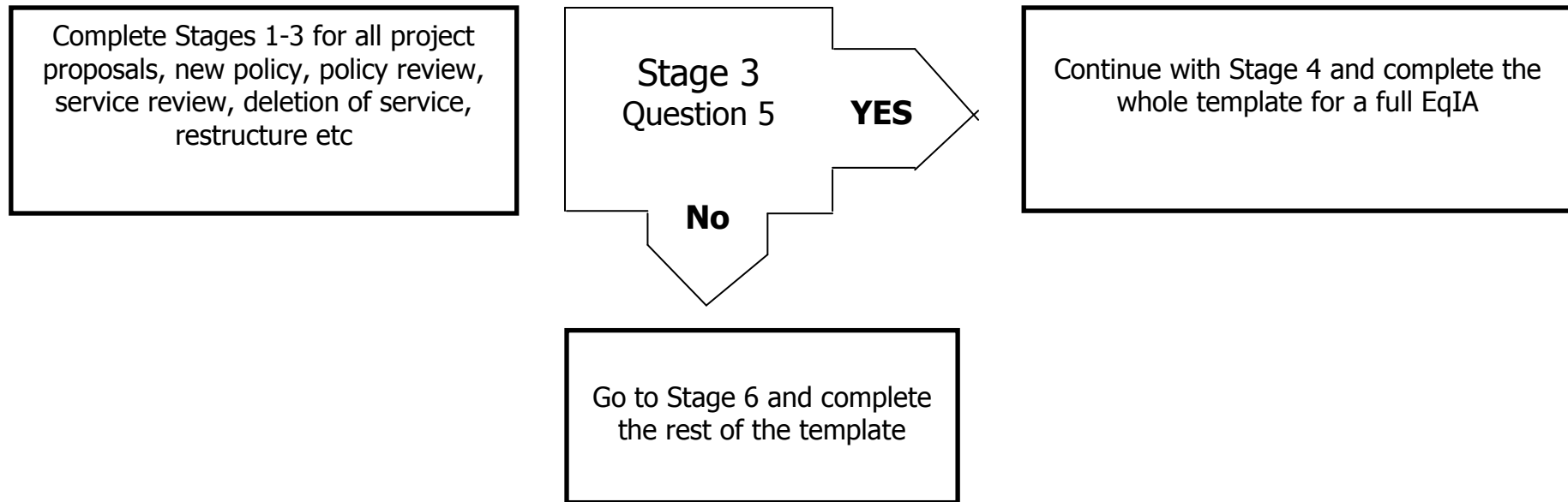


Equality Impact Assessment Template

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



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

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓	<input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> Portfolio Holder <input type="checkbox"/> Other (explain)
Date decision to be taken:	18th January 2018
Value of savings to be made (if applicable):	
Title of Project:	Extension of the Lease on the Cedars Youth and Community Centre
Directorate / Service responsible:	People's Services – Children & Young People Services Community -
Name and job title of Lead Officer:	Johanna Morgan, Divisional Director, People Services Strategy
Name & contact details of the other persons involved in the assessment:	Priya Ganatra 020 84209237 Errol Albert 020 84241321
Date of assessment (including review dates):	7 th December 2017

Stage 1: Overview

1. What are you trying to do?

(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)

Watford FC CSET intends to extend the first floor of the building and applied for planning permission on 20 October 2017. The Trust is applying for £750k of external funding for the capital works. One of the main funder's conditions is that the Trust must have a 25 unexpired year lease of the building. This requires a change to the current lease arrangements which expire in 2032. The current lease requires any alterations to the building to be approved by the Council. Watford FC CSET is proposing an extension to the building to create additional classroom and administration areas. This extension is required to accommodate new Premier League community programmes that increase the reach into Harrow (Employability, Primary Stars, Girls, Disability, etc), to meet a growing number of requests to use the facility and proposals from the voluntary sector about creating greater presence for their users. The increased programme requires additional staff and associated administrative facilities

Officers are requesting approval from Cabinet to make the changes to the legal framework including a licence for alternations, a revisionary lease and variation to the management agreement.

Background Information

Cedars Youth and Community Centre opened in 2012, and is managed in partnership by Harrow Council and Watford FC CSET. There is an extensive programme of activities provided by Watford FC CSET or Harrow Council in partnership, or other voluntary organisations. The facilities are used extensively during the daytime and evenings and weekends. There is currently unmet demand for the facility which Watford FC CSET is aiming to meet by extending the building to provide additional classroom accommodation.

In 2017, Early Support was established in Children and Families Services. This service was created through the reorganisation of the Children’s Centres and remodelling Early Intervention Services and provides services for 0-25 year olds. Within the Early Support model, Cedars Youth and Community Centre is one of 7 delivery sites with a focus on support for vulnerable young people and youth groups. The vision and aims of this service are complementary to Cedars Youth and Community Centre but as this is a new service, there are some aspects of the Management Agreement that the Council will be reviewing with Watford FC CSET to ensure that they are current and appropriate for the new model.

Harrow Council values the partnership with Watford FC CSET and acknowledges that the development of Cedars Youth and Community Centre was achieved by working in partnership with them to secure capital funding which was unavailable to the Council. This scheme is a considerable asset to the local community and enables the Council to provide first class facilities at the Cedars Youth and Community Centre Site and outreach work to all parts of the Harrow community without extra capital costs.

2. Who are the main groups / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
	Staff		Age	✓	Disability	✓
	Gender Reassignment		Marriage and Civil		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?

The responsibility has been shared with Watford Football Club who have provided the data on centre usage and football in order to analyse the impact on the protected characteristics.

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)	Age: 5-7 yrs = 48 8-10 yrs = 189 11-14 yrs = 546 15-19 yrs = 1385 20-29 yrs = 792 30-39 yrs = 218	<p>The age group 15-19 are the majority of the service users. The proposal will build extra classrooms will extend the offer to the other age categories and in addition, the vision for Early Support services is to sustain and build on the current offer for local families with the opportunity to develop a range of new services for children and young people.</p> <p>Any potential impact on the other age categories will be monitored.</p>

	<p>40-59 yrs = 490</p> <p>60+ yrs = 298</p>	
Disability (including carers of disabled people)	<p>Harrow Mencap use the centre daily and included within the range of disabilities are:</p> <p>Auditory Physical Mental Health / depression Schizophrenia Downs Syndrome Learning disability Visual Cerebral palsy Autism Aspergers</p> <p>These students are aged ranged 18-47 yrs and usually up to 20 attend per day. Mencap are forecasting increasing numbers until 2018 and beyond.</p> <p>And circa 12-20 footballers who are pan-disability and use the sports hall for three hours each week on a Thursday evening.</p>	<p>Watford Football Club is proposing an extension to the building to create additional classroom and administration areas. This extension is required to accommodate new Premier League community programmes that increase the reach into Harrow (Employability, Girls, Disability), to meet a growing number of requests to use the facility.</p> <p>Harrow Mencap wish to use the centre daily when the extension is built for a range of services across the day 8.30am to 9pm.</p> <p>Additionally, Shaftesbury High School uses the centre regularly for their sixth form for a range of activities including educational and physical activity in the sports hall.</p> <p>The potential impact will be monitored</p>
Gender Reassignment	No evidence currently available	<p>No identified impact</p> <p>However any improvements to the building design will ensure that they are fully accessible.</p>
Marriage / Civil Partnership	No evidence currently available	No identified impact

Pregnancy and Maternity	No evidence currently available	<p>Watford Football Club is proposing an extension to the building to create additional classroom and administration areas. This extension is required to accommodate new Premier League community programmes that increase the reach into Harrow (Employability) to meet a growing number of requests to use the facility and proposals from the voluntary sector about creating greater presence for their users. The classes may include support programmes for women and babies and employability skills.</p> <p>The potential impact will be monitored</p>
Race	<p>Number of members of the centre - 3,956 broken down as:</p> <p>White British 43.52% Asian British 15.61% Black British 11.14% Black African 6% Asian Other 6% Black Mixed 3% Other 14.27%</p>	No identified impact
Religion and Belief	No evidence currently available	No identified impact
Sex / Gender	<p>Number of members of the centre:</p> <p>3,956 of which 1,137 are female (29%) & 2,829 are male (71%)</p>	<p>Watford Football Club is proposing an extension to the building to create additional classroom and administration areas. This extension is required to accommodate new Premier League community programmes that increase the reach into Harrow (Employability, Girls, Disability,) to meet a growing number of requests to use the facility and proposals from the voluntary sector about creating greater</p>

		presence for their users. The potential impact on gender will be monitored
Sexual Orientation	No evidence currently available	No identified impact

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

Stage 5: Assessing Impact

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

Protected Characteristic	Positive Impact ✓	Adverse Impact		Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 6)
		Minor ✓	Major ✓		
Age (including carers of young/older people)					
Disability (including carers of disabled people)					
Gender					

Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					
Race					
Religion or Belief					
Sex					
Sexual orientation					
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	✓

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	✓

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
Age	There is no adverse impact identified, only positive action to advance equality of opportunity. Impact will be measured and monitored.	The Council and Watford Football Club will continue to monitor the reach and quality of the service will be monitored monthly.	Council Officers and Watford Football Club	On-going
Disability	There is no adverse impact identified, only positive action to advance equality of opportunity. Any impact identified will be measured and monitored.	The Council and Watford Football Club will continue to monitor the reach and quality of the service will be monitored monthly.	Council Officers and Watford Football Club	On-going
Pregnancy & Maternity	There is no adverse impact identified, only positive action to advance equality of opportunity. Any impact identified will be measured and monitored.	The Council and Watford Football Club will continue to monitor the reach and quality of the service will be monitored monthly.	Council Officers and Watford Football Club	On-going

Sex/Gender	There is no adverse impact identified, only positive action to advance equality of opportunity. Any impact identified will be measured and monitored.	The Council and Watford Football Club will continue to monitor the reach and quality of the service will be monitored monthly.	Council Officers and Watford Football Club	On-going
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Stage 7: Public Sector Equality Duty

<p>10. How do your proposals meet the Public Sector Equality Duty (PSED) to:</p> <ol style="list-style-type: none"> 1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 2. Advance equality of opportunity between people from different groups 3. Foster good relations between people from different groups 	<p>This proposal meets the Public sector duty by encouraging advancing equality of opportunity between people from different groups and by fostering good relations between people from different groups within the community.</p>
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Stage 8: Recommendation

11. Which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.	✓
Outcome 2 – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are included in the Action Plan to be addressed.	
Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in Q12 below)	

12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.	
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Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	
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Signed: (Lead officer completing EqIA)	P.Ganatra	Signed: (Chair of DETG)	Dave Corby
Date:	7 th December 2017	Date:	2 nd January 2018