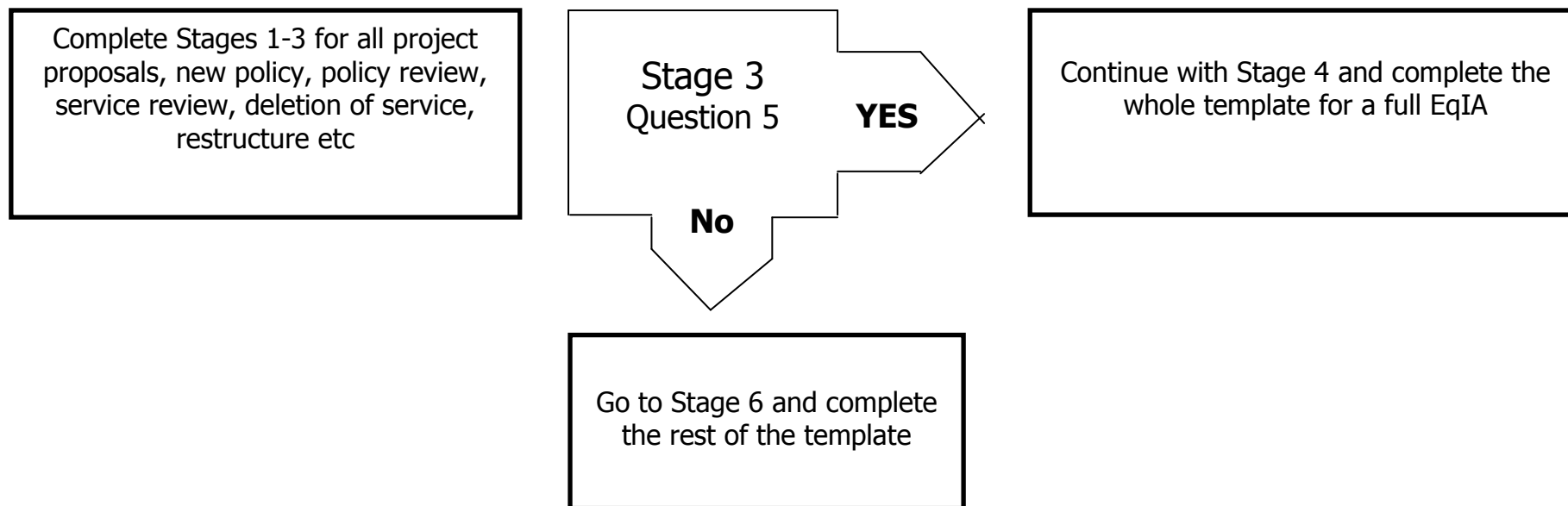


# Equality Impact Assessment Template

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



- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.
- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.
- SIGN OFF: All EqIAs need to be signed off by your Directorate Equality Task Groups.
- Legal will NOT accept any report without a fully completed, Quality Assured and signed off EqIA.
- The EqIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

# Equality Impact Assessment (EqIA) Template

<b>Type of Decision: Tick ✓</b>		Cabinet	✓	Portfolio Holder		Other (explain)	
Date decision to be taken:	7 <sup>th</sup> December 2017						
Value of savings to be made (if applicable):	N/A						
Title of Project:	Adoption of new Housing and Planning Act 2016 enforcement powers including Civil Penalties						
Directorate / Service responsible:	Environment and Culture / Community & Public Protection						
Name and job title of Lead Officer:	Richard Le-Brun, Head of Community & Public Protection						
Name & contact details of the other persons involved in the assessment:							
Date of assessment (including review dates):	17 <sup>th</sup> November 2017						
<b>Stage 1: Overview</b>							
<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 Housing and Planning Act 2016 introduces new enforcement powers to tackle the private rented sector, specifically those landlords and managing agents that are letting out unsuitable and / or dangerous properties, as well as unlicensed properties (where applicable) that can impact upon the quality and safety of tenants life and the wider community.</p> <p>This proposal is to enable introducing the new Civil Penalty Notices for Housing. The adoption of these civil penalties will expand upon the current robust use of staged enforcement powers by enabling the council to take cost-effective and proportionate enforcement action against landlords and property agents for specified housing offences. In addition any monies raised through civil penalties will be specifically used to further the council's enforcement activities covering the local private rented sector (PRS).</p> <p>The Councils Private Sector Housing Enforcement Policy has been updated to reflect the additions, including ensuring compliance of the Statutory Guidance issued by the Department of Communities and Local Government.</p>						
<p><b>2. Who are the main groups / Protected Characteristics that may be affected by your proposals? (✓ all that</b></p>	Residents / Service Users	✓	Partners	✓	Stakeholders	✓	
	Staff	✓	Age		Disability	✓	

apply)	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race	✓	Religion or Belief		Sex	
	Sexual Orientation		Other			
<b>3. Is the responsibility shared with another directorate, authority or organisation? If so:</b> <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	Not Applicable					

## Stage 2: Evidence & Data Analysis

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

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

Protected Characteristic	Evidence	Analysis & Impact
Age (including carers of young/older people)	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic
Disability (including carers of disabled people)	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic
Gender Reassignment	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic
Marriage / Civil	These are new powers statutorily introduced, but	There is no evidence to show these powers will have a

Partnership	compliment already existing powers and the statutory requirements around them	potential impact on this characteristic
Pregnancy and Maternity	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic
Race	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic
Religion and Belief	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic
Sex / Gender	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic
Sexual Orientation	These are new powers statutorily introduced, but compliment already existing powers and the statutory requirements around them	There is no evidence to show these powers will have a potential impact on this characteristic

### 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, complete a FULL EqIA.

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

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

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

Who was consulted? What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals
N/A – the introduction of these powers do not require any consultation	N/A	N/A

#### Stage 5: Assessing Impact

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

Protected Characteristic	Positive Impact ✓	Adverse Impact		Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.  <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
		Minor ✓	Major ✓		
Age (including carers of young/older people)	✓			<p>The findings of other Councils that have conducted this scheme have found no adverse affect against any characteristic, as it affects all equally. It has the potential to improve the situation for all areas of the community as directly targets those that seek to exploit or ignore the law.</p> <p>The results of enforcement may lead to certain premises being stopped from being rented out, due to not meeting minimum standards, and assistance being given to the occupants but these could be of any age, race, disability etc. but does ensure they are subject to minimum acceptable living conditions as is their human right.</p>	The Council will actively promote the use of Civil Penalties in its relevant documentation so all parties that could be affected are aware at an early stage.
Disability (including carers of disabled people)	✓			As Above	As Above
Gender Reassignment	✓			As Above	As Above
Marriage and Civil Partnership	✓			As Above	As Above

Pregnancy and Maternity	✓			As Above	As Above
Race	✓			As Above	As Above
Religion or Belief	✓			As Above	As Above
Sex	✓			As Above	As Above
Sexual orientation	✓			As Above	As Above
<b>8. Cumulative Impact</b> – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?  If yes, which Protected Characteristics could be affected and what is the potential impact?				Yes	No
					✓
<b>9. Any Other Impact</b> – Considering what else is happening within the				Yes	No
				✓	

<p>Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	<p>Overall it is expected to have a positive impact as will seek to raise standards in an area, especially the private rented sector. It will also aim to assist good landlords by providing more direct and efficient methods of enforcement against those that seek to exploit the law to the detriment of others.</p>
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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	Work with the GLA and Other London Boroughs to provide a consistent and advertised approach to the use of such powers	Feedback and reports from the GLA	R Le-Brun	On Going
All	Monitor implementation of the new policy	End of year internal review of the data	R Le-Brun	January 2019

### Stage 7: Public Sector Equality Duty

<p><b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) 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</li> </ol>	<p>Clear enforcement policies and procedures in line with Statutory requirements</p> <p>Provision of a set consistent standard across the market in the area, regardless of characteristic, but allowing different approaches to meet it</p> <p>Clear enforcement policies and procedures in line with Statutory requirements. Additionally, by introducing clear standards to all, there is no</p>
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groups 3. Foster good relations between people from different groups	blame culture of different premises meeting different standards linked to culture, race etc
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### Stage 8: Recommendation

<b>11.</b> 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 included in the Action Plan to be addressed.	
<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>	
<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.	

### Stage 9 - Organisational sign Off

<b>13.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?			
Signed: (Lead officer completing EqIA)	R Le-Brun	Signed: (Chair of DETG)	D Corby
Date:	17 <sup>th</sup> November 2017	Date:	27/11/2017
Date EqIA presented at Cabinet Briefing (if required)		Signature of DETG Chair (following Cabinet Briefing if relevant)	