

HARROW COUNCIL

**Appendix 3:**

**FULL EQUALITY IMPACT ASSESSMENT QUESTIONNAIRE/CHECKLIST**

Directorate	Community & Environment Service		Section	Community and Cultural		
1 Name of the function/ policy to be assessed	Transfer of HCRE grant funding to HAVS	2 Date of Assessment	1/12/08	3 Is this a new or existing function/policy?	New	
4 Briefly describe the aims, objectives and purpose of the function/policy		To ensure continuity of Harrow Council of Racial Equality (HCRE) core functions during a period of interim management arrangements with Harrow Association of Voluntary Service (HAVS).				
5 Are there any associated objectives of the function/policy? Please explain		To ensure accountability on the use of council funding during the interim management period.				
6 Who is intended to benefit from the function/policy and in what way?		Local community, in particular beneficiaries of HCRE core functions.				
7 What outcomes are wanted from this function/policy?		Continuity of HCRE core functions. Transparent accountability and management of council resources.				

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<p>8 What factors/forces could contribute/detract from the outcomes?</p>	<p>HAVS capacity to manage core functions.          HAVS capacity to manage resources.          The duration of the interim management arrangements.</p>		
<p>9 Who are the main stakeholders in relation to the function/policy?</p>	<p>HCRE          HAVS          Council          Local community          Project beneficiaries          Other statutory partners</p>	<p>10 Who implements the function/policy and who is responsible for the function/policy?</p>	<p>The council (through the Grants Advisory Panel and Portfolio Holder) will take responsibility for the decision to direct HCRE funds to HAVS.           HAVS management committee will be responsible for managing resources and HCRE functions.</p>
<p>11 What data or other existing evidence have you used to assess whether the function/policy might have a differential impact? (please continue on a separate piece paper if necessary)</p>	<ul style="list-style-type: none"> <li>• Evidence and data collected during independent investigation of HCRE.</li> <li>• Consultation with HCRE/HAVS management committees.</li> <li>• Consultation with EHRC (Equality and Human Rights Commission)</li> </ul>		

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<p>12 Has the data or other evidence raised concerns that the function/policy might have a differential impact? If so in what area (please circle)?</p>	<p>Race √</p>	<p>Gender</p>	<p>Disability</p>	<p>Other</p>	<p>(If other please specify)</p>
<p>13 What are the concerns? (please continue on a separate piece paper)</p>	<p>HCRE stated aims are “The elimination of racial discrimination, the promotion of equality of opportunity and good relations between persons of different racial groups.” During the period of interim management HCRE core functions will form only part of the functions managed by HAVS. This means that during this period the overall aims of HCRE will be subsumed in to the aims and objectives of another organisation.</p>				
<p>14 Does the differential impact amount to adverse impact i.e. could it be discriminatory, directly or indirectly?</p>	<p>No. The core functions of HCRE will continue.</p>	<p>15 If yes, can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>			
<p>16 Have you considered ways in which the adverse impact might be reduced or eliminated?</p>	<p>Yes, in order to reduce any adverse impact a time-limited, steering group will be convened by the council to oversee arrangements for the delivery of a new equalities body that will encompass the original aims of HCRE.</p>				

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<p>17 How have you made sure you have consulted with the relevant groups and service users from</p> <p>Ethnic Minorities?          Disabled people?          Men and women generally?</p>	<p>Consultation has taken place with a range of stakeholders during the independent investigation including HCRE staff and trustees, member organisations, community organisations and Council representatives.          Consultation has also taken place with HCRE and HAVS representatives.          Consultation has also taken place with EHRC.</p>		
<p>18. Please give details of the relevant service users, groups and experts you are approaching for their views on the issues</p>	<p>Management committee representatives of HAVS and HCRE.          Advisers from EHRC.</p>		
<p>19 How will the views of these groups be obtained?          (Please tick)</p>	<p>Letter <input type="checkbox"/>          Meetings <input checked="" type="checkbox"/>          Interviews <input type="checkbox"/>          Telephone <input type="checkbox"/>          Workshops <input type="checkbox"/>          For a <input type="checkbox"/>          Questionnaires <input type="checkbox"/>          Other <input type="checkbox"/></p>	<p>20 Please give the date when each group/expert was contacted</p>	<p>Meeting with HAVS / HCRE:          23rd September          29th September          31st October          11th November          Meeting with EHRC: 26/11/08</p>

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<p>21 Please explain in detail the views of the relevant groups/experts on the issues involved. (Please use a separate sheet if necessary)</p>	<p>HAVS / HCRE representatives feel that HCRE resources are best managed by HAVS for an interim period until the new equalities body is established.</p> <p>Advisers from EHRC are satisfied that the Council is taking the right steps to establish a new equalities body and maintain HCRE core functions in the interim period.</p>
<p>22 Taking into account the views of the groups/experts, please clearly state what changes if any you will make, including the ways in which you will make the function/policy accessible to all service users, or if not able to do so, the areas and level of risk (Please continue on a separate sheet if necessary)</p>	<p>Through consultation with HAVS and HCRE representatives agreement was reached that resources are best managed by HAVS in the interim period.</p> <p>Through consultation with EHRC advisers the Council will ensure that a further equalities impact assessment will be conducted prior to the establishment of a new equalities body.</p>

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<p>23 Please describe how you intend to monitor the effect this function/policy has on different minority groups (Please continue on a separate sheet if necessary)</p>	<p>HAVS will provide regular reports to the Steering Group whose membership includes HCRE trustees, regarding management of resources and core functions.</p> <p>The transfer of funds to HAVS will be managed through a service level agreement setting out Council expectations regarding the funding.</p> <p>The transfer of any EHRC funds will be monitored by EHRC who will ensure that core functions are managed and delivered by HAVS.</p>
<p>24 If any elements of your function/policy are provided by third parties please state, what arrangements you have in place to ensure that to ensure that the Council's equal opportunities criteria are met</p>	<p>HAVS is currently funded through a service level agreement with the council. The service level agreement sets out council expectations in relation to equal opportunities and HAVS is subject to an annual monitoring visit to ensure compliance with this agreement.</p>

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<p>25 Please list any performance targets relating to equality that your function/policy includes, and any plans for new targets (Please continue on a separate sheet if necessary)</p>	<p>The transfer of funding to HAVS will facilitate the development of a new equalities body for Harrow that is in line with national developments in this area.</p>		
<p>26 How will you publish the results of this Impact assessment?</p>	<p>The results of this impact assessment will be shared with HCRE, HAVS and EHRC representatives.</p>	<p>27 Date of next assessment</p>	<p>Not known</p>

Signed:  
 NAME: Kashmir Takhar  
**Completing officer**

Date:

Signed:  
 NAME: Javed Khan  
**Lead Officer**

Date:

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Please list actions you intend to take as a result of this assessment. Attach additional sheets if necessary.

### IMPROVEMENT PLAN

ISSUE IDENTIFIED	ACTION REQUIRED	LEAD OFFICER	TIMESCALE	COMMENTS
Ensuring HCRE core functions are properly managed and resourced during interim period.	Development of SLA with HAVS.	Kashmir Takhar	March 09	
Ensuring HAVS capacity to manage resources and HCRE core functions.	Regular review of interim arrangements.	Kashmir Takhar	March 09	
Ensuring HCRE core functions are delivered to project beneficiaries.	Develop reporting arrangements for HAVS to provide regular reports to steering group.	Kashmir Takhar / Julia Smith	January 09	



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