

Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)

Type of Decision:	<input type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input checked="" type="radio"/> Other (state)	
Title of Proposal	Removal of base budget for 4 staffing positions at Headstone Manor and Museum from October 2020	Date EqIA created - 25/10/19
Name and job title of completing/lead Officer	Tim Bryan – Head of Service, Culture and Leisure	
Directorate/ Service responsible		
Organisational approval		
EqIA approved by Directorate Equalities Lead	Name Dave Corby	Signature <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 6th November 2019

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)
<p>a) What is your proposal? To remove the base budget for 4 staffing positions at Headstone Manor and Museum from October 2020. The posts are: Community Engagement Officer, Youth and Families Engagement Officer, Outdoor Learning Officer, and Digitisation Project Officer. These posts were created as part of the restoration of the museum project which received significant capital funding from the Heritage Lottery Fund. The salary costs of these posts are £135k (£91k funded from Heritage Lottery Fund (HLF) until September 2020 and £44k from the Council). These posts were intended to ensure that the restored museum was accessible to the whole community especially those from target groups which have traditionally been hard to reach audiences. These groups include families and children. If no alternative external funding can be secured these posts will be deleted.</p>
<p>b) Summarise the impact of your proposal on groups with protected characteristics The only protected characteristic that it is believed that these proposals would have an impact on is age, particularly on young people and families.</p>
<p>c) Summarise any potential negative impact(s) identified and mitigating actions It is believed that there would be a minor negative impact on young people and families. It would be intended to maintain the engagement networks and activities established for this target group by the work of the posts to be deleted especially by the Youth and Families Engagement Officer now that they have been set up. Applications for external grant funding to support delivery of activities to this target group will also be made as appropriate. Regular family events and work with schools including a project loan collection were in place before the 4 posts partially funded by HLF started.</p>

2. Assessing impact																							
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact																					
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact																		
			Minor	Major																			
Age	<p>The resident population of Harrow according to the 2018 mid-year population estimates was 250,149. Office for National Statistics (ONS) 2018 mid-year population data by age for the whole borough was as follows:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Age Group</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0-4 year olds</td> <td>17,745</td> </tr> <tr> <td>5-19 year olds</td> <td>45,630</td> </tr> <tr> <td>20-24 year olds</td> <td>13,528</td> </tr> <tr> <td>25-49 year olds</td> <td>89,685</td> </tr> <tr> <td>50-59 year olds</td> <td>31,204</td> </tr> <tr> <td>60-74 year olds</td> <td>33,943</td> </tr> <tr> <td>75-89 year olds</td> <td>12,736</td> </tr> <tr> <td>90 years old and over</td> <td>2,148</td> </tr> </tbody> </table>	Age Group	Total	0-4 year olds	17,745	5-19 year olds	45,630	20-24 year olds	13,528	25-49 year olds	89,685	50-59 year olds	31,204	60-74 year olds	33,943	75-89 year olds	12,736	90 years old and over	2,148	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age Group	Total																						
0-4 year olds	17,745																						
5-19 year olds	45,630																						
20-24 year olds	13,528																						
25-49 year olds	89,685																						
50-59 year olds	31,204																						
60-74 year olds	33,943																						
75-89 year olds	12,736																						
90 years old and over	2,148																						

	<p>The age breakdown of the 4 staff at Headstone Manor and Museum who are affected by this proposal is as follows: 18-24 = ; 25-34 = ; 35-44 = 0; 45-54 = 0; 55+ = 0</p> <p>In 2018-19 there were 51,666 visitors to the museum. 7,827 people took part in the family activities (including Mini Museum for Under 5s, trails and workshops). There were 4,780 visits from school children.</p> <p>The greatest impact of these proposals is likely to be a reduction in the number of people visiting the museum particularly by young people and families. Engagement work with local schools also likely to decrease.</p> <p>Regular family events and work with schools including a project loan service were in place before the posts partially funded by Heritage Lottery Funded (HLF) started.</p> <p>The ages of the affected staff range from 22 to 31. The staffing reduction will be carried out according to the appropriate Council's management of change policy and equalities policy.</p>				
<p>Disability</p>	<p>There are approximately 15,000 people aged 16 to 64 with moderate or serious physical disability living in Harrow and this number is predicted to increase to 16,000 by 2020. These trends are similar to those predicted for London with the largest proportion increases being in the 55 to 64 age group (Harrow Joint Strategic Needs Assessment 2015-20). The total population aged 18-64 in Harrow predicted to have a learning disability in 2017 is 3,466 (Information taken from: www.pansi.org.uk).</p> <p>The 2011 census showed there were 24,620 carers in Harrow, an increase of over 4,000 (almost 20%) from ten years earlier. The reasons for providing care vary and can include more than one reason. In the Harrow Carers' Survey, the 3 out of 5 carers were caring for someone with a physical disability. 45% of Harrow carers were caring for an older person which is significantly higher than the national average. Around 1 in 5 were caring for someone with a mental health problems and a similar proportion for someone with a learning disability. It is difficult to estimate the number of young carers although the 2011 Census shows 2,272 self-declared young carers aged 0 – 24 years old in Harrow. The vast majority of these are hidden, i.e. not known to social care or receiving any support (Harrow Joint Strategic Needs Assessment 2015-20).</p> <p>None of the 4 staff at Headstone Manor and Museum affected by these proposals are known to have a disability. The staffing reduction will be carried out according to the appropriate Council's management of change policy and equalities policy.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	It is not anticipated that these proposals will have a specific impact on people who have a disability. The recent restoration of the Museum ensured that the museum is accessible to those with a disability and meets the required disability legislation.				
Gender reassignment	<p>The only data Harrow currently has on Gender Reassignment is via the Analysis of demand from housing applicants (via Locata): 1 (0.02%) housing applicant has indicated that they are transgender. (Data as at April 2014).</p> <p>None of the staff that would be impacted by this proposal indicated that they were part of this protected characteristic. This proposal will be carried out according to the appropriate Council's management of change policy and equalities policy.</p> <p>It is not anticipated that these proposals will have a specific impact on people from this protected characteristic.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	<p>Census data: Harrow has a very high percentage of married couples, with 53.7% of residents aged 16 and older declaring they were in a marriage in 2011. This is above the national level of 46.6%. There was a 27% increase in the number of married people living in Harrow between 2001 and 2011 (Office for National Statistics, 2001 and 2011). Between their inception and January 2012, 107 civil partnership ceremonies took place in Harrow.</p> <p>Of the 4 museum staff affected by these proposals 1 indicated that they are single, and 1 that they are married. These proposals will be carried out according to the Council's management of change policy and equalities policy.</p> <p>It is not anticipated that these proposals will have a specific impact on people from this protected characteristic.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<p>The 2018 mid-year estimates showed an increase of 31 births (3,655 births in total) over 2017 mid-year estimates, a 0.86% increase. There was a consistent increase from 2001/02 to 2012/13.</p> <p>Of the 4 museum staff affected by these proposals one is currently on maternity leave.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>These proposals will be carried out according to the Council's management of change policy and equalities policy.</p> <p>It is not anticipated that these proposals will have a specific impact on people from this protected characteristic.</p>																									
<p>Race/ Ethnicity</p>	<p>Census data (2011) shows the ethnic breakdown for Harrow to be as follows:</p> <table border="1" data-bbox="432 486 1167 916"> <thead> <tr> <th data-bbox="432 486 792 547">Ethnic Group</th> <th data-bbox="792 486 956 547">Total</th> <th data-bbox="956 486 1167 547">Percentage</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 547 792 608">White British</td> <td data-bbox="792 547 956 608">73,826</td> <td data-bbox="956 547 1167 608">31%</td> </tr> <tr> <td data-bbox="432 608 792 668">White Other</td> <td data-bbox="792 608 956 668">27,165</td> <td data-bbox="956 608 1167 668">11%</td> </tr> <tr> <td data-bbox="432 668 792 729">Mixed</td> <td data-bbox="792 668 956 729">9,499</td> <td data-bbox="956 668 1167 729">4%</td> </tr> <tr> <td data-bbox="432 729 792 790">Asian or Asian British</td> <td data-bbox="792 729 956 790">101,808</td> <td data-bbox="956 729 1167 790">43%</td> </tr> <tr> <td data-bbox="432 790 792 850">Black or Black British</td> <td data-bbox="792 790 956 850">19,708</td> <td data-bbox="956 790 1167 850">8%</td> </tr> <tr> <td data-bbox="432 850 792 911">Arab and Other Group</td> <td data-bbox="792 850 956 911">7,050</td> <td data-bbox="956 850 1167 911">3%</td> </tr> </tbody> </table> <p>It is not anticipated that these proposals will have a specific impact on people from this protected characteristic.</p> <p>The ethnic groups of the 4 staff affected who indicated their ethnic origin is as follows: White – British = 2 White – Other =1</p> <p>These proposals will be carried out according to the Council's management of change policy and equalities policy.</p>	Ethnic Group	Total	Percentage	White British	73,826	31%	White Other	27,165	11%	Mixed	9,499	4%	Asian or Asian British	101,808	43%	Black or Black British	19,708	8%	Arab and Other Group	7,050	3%	<input data-bbox="1597 858 1637 895" type="checkbox"/>	<input data-bbox="1731 858 1771 895" type="checkbox"/>	<input data-bbox="1865 858 1906 895" type="checkbox"/>	<input checked="" data-bbox="2018 858 2058 895" type="checkbox"/>
Ethnic Group	Total	Percentage																								
White British	73,826	31%																								
White Other	27,165	11%																								
Mixed	9,499	4%																								
Asian or Asian British	101,808	43%																								
Black or Black British	19,708	8%																								
Arab and Other Group	7,050	3%																								

<p>Religion or belief</p>	<p>Harrow is Britain's most religiously diverse community and enjoys the Country's highest density of Gujarati Hindus and Sri Lankan Tamils, alongside significant Muslim, Jewish and Christian communities. The Greater London Authority (GLA) Diversity Indices rank Harrow seventh highest nationally for ethnic diversity and second for religious diversity.</p> <p>It is not anticipated that these proposals will have a specific impact on people from this protected characteristic.</p> <p>Of the staff affected by these proposals 2 indicated that they had no religion/were atheist.</p> <p>These proposals will be carried out according to the Council's management of change policy and equalities policy.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Gender</p>	<p>ONS data: In the mid-year estimate 2018, 50% (125,133) of Harrow residents were male and 50% (125,016) are female. The first year where males have exceeded females.</p> <p>It is not anticipated that these proposals will have a specific impact on people from this protected characteristic.</p> <p>All 4 museum staff that would be affected by these proposals are female.</p> <p>These proposals will be carried out according to the Council's management of change policy and equalities policy.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Sexual Orientation</p>	<p>Although sexual orientation is a protected characteristic under equalities legislation, there is no robust data on the numbers of lesbians, gay men and bisexuals in the population as no national census has ever asked people to define their sexuality. The Government estimates that 5-7% of the population are lesbians, gay men or bisexual. Stonewall, a UK charity supporting LGB rights, agrees with this estimate.</p> <p>2 staff who would be affected by these proposals indicated that they are</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	heterosexual/straight. The staff restructure will be carried out according to the Council's management of change policy and equalities policy.				
--	--	--	--	--	--

2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?

Yes No

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?

Yes No

If you clicked the Yes box, Include details in the space below

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer
<p>Potential minor impact on young people and families – potential for fewer people from these age groups to attend the museum as this was one of the key audience groups targeted by the roles that would be deleted under this proposal – in particular the Youth and Families Engagement Officer and the Community Engagement Officer.</p>	<p>The affected posts were set up after the completion of the restoration of the museum partially funded by HLF with the aim of establishing suitable activities for target audiences including young people and activities and ensuring that suitable activities were put in place for this age group. It is intended that the engagement networks and activities established will be sustained as much as possible within the remaining resources now that they are already in place, and that applications for external grant funding will be made to sustain service delivery to young people and families as appropriate both prior to the end of the current HLF funding period and afterwards.</p> <p>Regular family events and work with schools including a project loan service were in place before the 4 posts partially funded by HLF started.</p>	<p>Statistics of young people and families visiting the museum will continue to be recorded to assess the impact of the proposed removal of these 4 posts, and the measures taken to mitigate the impact</p>	<p>Ongoing</p>	<p>Kerry Blackburn</p>

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

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

Include details in the space below

Headstone Manor and Museum will continue to provide services to the whole community including all ages, ethnic and religious groups, and all the other protected characteristics. There will continue to be activities targeted at specific groups provided, and opportunities for people from different groups to participate in activities together.

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqlA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqlA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here