet		
Capital			Portfolio Holder		
Service Plan		✓	Corporate Strategic Board		
Other			Other		
Title of Project:		Governor Services' Printing Costs and Bulletin Development (C&F E02)			
Directorate / Service responsible:		Education Strategy, within Education and Commissioning Divisional Directorate within Children and Families Corporate Directorate			
Name and job title of lead officer:		Patrick O'Dwyer. Education Professional Lead, Education Strategy			
Name & contact details of the other persons involved in the assessment:		Neetha Atukorale, Governor Services Officer, Education Strategy (x6504)			
Date of assessment:		1 July 2014			
Stage 1: Overview					
<p>1. What are you trying to do?</p> <p>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>		<p>Provide savings in Governor Services printing costs of £10,000 and improve the value of the Harrow Governors' Bulletin by providing it in digital copy with additional links to key documents and opportunities to enhance font size. The Harrow Governors' Bulletin is circulated to all governors (700), headteachers, school clerks and some Council officers in Harrow LA area and would include, by virtue of this broad circulation, all protected groups.</p> <p>The Governors' Bulletin is <u>not being discontinued</u> it was changed to a digital format. As a result of this change, which has now operated for two years, the saving in printing costs has already been made. This was done after consultation</p>			

with governor representatives.

There is no adverse effect on any group and, in fact, this change is expected to improve access to the Bulletin's content and provide a wide range of accessible links to new sources of information. There has been no adverse reaction or negative feedback to the change to the digital format. The following groups are affected only in the sense that there has been a change in the mode of delivery. They are not adversely affected as there is an enhancement rather than a loss of service and service quality.

2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment	✓	Marriage and Civil Partnership	✓	Pregnancy and Maternity	✓
	Race	✓	Religion or Belief	✓	Sex	✓
	Sexual Orientation	✓	Other			

3. Is the responsibility shared with another directorate, authority or organisation? If so:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

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 people)	
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Disability (including carers of disabled people)	
Gender Reassignment	
Marriage / Civil Partnership	
Pregnancy and Maternity	
Race	
Religion and Belief	
Sex / Gender	
Sexual Orientation	
Socio Economic	

5. 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?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).

6. What other (local, regional, national research, reports, media) data sources that you have used to inform this

assessment?	
List the Title of reports / documents and websites here.	

Stage 3: Assessing Potential Disproportionate 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?

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

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

NO - If you have ticked 'No' to all of the above, then go to **Stage 6**

- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 7

Stage 4: Collating Additional data / Evidence

<p>8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3?</p> <p>(include this evidence, including any data, statistics, titles of documents and website links here)</p>	<p>Feedback from governor representatives at the (then) Governor Services Advisory Group, the Governors Appointments Advisory Panel and through the Association of Harrow Governing Bodies. We also have termly meetings with governors and through the termly bulletin itself feedback is encouraged. We offer printed copies to those who request them, including in large print (rarely needed). The Harrow Governors' Bulletin remains well regarded and a key source of knowledge for our governors and school leaders.</p>
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9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?			
Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).
Governor Services Advisory Group	Meetings	Positive feedback on this change and the quality of the Bulletin	Group now closed
Governors Appointments Advisory Panel	Meetings	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
Association of Harrow Governing Bodies	Meetings	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 Governors' Meetings	Meetings	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

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?

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)		✓	Please note that all feedback, through routes listed above, is generic and we do not receive feedback from specifically targeted groups.	We offer printed copies to those who request them, including in large print (rarely needed).

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

orientation									
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?					Yes		No	√	
11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?					Yes	√	No		
It will have a <u>positive</u> impact in keeping school governors and key staff up to date with what is happening nationally, including on issues of the performance of vulnerable groups and equalities									
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.									
<ul style="list-style-type: none"> ▪ 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 (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	✓
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 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

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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.

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? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Feedback from governors and governor representative groups and meetings
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	In governor services meetings and feedback to governor groups
17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	No

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
Literature will be available in large print or in hard copy for those who require it. Bulletin includes articles on equality and safeguarding issues.	Bulletin encourages and informs a high quality of knowledge, understanding and dialogue in order to improve in impact of governance on children's outcomes in schools, promoting equality of opportunity and success.	Bulletin encourages and informs a high quality 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.

19. 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 st July 2014	Date:	
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	