

NOTE: This is NOT a screening template but to highlight and give you an indication of any potential equality implications at the project proposal stage. By completing this template, it is your responsibility to evidence why a FULL EqIA is NOT required.

If you have insufficient evidence, data and research or need to undertake further consultation to assess the potential impact of your proposals, then a full EqIA will be required.

Directorate / Service:	Chief Executives Directorate/Risk Audit and Fraud Division
What are the proposals being assessed? (Note: 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	Approval of the Council's updated Risk Management strategy
Manager Responsible for Area:	David Ward, Divisional Director: Risk Audit and Fraud
Officer(s) completing the Initial Equality Implications Assessment (IEIA):	Neale Burns, Interim Risk Manager DD 0208 420 9299
Date IEIA completed:	15.09.11

<p>1. What are the aims, objectives, and desired outcomes of your proposals? (Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	To ensure Cabinet and all council staff are aware of the Council's progress in risk management, to continue to embed the risk management strategy and for the Council to comply with the governance framework and ensure the Council's risk management framework continues to align with best practice.
<p>2. Who are the main people / groups who may be affected by your proposals? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.</p>	All council staff and Members.
<p>3. What data, information, evidence,</p>	Consultations were undertaken (via-one-to-one personal interviews and communication via email) during

<p>research, statistics, surveys, and consultation(s) have you considered to undertake this assessment?</p> <p><i>(include the actual data, statistics and evidence)</i></p>	<p>August and September 2011 with a representative range of council officers and Members. This included corporate directors, heads of service, the Corporate Risk Steering Group (CRSG) and the GARM committee of Members. The attached strategy incorporates feedback from this consultation.</p>		
<p>4. Could your proposals proportionately affect more people of one group than another?</p>	<p>Yes</p>	<p>No</p>	<p>If yes, please explain how?</p>
		<p>No</p>	

4. A - Assessment Relevance

How relevant are your proposals to each protected characteristic?

Example: Reviewing the criteria of freedom passes will be of ‘High’ relevance for Age and Disability and of ‘Low’ relevance to the other protected characteristics.

B - Assessment of potential impact

When you consider the impact on people in relation to each protected characteristic, it should be defined as positive, neutral or negative:

- **Positive:** where the impact is expected to have a particular benefit for this protected characteristic or improve equality of opportunity and / or foster good relations.
- **Neutral:** where there will be a neutral impact, neither positive nor negative
- **Negative:** where there is a risk that impact could disadvantage one or more of the people described in relation to a protected characteristic. This disadvantage may be differential, where the negative impact on one particular group of individuals or protected characteristic is likely to be greater than on another.

C - Assessing Negative impact – what are the risks?

When you have considered the likelihood and impact on people in relation to the protected characteristics, use the tables and matrix below and enter a score against each protected characteristic in the end column C.

Unlawful discrimination	5
Disproportionate disadvantage	4
Moderate disadvantage	3
Minor adjustments required	2
Minimal considerations necessary	1
SEVERITY OF IMPACT	

Certain to occur	5
Very likely to occur	4
Likely to occur	3
Possible to occur	2
Very unlikely to occur	1
LIKELIHOOD	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
	IMPACT					

Calculating the score - Severity of Impact X Likelihood = Score

Protected Characteristic	A Relevance	B Impact	Describe the impact(s) (negative or positive) your proposals may have on this protected characteristic	Reason for the Assessment of Potential Impact (What evidence, data, and information did you use to assess this?)	C Assessing Negative Impact Score
	Low/ Medium/ High	Positive/ Negative/ Neutral			
Age (including carers of young/older people)	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic.	1
Disability (including carers of disabled people)	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic	1
Gender Reassignment	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic	1

Marriage and Civil Partnership	Low	Neutral	Neutral		1
Pregnancy and Maternity	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic	1
Race	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic	1
Religion or Belief	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic	1
Sex	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic	1
Sexual orientation	Low	Neutral	Neutral	Report is to approve an organisational strategy for a support-services function (risk management) which does not impact either positively or negatively on any protected characteristic	1

Score	Action
1-5 Low	Minor considerations needed e.g. style and method of communication, timing of activity, venue suitability, and minor cultural or social considerations.
6-10 Medium	Amendments will be needed to the proposals/activity to take account of any issues identified. Further actions maybe necessary as well as internal/external expert advice/consultation could be required.
11-15 High	The proposals/initiative cannot be rolled out until detailed internal/external consultation has taken place with those the activity affects. Legal advice may also be required.
16-25 Very High	If unlawful discrimination is identified then the proposals cannot be implemented without fundamental change and you are also strongly advised to take legal advice.

Summary and Recommendations (this section must be included in Cabinet reports and your project proposal reports for the Commissioning Panel)				
Summary / Conclusion of assessment: (include the key findings and equality implications.	Proposal has a neutral impact on all protected characteristics.			
On the basis of your conclusion, do you suggest a full Equality Impact Assessment should be undertaken?	Yes		No	No
If no, please explain why not?	Proposal has a neutral impact on all protected characteristics and is therefore low risk (scoring between 1-5) in equalities impact terms.			
Do you think that your proposals will have a cumulative effect upon a particular protected group in light of other council proposals that you are aware of? If yes, please explain the cumulative impact and on which groups.	No			

Signature - Lead Officer	Neale Burns	Date	15.09.11
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Project Proposals being submitted to the Commissioning Panel

All other proposals including policy/service reviews, developing new policies, services and projects, restructure etc

On completion, your (signed) Initial Equality Implications Assessment template needs to be submitted with your project proposals by the set deadline.

As part of the Commissioning Panel process, all completed templates will be Quality Assured taking into account your recommendation whether a full EqIA is required or not. If the Quality Assurance Group disagrees with a recommendation that a full EqIA is not required, this will be fed back to the project leads with the group's comments and reason for their decision.

On completion, the (signed) Initial Equality Implications Assessment template needs to be forwarded to the Chair of your Directorate Equalities Task Group (ETG) to be reviewed and signed off.

After reviewing the template, your ETG may suggest you undertake a full EqIA; therefore it is important that you wait for this decision before submitting your report.

DETG Chairs – once you have reviewed and signed off the section above, please return this template to the Lead Officer with your comments and decision.

Lead officers must then email their completed (signed) templates to equalities@harrow.gov.uk to be published

Quality Assurance and Sign Off
(to be used by ETG's and the Quality Assurance Group)

Are the outcomes of the proposals clear?	Yes		No	
Comments:				
Is it clear who will be affected by what is being proposed?	Yes		No	
Comments:				
Are you satisfied with the level of data/evidence used to undertake this assessment?	Yes		No	
If no, explain why not?				
If a full EqIA is not required, are you satisfied with this outcome?	Yes		No	
If no, explain why not?				
Signature - Chair of Equality Task Group		Date		