EQUITY 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

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:

<table>
<thead>
<tr>
<th>Where will a full EA be required?</th>
<th>Where might an EA not be required?</th>
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</thead>
<tbody>
<tr>
<td>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</td>
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<tr>
<td>• 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</td>
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</table>

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 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, you then 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.

Waltham Forest Council  EQUALITY ANALYSIS (EA) SCREENING TOOL GUIDANCE
1. **Proposal / Project Title:** Communities Report on Waltham Forest’s Gang Programme

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

   **Main aims**
   As part of their 2016/17 work programme, the Communities Scrutiny Committee undertook a review of the Council’s gang prevention programme. The findings and recommendations of the report were agreed in the 15th March 2017 meeting of the Committee and are set out in full in Appendix 1.

   The Committee were interested to look at the Council’s programme because of the impact gangs have on individuals and the impact on the wider community as a result of their anti-social behaviour, violence and drug-dealing. This was also a timely review for the Committee to undertake as the Programme is currently being refreshed.

   **Proposed outcomes**
   It is hoped that the adoption of the recommendations will lead to improved services and outcomes for the community and in particular gang members and their families.

   **Recommendations**
   **Recommendation 1:** The council should engage with MOPAC to ensure their programme is complimentary and that adequate funding is secured for east London.

   **Recommendation 2:** Any refresh of the gang prevention strategy should be based on principles of building awareness of the opportunities that the scheme provides, being community focussed and zero tolerance where appropriate.

   **Recommendation 3:** The local MPS need to ensure their ward priorities are written with greater clarity, so that the public knows when they refer to gangs.

   **Recommendation 4:** The council should review its relationship with local authorities outside London, and in particular with the neighbouring district of Epping Forest, to ensure that we have the necessary strategic relationships in place to tackle gang-related crime when it crosses county-lines.

   **Recommendation 5:** The Council should ensure that the Youth Independent Advisory Group gets a chance to talk about their work and be given opportunities to advocate for the gang prevention programme.

   **Recommendation 6:** Following Operation Teague, the Council should use this intelligence gathering capability to seek to work with the MPS on similar operations in other parts of the borough.

   **Recommendation 7:** The Portfolio Lead Member for Community Safety and Cohesion to write to the Mayor of London and the Deputy Mayor for Policing and Crime to ensure there is continued commitment from the MPS to neighbourhood policing.

   **Decisions sought:**
   Note the content of this report
   That the Cabinet Members and their senior teams consider the recommendations set out in the report and feedback from officers, and that Cabinet note and endorse the response of the Cabinet Member which will be given in the meeting.
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.

4. **Protected Characteristic (Equality Group)**

<table>
<thead>
<tr>
<th>Protected Characteristic (Equality Group)</th>
<th>Positive Impact</th>
<th>Negative Impact</th>
<th>No Impact</th>
<th>Briefly explain your answer. Consider evidence, data and any consultation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>X</td>
<td></td>
<td></td>
<td>Given that those involved in gang activity tend to be younger people; improvements to the gang prevention programme is likely to benefit this group.</td>
</tr>
<tr>
<td>Disability</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy and Maternity</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Race</td>
<td>X</td>
<td></td>
<td></td>
<td>Evidence suggests that BAME young people are more likely to be involved in gangs therefore proposed improvements to the programme will be beneficial to this group.</td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>X</td>
<td></td>
<td></td>
<td><em>Click here to enter text.</em></td>
</tr>
<tr>
<td>Sex (Including Gender Re-assignment)</td>
<td>X</td>
<td></td>
<td></td>
<td><em>Click here to enter text.</em></td>
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<tr>
<td>Sexual Orientation</td>
<td>X</td>
<td></td>
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<tr>
<td>Marriage and Civil Partnership</td>
<td>X</td>
<td></td>
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</tbody>
</table>

5. **There are no negative/adverse impact(s)**

These recommendations are designed to improve services for all residents. The recommendations are aimed at improving current provision of services and do not propose new services or fundamental changes to existing services that will alter the way they are delivered or who they are expected to benefit.

These recommendations are likely to be positive across all of the protected characteristics.

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

N/A

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>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*These recommendations are designed to improve services. The recommendations are aimed at improving current provision of services and do not propose new services or fundamental changes to existing services that will alter the way they are delivered or who they are expected to benefit.*

8. **Name of Lead Officer:** James Holden  
**Job title:** Policy & Public Affairs Officer  
**Date screening tool completed:** 2 October 2017

Signed off by Head of Service: Head of Policy  
**Name:** Janice Cheddie  
**Date:** 2 October 2017