

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:	Legal and Governance Services (Legal Services)
What are the proposals being assessed? (Note: 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	Development of a Shared Legal Practice involving Harrow Legal Services and staff from Barnet Council
Manager Responsible for Area:	Hugh Peart
Officer(s) completing the screening:	Jessica Farmer
Date screening completed:	January 2012

<p>1. What are the aims, objectives, and desired outcomes of your proposals?</p> <p>(Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<p>The overall aim will be to transfer in staff from Barnet Council Legal Services, and provide a more efficient combined service to both Councils, and thereby reduce the overall cost of legal services (including the use of external lawyers).</p> <p>It is expected that a shared legal practice will:</p> <ul style="list-style-type: none"> • reduce the overall net cost of legal support to both Councils; • take advantage of economies of scale; • maximise the utilisation of staff; • avoid duplication; • be able to react faster and with greater flexibility to Councils' demands; • access other potential income streams to offset the cost base; • establish new ways of working to establish the potential of the model;
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	<ul style="list-style-type: none"> • increase the resilience of the legal service available to both Councils; • deliver a greater range and depth of services; • take the best of both current practices; • facilitate the recruitment and retention of the highest caliber staff; • offer staff improved career opportunities; and • realise the benefits of further joint procurement of legal resources. <p>The project will also introduce a high degree of Mobile working.</p>		
<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>	<p>Staff being transferred from Barnet Council, and the staff within the current Legal Department at Harrow. In addition it may impact all users of legal service within the Council but the same service will be delivered.</p>		
<p>3. What data, information, evidence, 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>Benchmark data from other Councils and Legal Practices.</p> <p>Information from due diligence of Legal Services at Barnet involving staff, current cases and future business. These will form part of the business case for this proposal.</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>X</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) (adverse 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	Positive	<p>Increased flexibility may offer opportunities for individuals who may not have been able to work previously due to other commitments such as caring responsibilities.</p> <p>Offers the opportunity to work fewer hours for those approaching retirement.</p>	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	4
Disability (including carers of disabled people)	Medium	Positive and Negative	<p>The introduction of hot desk and home working may negatively impact some employees with disabilities or visual impairment if they require specialist equipment to fulfil their role.</p> <p>Increased flexibility may offer opportunities for individuals with disabilities to work at home which may better suit their needs.</p> <p>There may be a requirement to travel further to the office depending on where staff live now. This will be mitigated by remote working.</p>	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	9
Gender Reassignment	Low	Neutral	None	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	4
Marriage and	Low	Neutral	None	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	1

Civil Partnership					
Pregnancy and Maternity	Medium	Positive	Introduction of the project may offer greater scope for individuals to structure work around important home events and childcare.	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	4
Race	Low	Neutral	None	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	1
Religion or Belief	Low	Positive	Introduction of the project may offer greater scope for individuals to structure work around important religious events such as Eid or Ramadan.	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	4
Sex	Medium	Neutral	It may impact on those who have caring responsibilities. We may find that statistically there would be more impact upon women.	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	1
Sexual orientation	Low	Neutral	None	Evidence gathered in the Mobile and Flex Full Business Case and full EqIA.	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	There may be an impact on the disabled and those with caring responsibilities who may have to

the key findings and equality implications.	travel further to their place of work. This will be mitigated with mobile and flexible working. A full EqlA will seek to ensure that staff from Barnet, and existing staff in Harrow, are consulted on the choice of technology, receive training. It is important to ensure that local policies related to flexible working take account of any individuals needs.			
On the basis of your conclusion, do you suggest a full Equality Impact Assessment should be undertaken?	Yes	X	No	
If no, please explain why not?				
Signature - Lead Officer	J Farmer	Date	January 2012	

Project Proposals being submitted to the Commissioning Panel	All other proposals including policy/service reviews, developing new policies, services and projects, restructure etc
<p>On completion, your (signed) Initial Equality Implications Assessment template needs to be submitted with your project proposals by the set deadline.</p> <p>As part of the Commissioning Panel process, all completed templates will be Quality Assured taking into account your recommendation whether a full EqlA is required or not. If the Quality Assurance Group disagrees with a recommendation that a full EqlA is not required, this will be fed back to the project leads with the group's comments and reason for their decision.</p>	<p>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.</p> <p>After reviewing the template, your ETG may suggest you undertake a full EqlA; therefore it is important that you wait for this decision before submitting your report.</p> <p>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.</p> <p>Lead officers must then email their completed (signed) templates to equalities@harrow.gov.uk to be published</p>

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		