The Council understands that whilst its equalities duty applies to all services, it is going to be more relevant to some decisions than others. We need to be pragmatic and ensure that the detail of Equality Analyses (EAs) are proportionate to the impact of decisions on the equality duty. In some cases a full EA is not necessary and/or the equalities duties do not apply. In other cases, only part of a decision will require an EA to ensure the Council has due regard to its equality duties. The following examples are intended to assist:

### Where will a full EA be required?

In short, wherever a decision has a more than minimal or theoretical **adverse or negative** impact on those with protected characteristics, for example, if the Council is considering:

- Ceasing a service
- Reducing a service or reducing it in particular areas, e.g. closing an office in Leyton but not Walthamstow
- Changes to the way a service is delivered, e.g. moving to personalisation or moving to online access only
- Changes to eligibility criteria, rules or practices for a service
- Changes to discretionary fees and charges

### Where might an EA not be required?

- Where it can be proven that the decision has no equalities impact— with particular focus on negative impacts on service users and residents
- Where it can be proven that the decision has a minimal or theoretical equalities impact (and so does not need to be considered)
- Where the decision is mandatory and there is no element of discretion (e.g. to adopt a member’s code of conduct or similar)
- In rare cases, where a previous EA exists and a review shows that it is still relevant at the time of the final decision, i.e. the facts have not changed

### Important:

- The EA screening tool should not be used to mask over any equality impacts or as a "get out".
- There can be a negative equality impact even if you think that overall, you are proposing changes that will make services better. If there is an adverse or negative impact, you must complete a full EA.
- **Negative** impacts are often indirect, i.e. a rule that is on its face of universal impact but has greater impact on some groups in practice e.g. due to the ethnic makeup of an area.
- In most cases, the screening process requires a degree of collation and analysis of evidence. If this requires a lot of work, consider whether it is actually simpler to omit the screening process and undertake a full EA.
- The equality duty **continues** up to and after the final decision. If proposals or facts change before the final decision, any screening tool will need to be reviewed and evidenced.
- Any consultation undertaken should also inform the screening process, e.g. issues raised by those affected. Monitoring should take place after a decision as part of service delivery.
- The completed screening template will be attached to Cabinet or other decision making report and so it must include sufficient detail to justify the decision not to carry out a full EA.

### What to do?

The screening process should be used on **ALL** new proposals, policies, projects, functions, saving proposals, major developments or planning applications, or when revising them, if there is no negative equality impact or there is uncertainty about whether there is a negative equality impact. **However,** if your proposal is of a significant nature and it is apparent from the outset that a full EA will be required, then you do not need to complete this screening template and can progress directly to a full EA. If a negative/adverse impact has been identified during completion of the screening tool, a full EA **MUST** be undertaken. If you have not identified any negative/adverse impacts arising from your proposal you do not need to undertake a full EA. However, make sure you have explained clearly why the proposal does not have any negative/adverse impact. If your proposal is going to Cabinet or Committee (e.g. Planning or Licensing) and you are not undertaking a full EA, you must: a. share your report and completed screening tool with Shahid Mallam, Performance & Improvement Team, who will check and challenge your findings and b. use the following wording under the Equality & Diversity paragraph in the Cabinet report: “An initial screening exercise of the equality impact of this decision was undertaken and determined there was no / minimal impact (delete as appropriate) on the Council’s equality duty.” Attach the completed template as an appendix to your report.
1. **Proposal / Project Title:** Walthamstow High Street Fund programme

2. **Brief summary of the above:** (include main aims, proposed outcomes, recommendations / decisions sought)

   Our objective is to put Walthamstow on the map as a cultural destination by raising the profile of Waltham Forest's active community of artists, artisans and creators and provide activities to generate footfall to the town centre. Given the new residential development and multiplex cinema, there is a real opportunity for local entrepreneurs and cultural institutions to capitalise on a gathering momentum.

   Our multi-faceted strategy builds on Waltham Forest's successful delivery of major high street regeneration schemes in the past three years. Through the activities currently being fine-tuned with the GLA we will be diversifying the High Street, providing opportunities for growth in businesses (both existing and new) and residential provision, creating greater activity and will be making use of empty spaces. The focus will be on:

   Stimulating and supporting the development of the creative/cultural economy in Walthamstow town centre – through the provision of start-up spaces, business advice/support and opportunities to sell/promote

   Stimulating and supporting the evening economy in the Town Centre – through the creating of more evening activities and supporting businesses who currently operate in the evening

   Exploring how under-used land at the back of the High Street can be improved for existing users as well as providing an opportunity for additional infill housing.

   Cabinet is recommended to:

   1.1.1 Note the successful funding allocation for £670,000 from the GLA HSF.

   1.1.2 Note the reallocation of capital funds for £530,000 match funding, already allocated to the Walthamstow area.

   1.1.3 Delegate entering into the grant agreement for the project total of £1,340,000 with GLA to the Head of Legal.

3. **Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations) indicate for each protected group whether there may be a positive impact, negative (adverse) impact, or no impact arising from the proposal.**

   ![Protected Characteristic (Equality Group) □ Positive Impact □ Negative Impact □ No Impact]

   ![Briefly explain your answer. Consider evidence, data and any consultation.](http://www.walthamforest.gov.uk/Pages/Services/Statistics-economic-information-and-analysis.aspx)

   - **Age**
     - ![Positive Impact]☐ ![Negative Impact]☐ ![No Impact]☐

     While our economy recovers from high levels of government debt, it will also be harder for young people to get jobs. Therefore, we need to do all we can to make sure that our young people have the right skills, and the confidence, to be successful - BME groups also have a higher than average rate of unemployment. The Regeneration Programme is intended to act as a catalyst for job creation and inward investment through the creative and cultural industries.

     Both the young and the old are particularly at risk of crime. Increase in activity in
<table>
<thead>
<tr>
<th>Category</th>
<th>Yes</th>
<th>No</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>☒</td>
<td>☐</td>
<td>Any built works will meet Building Regulations in full. Any alterations to existing buildings or public realm will improve disabled access as far as is possible. Waltham Forest's Shopfront Design Guide makes specific recommendations for improving access to retail premises which will be implemented where applicable.</td>
</tr>
<tr>
<td>Pregnancy and Maternity</td>
<td>☒</td>
<td>☐</td>
<td>Increase in activity in and around the High Street in the evening will increase natural surveillance and reduce the risk and fear of crime.</td>
</tr>
<tr>
<td>Race</td>
<td>☒</td>
<td>☐</td>
<td>There are several different ethnic groups, such as White European, who are particularly at risk of crimes such as hate crime and attacks on the person. Increase in activity in and around the High Street in the evening will increase natural surveillance and reduce the risk and fear of crime.</td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>☒</td>
<td>☐</td>
<td>This project seeks to open up the creative and cultural activities and evening economy to a wider section of the community. Overcoming barriers such as financial constraints, perception of race, religion, age or sexual orientation – engagement with these communities is required to ensure their needs are met to enabling access for all.</td>
</tr>
<tr>
<td>Sex (Including Gender Re-assignment)</td>
<td>☒</td>
<td>☐</td>
<td>Increase in activity in and around the High Street in the evening will increase natural surveillance and reduce the risk and fear of crime, including hate crime. This project seeks to open up the creative and cultural activities and evening economy to a wider section of the community. Overcoming barriers such as financial constraints, perception of race, religion, age or sexual orientation – engagement with these communities is required to ensure their needs are met to enabling access for all.</td>
</tr>
</tbody>
</table>
| Sexual Orientation               | ☒   | ☐  | Increase in activity in and around the High Street in the evening will increase natural surveillance and reduce the risk and fear of crime, including hate crime. This project seeks to open up the creative and cultural activities and evening economy to a wider section of the community. Overcoming barriers such as financial constraints, perception of race, religion, age or sexual orientation – engagement with these communities is required to ensure their needs are met to enabling access for all.
### Equality Analysis (EA) Screening Template

**Marriage and Civil Partnership**

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<tr>
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<th></th>
<th>No impact</th>
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</table>

5. **There are no negative/adverse impact(s)**
   If you have not identified any negative/adverse impacts please briefly explain your answer, providing evidence to support decision.

   **NEGATIVE IMPACT** - There is a perception that the creative community and arts is not open and accessible to all races, religions and ages.
   **MITIGATION** - It will be important that the local community themselves engage with this project to ensure the creative offer meets their varied needs in the future. The creative community also need to engage in the projects to demonstrate what the creative economy can be, the opportunities that are open and the potential ways in which people can be involved.

   **NEGATIVE IMPACT** - There can be conflict in needs between creating welcoming public spaces and a thriving evening economy and these activities encouraging anti-social behaviour.
   **MITIGATION** - Careful design and engagement with the police will be required to mitigate these impacts.

   **NEGATIVE IMPACT** – Part of the evening economy involves alcohol and this could restrict a large section of the communities participation
   **MITIGATION** – engagement all sections of the community in the development of the activities and offer will ensure that the wide variety of needs are met by the town centres emerging evening economy

   **NEGATIVE IMPACT** – Adaptation of existing buildings into temporary creative and cultural spaces will require DDA requirements to be incorporated
   **MITIGATION** – design by architects will ensure the DDA requirements are met.

6. **Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).**

   Through making the creative and cultural activities open and available to all sections of the community there is an amazing opportunity to foster good relations between many different equality groups.

7. **As a result of this screening is a full EA necessary (Please check ☒ appropriate box)**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Briefly explain your answer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td></td>
<td>All the impacts of the projects are positive, the project seeks to address negative elements that currently exist.</td>
</tr>
</tbody>
</table>

8. **Name of Lead Officer:** Sam Neal  
   **Job title:** Programme Manager  
   **Date screening tool completed:** 13 February 2015

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**Signed off by Head of Service:** Signed off via e-mail  
**Name:** Lucy Shomali  
**Date:** 13 February 2015

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Waltham Forest Council  EQUALITY ANALYSIS (EA) SCREENING TEMPLATE