

Equality Impact Assessment (EqIA) Form

In order to carry out this impact assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIA's. Please refer to these to assist you in completing this form and assessment.

SCREENING

What is the policy? (name and description)	Single Equalities Scheme (SES)
Which Directorate and Service is responsible for the policy?	Chief Executives
Name & contact details of person(s) carrying out the EqIA:	Mohammed Ilyas: Policy Officer – Equalities and Diversity
Date of assessment:	

Stage 1: About the Policy

1. Is this a new or an existing policy?	Refresh of existing Single Equalities Scheme
2. What are the aims, objectives or purpose of the policy?	<p>All public bodies are required to proactively promote equality of opportunity, eliminate unlawful discrimination and promote good relations between groups. They are also required to highlight how they will do this by producing and publishing a race, disability and gender equality scheme setting out how they will meet the general and specific duties.</p> <p>As well as meeting our legal requirements, the aim of the SES is to build equalities into all our functions, services, policies, processes and systems to ensure we are championing equality and diversity as an employer, service provider, procurer of goods services and community leader.</p> <p>In order to achieve the above, the SES highlights our cross cutting equality objectives with a three year action plan to achieve these.</p>
3. What factors / forces could prevent you from achieving these aims and	<p>There are a number of factors which could prevent us from achieving the aims and objectives of the SES. These include:</p>

objectives?	<ul style="list-style-type: none"> ▪ Organisational ability and capacity to implement the action plans within the SES; ▪ Lack of awareness of the SES and the action plans within it; ▪ Lack of awareness and training around equalities and diversity and its link to making frontline services more affective ▪ Resources and reduction in future budgets.
4. How does the policy contribute to the council's corporate aims and objectives?	The SES contributes towards the Council's proposed vision and priorities, in particular to achieve the vision of 'Working Together: Our Harrow, our community'. It is imperative that the Council is able to proactively promote equality of opportunity and eliminate unlawful discrimination.
5. Who is intended to benefit from this policy and in what way?	<p>Everyone (residents, service users, employees and the Council) will benefit from the SES, including:</p> <ul style="list-style-type: none"> ▪ Residents/Service Users – will benefit by receiving services which are fair and accessible and tailored to their needs; ▪ Employees – will benefit from fair and equitable policies, working in a pleasant environment and for an organisation committed to putting equalities at the heart of all its functions and services. Employees will also benefit from training and development opportunities; ▪ Council – will benefit from delivering efficient and improved services, avoiding potential litigation claims and enhancing the council's reputation for being recognised as championing equality and diversity and promoting community cohesion in one of the most diverse boroughs in London and the country.
<p>6. Is responsibility for the policy shared with another department, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who is responsible for the policy? 	The SES is a cross council document and is co-ordinated by the Chief executives directorate. However the actions within the action plan relate to all directorates in the Council and everyone from senior managers, employees and elected members are expected to sign up to the SES.
Stage 2: Collecting Evidence	
<p>7. What data or benchmarking information is available to facilitate the screening of this policy?</p> <ul style="list-style-type: none"> • Results from the Place Survey • Customer Satisfaction Surveys • Local or national research • Complaints or compliments 	<p>As a Local Authority, it is important to ensure we are aware of our communities and employees, understand their needs and requirements and develop our services to ensure they are fair, equitable and accessible.</p> <p>Harrow is one of the most ethnically and religiously diverse boroughs in London with people of many different backgrounds and life experiences living side by side.</p> <p>About a fifth (19%) of the population is over the age of sixty, which reflects a significant proportion of</p>

<p>received</p> <ul style="list-style-type: none"> CAA, liP or other assessments 	<p>our population who could potentially have greater needs in terms of mobility and access to services.</p> <p>In total, 30,783 (10.05%) of the boroughs population declared having a limiting long-term illness/disability. This shows we have a significant proportion of our service users with some form of disability.</p> <p>The total ethnic minority population (not white British) grew from 50.3 per cent in mid-2001 to 53.4 per cent in 2007, the fifth highest proportion in England.</p> <p>Based on the seven religions listed in the 2001 census, Harrow has the highest level of religious diversity of any local authority in England and Wales. This means that there is a 63 per cent chance that two people at random would be from different religious groups.</p> <p>The 2001 census did not have a question on sexual orientation; however 222 persons declared living as same sex couples. It is estimated that 6% of the UK population are lesbian, gay or bisexual (LGB), which would equate to approximately 12,000 of our residents belonging to the LGB community.</p> <p>The Council is also committed to developing a diverse workforce to reflect the community we serve. Our latest (April 2009 – March 2010) equalities report shows that the Council continues to have an older workforce with the majority aged between 35 and 54, i.e. almost a third of the council's workforce. There are less than 4% of employees under the age of 25 and a small number of employees aged 65 or over.</p> <p>The percentage of employees of the total workforce declaring a disability was 1.89% which is lower than the percentage employed in 2008/9 of 2.08%. This is somewhat contradicted by the employee survey where 8% of respondents stated that they were disabled (although it is worth noting that only 55% of employees responded to the survey).</p> <p>The Council employs a far greater percentage of women (75.39%) than men (24.61%) which is disproportionate to the composition of Harrow's general population of 49.98% women, 50.02% men. A lower number of men are employed at every level across the Council except for Payband 6 (highest payband) where there are 11 men and 5 women.</p> <p>This year the percentage of employees from BAME groups in the workforce is 34.13% compared to 33.51% in 2008/9. The proportion of BAME employees in the workforce continues therefore to increase. However, this is still disproportionate to the community of Harrow.</p>
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The Council does not monitor on religion or belief and sexual orientation, therefore there is no data for the workforce for these protected characteristics.

8. Have you undertaken any consultation on this policy? Yes

If yes, who was consulted? (this may include staff, members, unions, community / voluntary groups, stakeholders, residents and service users)

Equality Strand	Name of Group	What consultation methods were used?	What do the results show about the impact on different equality groups?
Age	Age Concern Harrow Older Peoples Reference Group Partnership of Older People (POP)	The SES was developed through a two stage consultation process. The 1 st stage consultation took place for 8 weeks from 15 th February 2010 to 11 th April 2010 and the second stage for a further eight weeks from 6 th September 2010 – 31 st October 2010. The consultation included various methodologies including an online questionnaire, focus groups (for both employees, service users and voluntary/community groups) attending meetings of groups including Harrow Council's Black Workers Group, Staff Lesbian	The consultation did not highlight any potential impact on equality groups, however the feedback helped to develop the SES and informed the cross cutting objectives for the Scheme. The analysis of the consultation is included in the Cabinet Report.
Disability	Harrow Association of Disabled People (HAD) Harrow Mencap MIND		
Gender	Harrow Women's Centre		
Race	Harrow Council's Black Workers Group		
Religion or Belief	Harrow Inter Faith Council		
Sexual Orientation	Harrow LGBT Forum Harrow Staff LGBT Forum		

Other (please state)	Primary Care Trust Unions HAVS Harrow Police Community and	Gay Bisexual Transgender Forum, Older Persons Reference Group, Harrow Association of Disabled People and Harrow LGBT Forum,	
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9. If you have not undertaken any consultation, explain why?

Proposed Consultation (for NEW policies)

NOTE: If you have not undertaken any consultation as yet, list your proposals for consultation with target dates in the section below. Any proposed consultation needs to be **completed before** progressing with the rest of the EqIA.

For guidance on consultation, see consultation guidelines on the HUB <http://harrowhub/site/scripts/documents.php?categoryID=127>

Who do you plan to consult?	What method of consultation do you propose to use and what is your target date for consultation?	What did the results show about the impact on different equality groups?

Stage 3: Assessing Impact

10. Considering the information / data from your research or/and consultation, is there any reason to believe that any adverse impact occurs or has the potential to occur on any equality group?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		X		X		X		X		X		X		X

If yes, explain what the impact is and which group(s) this affects?

If none, go to question 11.

10A. What measures are you going to take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring

Equality Group	Actions identified to eliminate/reduce adverse impact (Copy these measures into the Improvement Action Plan)
Age	
Disability	
Gender	
Race	
Religion or Belief	
Sexual Orientation	
Socio Economic	

11. Is there any evidence or concern that **direct discrimination** may occur with reference to anti discrimination legislation?

***Direct discrimination** - occurs when a person is treated less favourably than others on the grounds of their age, disability, gender, race, religion or belief, or sexual orientation. Refer to main guidelines and toolkit for examples of direct discrimination.*

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		X		X		X		X		X		X		X

If yes, explain which equality group(s) this affects? **(You are encouraged to seek Legal Advice)**

12. Is there any evidence or concern that **indirect discrimination** may occur? If yes describe this below and whether you can credibly justify continuing with the policy in terms of the benefits of its wider aims?

***Indirect discrimination** - occurs when a rule, condition or requirement, which applies equally to everyone, has a disproportionately adverse effect on people from a particular equalities group when there is no objective justification for the rule. Refer to main guidelines and toolkit for examples of indirect discrimination.*

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		X		X		X		X		X		X		X

If yes, explain which equality group(s) this affects? (You are encouraged to seek Legal Advice)

13. Is the policy likely to affect relations between certain groups, for example because it is seen as favouring a particular group or denying opportunities to another?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		X		X		X		X		X		X		X

If yes, explain which equality group(s) this affects?

14. If you have any further evidence or concern the potential impact the policy may have on a particular group(s), explain these below. This could be positive or negative. (if neither positive or negative, insert none)

Equality Group	Positive	Negative
Age	The SES action plan covers all these strands, therefore implementing the actions within it and achieving the cross cutting objectives set out in the Scheme will have a positive impact on residents, service users, employees and voluntary/community groups.	
Disability		
Gender		
Race		
Religion or Belief		
Sexual Orientation		The Council does not currently monitor on these characteristics (they are set out as actions within the SES action plan), and therefore does not hold

						data to enable it to set workforce targets and actions towards developing a diverse workforce with regards to sexual orientation and religion or belief.
Socio Economic Inequality						
<p>15. How does the policy conform to the requirements of the Public Equality Duties, which require all council functions and services to:</p> <ul style="list-style-type: none"> • promote equality of opportunity, • eliminate discrimination • promote good relations between different equality groups <p>If the answer is none or N/A please state why? What amendments could be made?</p>	<p>The SES has been developed to meet the requirements of the Public Equality Duties (as they stand at the moment) for Race, Disability and Gender but extending this to include Age, Religion or Belief, Sexual orientation and Social Deprivation. The cross cutting objectives of the SES have been identified through extensive consultation with residents, service users, employees and the voluntary/community sector and an action plan developed to achieve these.</p>					
16. Has an impact been identified?	Yes		If yes, is the impact positive or negative?	Positive		Go to Q17
	No (go to Q17)	X		Negative		Go to Q16A
16A. If there is a negative impact on any group(s), is that impact unlawful?	Yes		If illegal, take legal advice	If legal, is the impact intended?	Yes	
	No				No	
17. Have you received any complaints or compliments about the policy? If so, provide details.	<p>We have received some positive feedback during the consultation stages of developing this SES, which include:</p> <ul style="list-style-type: none"> ▪ I believe the document outlines in great detail the Council's objectives; having this in one document is a really good idea and shows the value Harrow put's in its equality policies. 					

18. What monitoring is in place to check the effects of the policy on equality groups?	The SES Action Plan will be monitored closely to ensure delivery and the affect on different groups. Appendix 4 in the SES highlights what reports will be produced and who these will be reviewed by.		
19. How will the results of any monitoring be analysed, reported and publicised?	The monitoring reports will be forwarded to the relevant groups and published on the HUB (intranet) and the council's website. The Corporate Equalities Group (CEG), Corporate Strategy Board (CSB) and Cabinet will also receive an annual update on progress.		
20. What monitoring measures need to be introduced to ensure effective monitoring of the policy? (Include in Improvement Action Plan)	See Appendix 4 in the SES		
21. When will the policy be reviewed?	The SES is a three year document and will be reviewed / updated for Jan 2014. However, the new Equality Act 2010 proposes to introduce a single Equality Duty in April 2011 and therefore the SES may need to be reviewed in light of these requirements.		
Decision			
22. On the basis of your answers so far, what is the potential for differential impact? (see note 19.8 in Corporate Guidance Document)	High <i>(Large adverse impact on equality groups)</i>		Medium <i>(Some adverse impact on equality groups)</i>
			Low <i>(Low potential for adverse impact on equality groups)</i>
Mark with an X	X		X
	Continue on to Part 2 for a full assessment.		Go to Stage 4 for any actions to improve policy and sign off.

FULL ASSESSMENT														
23. Does the policy impact less favourably on a certain group or groups in comparison with others?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:															
24. Is there any evidence of higher or lower participation, uptake or exclusion by any of the following equality groups?															
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality		
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
If yes, explain how:															
25. Do any groups have lower than average success rates in particular processes and/or access to services?															
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality		
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
If yes, explain how:															
26. Do criteria or requirements in relation to the policy disadvantage certain groups, either explicitly or inadvertently?															
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality		
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
If yes, explain how:															
27. Is access to services and benefits reduced or denied for some groups in comparison with other groups?															
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality		
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
If yes, explain how:															
28. Do particular groups face increased difficulty or indignity as a result of the policy?															
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality		
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	

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If yes, explain how:

29. Are there higher complaints rates or lower satisfaction rates for particular equality groups in connection with the policy, in comparison with other groups?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

30. Is there evidence that the policy fails to respond to the needs of a particular group, in comparison with other groups?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

Further Consultation

31. In the context of the previous questions, are there any groups you feel need to be consulted in order to reduce / eliminate adverse impact or identify potential barriers to improve access to the policy? <i>(Answer with an X)</i>	YES	NO (Go to Q33)
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NOTE: If you already have some ideas on how to mitigate a potentially adverse impact you should include this in your consultation. Consultees can therefore help not only to identify potentially adverse impacts but also to identify possible solutions.

Consultation can take on many different forms and the extent should be in proportion to the effect that the proposal is likely to have. Methods of consultation could include a survey, questionnaire, and focus group or open meetings. Take care not to restrict consultation only to recognised or 'official' associations and community leaders. It may be helpful to contact other officers who you know have carried out consultation exercises with these groups / individuals.

What consultation do you propose to undertake? Complete the section below and also include these in the Improvement Plan.

Equality Group	Type of consultation planned	Who with?	By when?
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Age			
Disability			
Gender			
Race			
Religion or Belief			
Sexual Orientation			
Other			

Stage 4 Making Adjustments (Improvement Action Plan)

32. List below any recommendations for action that you plan to take as a result of this impact assessment. This will include any actions identified throughout the EqIA. *(Insert additional rows as required)*

Area of potential adverse impact e.g. Race, Disability	Action proposed	Lead Officer	Timescale	Resource implication	Comments
All	Publicise and raise awareness of the SES to all employees, elected members and service users	Equalities Officer	June 2011	Staff time	
All	Publish the SES on the Council's website and the HUB	Equalities Officer	Jan 2011	Staff time	
All	Monitor the action plan to ensure implementation	Equalities Officer Corporate Equalities Group	Ongoing	Staff time	

Stage 5 – Reporting Results

We are required to ensure all completed EqIA's will be put onto the Council's website under the equality and diversity section and they will also be made available to members of the public on request.

33. Methods of publication – how will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc	The Council’s website and the HUB (intranet)		
Stage 6 - Monitoring It is important to monitor the actions arising from the impact assessment to ensure improvement to policy.			
34. How will the actions be monitored to ensure improvement to the policy?	The actions will be implemented by the Equalities Officer and reported to the Corporate Equalities Group		
Stage 7 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)			
The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG), who will discuss and agree the actions in the Improvement Plan.			
Once agreed the actions from the Improvement Plan need to be included in Departmental Business Plans for implementation.			
35. Which group or committee considered the action plan and agreed the actions to improve the policy? If you agreed no further action as a result of the EQIA, explain why?			
Signed: (Lead officer completing EqIA)	Mohammed Ilyas	Signed: (Chair of DETG)	Alex Dewsnap
Date:	9 th October 2010	Date:	22 nd November 2010