

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓	✓	Cabinet		Portfolio Holder		Other (explain)	
Date decision to be taken:	January 2022						
Value of savings to be made (if applicable):	N/A						
Title of Project:	Accommodation strategy – Ancillary Spaces and Forward Drive						
Directorate / Service responsible:	Resources						
Name and job title of Lead Officer:	Charlie Stewart, Corporate Director Resources						
Name & contact details of the other persons involved in the assessment:	Rebecca Drinkwater – rebecca.drinkwater@harrow.gov.uk						
Date of assessment (including review dates):	January 2022						

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)

The assessment here relates to the recommendations and updates provided to Council members on the provision of space to accommodate those services which cannot be moved to Forward Drive is a key part of the agreed Accommodation Strategy into alternative sites known as ‘Ancillary Spaces’.

The fit out of Gayton Road supports the cessation of use of the existing Civic Centre at Poets Corner by the Council and its handover to the Harrow Strategic Development Partnership (HSDP) for the development of over 1000 new homes including affordable homes (subject to obtaining planning permission). These new homes will provide significant additional social value and place making benefits. It provides the site for key services that are moving from the Civic Centre and for our partner, the Citizen’s Advice Bureau, who are moving from Civic 9.

Although a number of the decisions to relocate services taken now are temporary – with their longer term location expected to be Harrow New Civic from 2025 - this is not a factor that affects the equalities assessment.

Key changes include the following aspects:

- Children’s Centres, Schools and NRCs – appointment based People Directorate services
- General enquires and document scanning – Greenhill library (and library pilot)
- CAB - Sheldon House, Gayton Road
- Emergency Front Door for social care and homelessness - Sheldon House, Gayton Road
- Register Office, providing licensed ceremony space, private interview facilities and back-office accommodation - Greenhill Library/Pavilion
- Mayor’s Parlour – HAC
- Full Council meetings – Elliot Hall, HAC

	<ul style="list-style-type: none"> - Cabinet & Committee meetings – Forward Drive and Kadwar Patidar Centre if needed - Members’ Group Offices and meetings – Forward Drive and wider estate for Ward meetings - Trade union private workspace – TBC Forward Drive - Forward Drive – large item storage to be accommodated at Forward Drive 					
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 / 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: <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 result of the decision to relocate services impacts all three corporate directorates;</p> <ul style="list-style-type: none"> • People – on the basis that they will be delivering services in new ways and locations • Communities – on the basis that they will have responsibility for maintaining the sites involved • Resources – on the basis that they are responsible for ensuring actions are taken in line with all relevant governance and finance procedures <p>Charlie Stewart will have overall responsibility for the Accommodation Strategy and oversight of the resulting projects.</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)	<ul style="list-style-type: none"> • 20.6% of Harrow’s residents are under 16 • 64.2% of Harrow’s population are of working age (16 to 64) and 15.2% of Harrow’s residents are 65 or older • The average (median) age is 37.4 years, lower than many other places • It is expected that the number of residents aged 65 plus will increase by 41% and those aged 85 plus could increase by over 67% by 2031 • It is also expected that the number of children (0-15) will also increase by 14% during the 10 year period between 2014 – 2024 	<p>The decision to move service delivery into multiple locations may have an impact on residents and although there may be a period of adjustment (where clear communication and support will be needed) this is overall expected to have a positive impact on service users.</p> <p>In making the recommendations of the new sites, consideration has been given to:</p> <ul style="list-style-type: none"> • Proximity of transport links – Greenhill Library is a town-centre location with excellent transport links and car parking nearby, Sheldon House is close to transport links and has (limited) on-site parking, Harrow Arts Centre has on-site parking facilities • Accessibility – Greenhill Library and Sheldon House both have level access from the street and are built in line with the latest regulations, the proposed use of Harrow Arts Centre is all at ground floor level – this site already has an AccessAble assessment <p>Furniture selection for each of the sites (including those where it is being re-used) has been considered to ensure there is a mixture of chairs with and without arms and a variety of heights for differing users.</p> <p>For public events being held in Forward Drive, these will largely be arranged on the ground floor and will be managed by an on-site team, ensuring residents are able to easily find where they are going.</p> <p>For those needing to access services for payments and scanning at Greenhill library assistance will be available</p>

<p>Disability (including carers of disabled people)</p>	<ul style="list-style-type: none"> • 13.7% of Harrow's working age population classified themselves as disabled, a total of 22,100 people 	<p>The decision to move service delivery into multiple locations may have an impact on residents and although there may be a period of adjustment needed (where clear communication and support will be needed) this is overall expected to have a positive impact on service users.</p> <p>A 'Changing Places' facility will be provided in Sheldon House, enhancing access for service users to appropriate facilities.</p> <p>Furniture selection for each of the sites (including those where it is being re-used) has been considered to ensure there is a mixture of chairs with and without arms and a variety of heights for differing users. Accommodating wheelchair users has also been factored into decisions about furniture size and shape.</p> <p>In making the recommendations of the new sites, consideration has been given to:</p> <ul style="list-style-type: none"> • Proximity of transport links – Greenhill Library is a town-centre location with excellent transport links and car parking nearby, Sheldon House is close to transport links and has (limited) on-site parking, Harrow Arts Centre has • Accessibility – Greenhill Library and Sheldon House both have level access from the street and are built in line with the latest regulations, the proposed use of Harrow Arts Centre is all at ground floor level • Hearing loops – mobile units will be provided in all settings to be used as needed and all larger spaces used with staff and public alike will have enhanced audio capability. • Visual assistance – manifestation and clear sight lines will be installed and maintained in the new sites <p>Visitors and staff attending Forward Drive will have access to 6 accessible parking bays. In addition to this there are 13 spaces specifically for site visitors and 120 secure spaces in the multi-storey car</p>
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		<p>park that can be utilised for Members, staff and the public attending on-site committee meetings.</p> <p>For public events being held in Forward Drive, these will largely be arranged on the ground floor and will be managed by an on-site team. These meetings will also be made available virtually so residents are able to participate in the session without attending in person.</p> <p>For those needing to access services for payments and scanning at Greenhill library assistance will be available</p>
Gender Reassignment	There is limited data held about this protected characteristic for the population	No impact anticipated from the recommendations
Marriage / Civil Partnership	There is limited data held about this protected characteristic for the population	No impact anticipated from the recommendations
Pregnancy and Maternity	There is limited data held about this protected characteristic for the population and in relation to this service.	<p>The facilities at Sheldon House and Greenhill Library both provide level access from the street making it easy for pushchairs and prams, and baby change facilities in the toilet facilities.</p> <p>Waiting areas in both locations will provide seating and where appropriate privacy.</p> <p>Sheldon House has been designed to provide a safe space for children to play, supervised by their parent or guardian.</p>
Race	<ul style="list-style-type: none"> • 61.8% of residents classify themselves as belonging to a minority ethnic group • The White British group forms the remaining 38.2% of the population, (down from 50% in 2001) • 26.4% of Harrow's residents are of Indian origin – the largest minority ethnic group in the borough, followed by Kenyans and Sri Lankans. • 8.2% of residents are 'White Other', up from 4.5% in 2001 	<p>Support for non-English speaking residents will remain irrespective of the location of the services and this will need to be properly communicated to avoid confusion and isolation during the transition</p> <p>Providing community-based appointments and closer integration with third sector organisations is expected to provide a positive impact on residents</p>

	<ul style="list-style-type: none"> • In 2015/16 Harrow recorded its 2nd highest levels of migration in a decade signifying a significant change in population make up since the 2011 census. The top three nationalities of these most recent arrivals are Romanian, Indian and Polish • The top 5 most recorded community languages in Harrow are: English, Gujarati, Tamil, Romanian, Arabic and there are over 155 languages spoken in Harrow schools 	
Religion and Belief	<ul style="list-style-type: none"> • The borough had the highest proportion of Hindus, Jains and members of the Unification Church, the second highest figures for Zoroastrianism and was 6th for Judaism. • 37% of the population are Christian, the 5th lowest figure in the country. Muslims accounted for 12.5% of the population • In Greenhill and Wealdstone there are proportionately more followers of Islam and slighter lower Hindus. There is a higher proportion of Bangladeshi and Pakistanis in these wards 	No impact anticipated from the recommendations
Sex / Gender	49.9% of the borough population are male and 51.1% are female	<p>Consideration has been given to the selection of alternative venues (particularly Sheldon House and Greenhill Library) in the lighting and general street position to ensure service users feel safe.</p> <p>Consideration has also been factored into the design of Sheldon House to ensure that clients feel safe, protected and in a confidential, not intimidating environment. Measures include the position of the reception, access control, manifestation and soft furnishings.</p>
Sexual Orientation	It is estimated that 10% of the UK population are lesbian, gay and bisexual (LGB), which would equate to approximately 24,713 of our residents	No impact anticipated from the recommendations

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 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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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, Disability, Race	Clear communication plan to be developed ensuring residents have the right information about what and where services will be delivered	Communication plan is developed and signed off	Helen Mannion – External Communications	July 2022
Age, Disability, Race	Signposting measures implemented for service users	Monitoring number of enquiries at the Civic Centre / ancillary sites	Kireen Rooney – Customer Services	August 2022
Disability	Work with AccessAble (formerly DisabledGo) to produce an online detailed access guide for Greenhill Library and Sheldon House	AccessAble website goes live with the review of each site	TBC	3 months after site opens
All	EQIA to be completed for each site when physical designs and detailed plans for service delivery are defined	EQIA document completed and reviewed by Equalities Team	Rebecca Drinkwater – Communities	Before occupancy of each site

Stage 7: Public Sector Equality Duty

10. How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council 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

The selection of ancillary spaces are recommended on their appropriateness for the service users and allocation of available space within the borough. Matters of equality and in particular access for service users and staff, where considered as part of the options analysis conducted before sites were selected or recommended. There are areas that will need further detail and communication (as specified above) to complete before the duty is properly discharged.

Stage 8: Recommendation

11. 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 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 listed in the Action Plan above.	✓
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.	

Stage 9 - Organisational sign Off			
13. 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 (if required)		Signature of DETG Chair	