**EQUALITY ANALYSIS (EA) - SCREENING TEMPLATE**

**GUIDANCE TOOL** This Tool assists services in determining whether their plans and decisions will require a full Equalities Analysis. EAs help the Council comply with its duty under s.149 of the Equality Act 2010 to have “due regard” to specified equality matters. They are required in most cases but, in some cases, an EA is not necessary or is only necessary for certain aspects of a decision. Full guidance on the Council’s duties and EAs and the full EA template is available at [http://forestnet.lbwf.gov.uk/index/residents-first/equalities/equality-analysis.htm](http://forestnet.lbwf.gov.uk/index/residents-first/equalities/equality-analysis.htm).

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: Reopening of Lea Bridge Station

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

   The reopening of Lea Bridge Station is a vital project for Waltham Forest. It will connect the south west of the borough to the major transport hubs at Stratford and Tottenham Hale and act as a catalyst for improving an area that has suffered from a lack of investment. A widespread area of deprivation will be regenerated by providing new homes and jobs, and access to the Lea Valley Regional Park and Queen Elizabeth Olympic Park will be greatly improved. The station will meet the accessibility standards of modern railway stations, including wheelchair accessibility, customer services information and help points.

   Following a legal agreement signed with Network Rail (NR) in May 2013, the detailed design of the station infrastructure has been completed, with the exception of the design of alterations required to a trackside signal. A further legal agreement between the Council and NR is now needed to allow the project to move forward to the construction phase. Cabinet is therefore recommended to agree to enter into an implementation agreement with NR to deliver the main construction works, amounting to approximately 80% of the full value of the contract. The remaining works, estimated to be 20% of the value of the contract, will be the subject of a further agreement when the signaling design has been completed.

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.

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<tbody>
<tr>
<td>Age</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>While our economy recovers from high levels of government debt, it will 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 ability to access jobs and travel to them at a reasonable cost. Public transport from the Lea Bridge area is currently poor. The new station will provide an efficient transport facility for local people to access the transport hubs at Stratford and Tottenham Hale and access jobs quickly and at reasonable cost. Both the young and the old are particularly at risk of crime. Increase in activity in and around the station in the evening will increase natural surveillance and reduce the risk and fear of crime.</td>
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<td>Disability</td>
<td>☒</td>
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<td>The station will be designed and built to modern standards. It will have full step free access from street level to the station facilities and platforms, making all parts of the station accessible to wheelchair users. Customer information screens and help points will be provided on both station platforms.</td>
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<td>Pregnancy and Maternity</td>
<td>☒</td>
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<td>Increase in activity in and around the station in the evening will increase natural surveillance and reduce the risk and fear of crime.</td>
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<td>Race</td>
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<td>☐</td>
<td>There are several difference 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 station, which has a high level of CCTV coverage, will increase natural surveillance, particularly in the evening and reduce the risk and fear of crime.</td>
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of crime. BME groups also have a higher than average rate of unemployment. The new station will enable members of BME groups in the area to access job opportunities more easily.

| Religion or Belief | ☐ | ☐ | ☒ | The new station will provide a transport facility for all the community. It is not considered that there will be any impacts in terms of religion or belief. |
| Sex (Including Gender Re-assignment) | ☒ | ☐ | ☐ | Increase in activity in and around the station in the evening will increase natural surveillance and reduce the risk and fear of crime, including hate crime. A lower percentage of women than men in the community tend have access to a private car and thus the new station will provide a convenient new public transport service to access local jobs and amenities. |
| Sexual Orientation | ☒ | ☐ | ☐ | Increase in activity in and around the station, which will include comprehensive CCTV coverage, will increase natural surveillance, particularly in the evening and reduce the risk and fear of crime, including hate crime. |
| Marriage and Civil Partnership | ☐ | ☐ | ☒ | There is no anticipated impact. |

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. The new station will provide a convenient facility to enable local people to access jobs and other amenities. It will be accessible to all groups in the community and will have comprehensive CCTV coverage to improve safety and security. No negative impacts on any groups have been identified. As the development progresses, ongoing monitoring will be carried out. If any risks or impacts are identified, we will carry out a separate equality analysis as required.

6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant). Consultation with local residents and businesses has identified the much improved transport connections arising from the new station and this will encourage people to take up jobs in the area.

7. As a result of this screening is a full EA necessary (Please check ☒ appropriate box) Yes | No | Briefly explain your answer. All impacts of the project are positive, or in some cases, there is no impact. The project does not have any identified negative impacts.

8. Name of Lead Officer: Neil Bullen | Job title: Manager Transport Planning | Date screening tool completed: 09 March 2015

Signed off by Head of Service: Tony Antoniou | Name: Tony Antoniou | Date: 09 March 2015