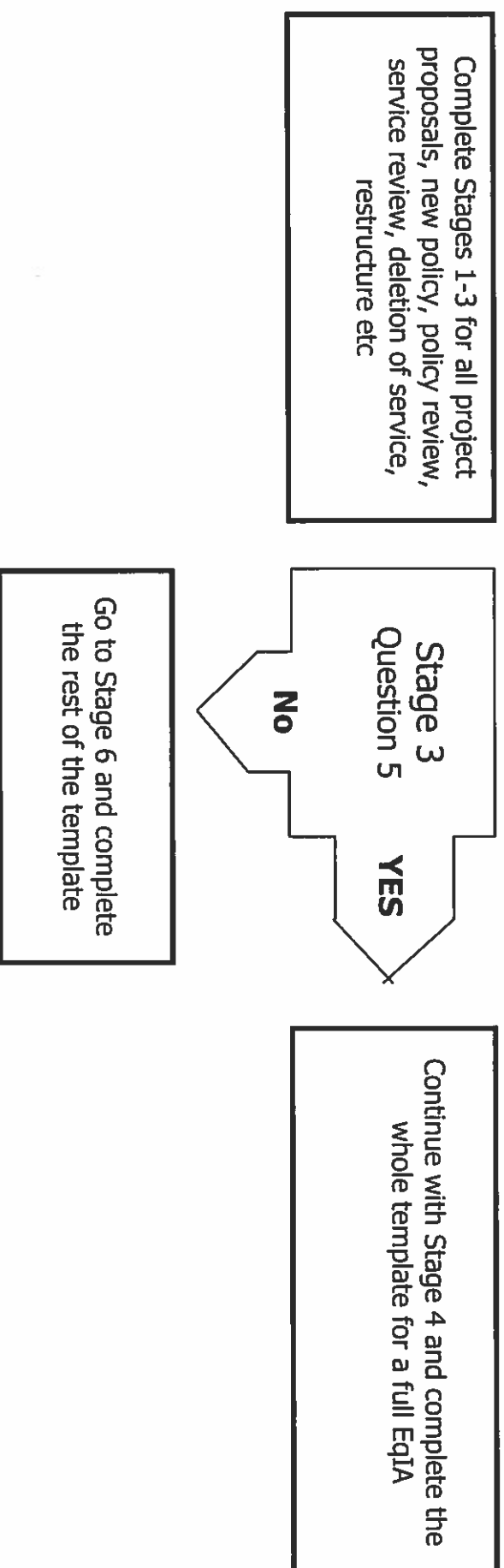


## Equality Impact Assessment Template

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



- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.
- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.
- **SIGN OFF:** All EqIAs need to be signed off by your Directorate Equality Task Groups. EqIAs relating to Cabinet Reports need to be submitted to the EqIA Quality Assurance Group at least one month before your Cabinet Report date. This group meets on the first Monday of each month.
- Legal will **NOT** accept any reports without a fully completed, Quality Assured and signed off EqIA.  
The EqIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

## Equality Impact Assessment (EqIA) Template

<b>Type of Decision:</b> Tick ✓	X	Cabinet		Portfolio Holder		Other (explain)	
Date decision to be taken:	March 2017						
Value of savings to be made (if applicable):	N/A						
Title of Project:	Council Depot Redevelopment						
Directorate / Service responsible:	Commissioning Services						
Name and job title of Lead Officer:	Michael Wynne, Project Manager – Capital Projects						
Name & contact details of the other persons involved in the assessment:	David Corby, Head of Service – Community Engagement						
Date of assessment (including review dates):	16/03/2017						

### Stage 1: Overview

<p><b>1. What are you trying to do?</b></p> <p>(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>The Central Depot provides accommodation and plant facilities for the Council's front line operational services, Public Protection Group groups together external stakeholders Barnet and Brent services together with external tenant on the site.</p> <p>The current depot design was created when the Borough was serviced by a number of smaller satellite depots in addition to the Central Depot. The current depot is over 40 years old and is inefficient to run and maintain. As the services have been rationalised into a central location and additional service users have taken residence it is apparent that the current layout is not fit for purpose.</p> <p>The redevelopment of the Central Depot site is to include a new or significantly refurbished accommodation and office facilities. The external spaces will be improved to make better use of ground space for plant and services. Providing a new or refurbished depot provides the opportunity to review services provided to ensure they meet current needs and maximise revenue.</p>
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<p><b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b></p>							
Residents / Service Users	✓	Partners	✓	Stakeholders	✓		
Staff	✓	Age	✓	Disability	✓		
Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity			

	Race	<input checked="" type="checkbox"/>	Religion or Belief	<input checked="" type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
	Sexual Orientation	<input checked="" type="checkbox"/>	Other			
3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	<p>Commissioning Services will have overall responsibility for delivering the project</p> <p>Partners will include all Depot tenants and users eg Brent &amp; Barnet Council, Frakin, External tenants</p> <p>At this early stage there has been no staff or partner consultation but this will be incorporated into the delivery programme.</p>					

**Stage 2: Evidence & Data Analysis**

4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.

(Where you have gaps (data is not available/being collated for any Protected Characteristic), you may need to include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact									
Age (including carers of young/older people)	<p><b>Harrow's population</b> as at 2011: 6.7% of residents were aged four and under, 13.5% were aged 5 to 15, 65.7% were of working age (16 to 64) and 14.1% were aged 65 and over. 18% of Harrow's households are comprised solely of residents aged 65 and over.</p> <p>Profile of all <b>Harrow Council Depot Staff</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Staff Age</th> <th>Percentage</th> </tr> <tr> <th>Age Group</th> <th>Staff Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>16-30</td> <td>23</td> <td>7%</td> </tr> </tbody> </table>	Staff Age		Percentage	Age Group	Staff Number		16-30	23	7%	<p>As options have not yet been refined it is too early to say whether there will be any disproportionate adverse impact on this protected characteristic.</p> <p>However, improvements to the Depot design will ensure that they are fully accessible.</p>
Staff Age		Percentage									
Age Group	Staff Number										
16-30	23	7%									

	<table border="1"> <tr> <td>31-55</td> <td>171</td> <td>49%</td> </tr> <tr> <td>56-65</td> <td>120</td> <td>34%</td> </tr> <tr> <td>65+</td> <td>38</td> <td>11%</td> </tr> </table>	31-55	171	49%	56-65	120	34%	65+	38	11%	
31-55	171	49%									
56-65	120	34%									
65+	38	11%									
Disability (including carers of disabled people)	<p>In 2011 14.6% of <b>Harrow residents</b> identified themselves as having a limiting long term illness.</p> <p>14 Depot based staff (4%) identified themselves as having a disability</p>	<p>As options have not yet been refined it is too early to say whether there will be any disproportionate adverse impact on this protected characteristic.</p> <p>However, improvements to the Depot design will ensure that they are fully accessible for people with a disability.</p>									
Gender Reassignment	<p>There is limited data held about this protected characteristic for the population and in relation to this service.</p>	<p>No identified impact</p>									
Marriage / Civil Partnership	<p>There is limited data held about this protected characteristic for the population and in relation to this service.</p>	<p>No identified impact</p>									
Pregnancy and Maternity	<p>There is limited data held about this protected characteristic for the population and in relation to this service.</p>	<p>No identified impact</p> <p>However, improvements to the Depot design will ensure that they are fully accessible.</p>									
Race	<p><b>Harrow's population</b> as at 2011: 44% of Harrow's usual resident population is Asian, sub-categorised as White/Asian (1.4%) Indian (26.4%) Pakistani (3.3%) Bangladeshi (0.6%) Chinese (1.1%) Other Asian (11.3%) (mainly Sri Lankan and Tamil).</p> <p>42.2% of Harrow's usual resident population is White, sub-categorised as British (30.9%) Irish (3.1%) Gypsy/Irish Traveller (0.1%) Other (8.2%) (mainly from other parts of Europe, with a large proportion from</p>	<p>No identified impact</p>									

Eastern Europe, particularly Romania and Poland).

9.7% (23,105) of Harrow's usual resident population is Black, sub-categorised as White/Black Caribbean (1%) White/Black African (0.4%) Black African (3.6%) Black Caribbean (2.8%) Other Black (1.8%).

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

**Profile of all Harrow Council Depot Staff**

Ethnic Origin	Staff Number	Percentage
Asian - Indian	53	15%
Black - African	42	12%
Mixed - Other	11	3%
Unknown	20	6%
White - English	214	61%

Due to the fact that only 34% of staff have identified their faith there is limited data held about this protected characteristic in relation to depot staff

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

Religion and Belief

No identified impact

Sex / Gender	<b>Profile of all Harrow Council Depot Staff</b> <table border="1" data-bbox="1342 456 1445 1010"> <tr> <td>Male</td> <td>253</td> </tr> <tr> <td>Female</td> <td>99</td> </tr> </table>					Male	253	Female	99	No identified impact
Male	253									
Female	99									
Sexual Orientation	<p>Due to the fact that only 28% of staff have identified their sexual orientation there is limited data held about this protected characteristic in relation to depot staff</p>					<p>As options have not yet been refined it is too early to say whether there will be any disproportionate adverse impact on this protected characteristic.</p> <p>However, improvements to the Depot design will benefit all visitors and employees</p>				

**Stage 3: Assessing Potential Disproportionate Impact**

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

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

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

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

**Stage 4: Further Consultation / Additional Evidence**

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

Who was consulted?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals
What consultation methods were used?		

**Stage 5: Assessing Impact**

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact	Adverse Impact			
		Minor	Major		
	✓	✓	✓	<p>Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.</p> <p><b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b></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</p> <p><b>(Also Include these in the Improvement Action Plan at Stage 6)</b></p>

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					

**8. Cumulative Impact** – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?

If yes, which Protected Characteristics could be affected and what is the potential impact?

Yes	No	<b>x</b>
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**9. Any Other Impact** – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?

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

Yes	No	<b>x</b>
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**Stage 6 – Improvement Action Plan**

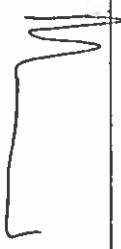

List below any actions you plan to take as a result of this Impact Assessment. These should include:

- Proposals to mitigate any adverse impact identified
- Positive action to advance equality of opportunity
- Monitoring the impact of the proposals/changes once they have been implemented
- Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?

Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
All	Carry out full EqIA as part of the options appraisal and consultation on options		Michael Wynne – Project manager – Capital Projects	tbc
<b>Stage 7: Public Sector Equality Duty</b>				
<p><b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:</p> <ol style="list-style-type: none"> <li>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</li> <li>2. Advance equality of opportunity between people from different groups</li> <li>3. Foster good relations between people from different groups</li> </ol> <p>This will be addressed in the full EqIA to follow.</p>				
<b>Stage 8: Recommendation</b>				
<b>11.</b> Please indicate which of the following statements best describes the outcome of your EqIA ( ✓ tick one box only)				
<b>Outcome 1</b> – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.				✓
<b>Outcome 2</b> – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are listed in the Action Plan above.				
<b>Outcome 3</b> – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. ( <b>Explain this in Q12 below</b> )				

**12.** If your EqIA is assessed as **outcome 3** explain your justification with full reasoning to continue with your proposals.

**Stage 9 - Organisational sign Off**

<p><b>13.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>			
<p>Signed: (Lead officer completing EqIA)</p>		<p>Signed: (Chair of DETG)</p>	
<p>Date:</p>	<p>16/03/17</p>	<p>Date:</p>	<p>16/03/17</p>
<p>Date EqIA presented at the EqIA Quality Assurance Group (if required)</p>		<p>Signature of DETG Chair</p>	