**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:**

- Share your report and completed screening tool with Shahid Mallam, Performance & Improvement Team, who will check and challenge your findings and
- 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: Maximising the Benefits of Economic Growth, Report of the Budget and Performance Scrutiny Committee

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

Main aims
In June 2016, the Budget and Performance Scrutiny Committee agreed to carry out a themed review into maximising the benefits of economic growth. The primary concern of the review was to ensure that the Council operates in a commercially aware way through optimising income generation income against a background of falling central government grant. Also, that the Council dedicates a significant proportion of these resources to promote new business growth and the employment opportunities that accompany it.

The Committee dedicated its meeting of 14th December 2016 to considering this issue, examining each of the three relevant areas within the review scope as separate items on the agenda:

- the role of the Council’s new housing development vehicle (Waltham Forest Development Company)
- future levels of council tax and business rates and the income they generate
- Community Infrastructure Levy and s106 agreements and their contribution to stimulating economic growth.

The report (Appendix1) was finalised following the last meeting of the Committee on 3rd May, where the report was considered and adopted. The report detailed the key issues arising from the evidence gathering session and incorporating additional information gathered before and after the meeting.

The report puts forward recommendations to secure the maximum advantage for all the residents of Waltham Forest as a result of rapid economic growth. It is not anticipated that the recommendations will result in any direct additional expenditure for the Council.

Proposed outcomes
It is hoped that the adoption of the recommendations will lead to improved services and outcomes for residents.

Recommendations
1. Ensure the process for reviewing the CIL charging schedule is accelerated wherever possible, to ensure the Council can benefit from a more appropriate schedule at the earliest opportunity.

2. Through the process of reviewing the CIL schedule, the Council should take into account continued pressures both on housing and infrastructure locally and across London, to ensure any future schedule remains fit for purpose over its intended lifetime.

3. The Council should investigate options for developing a process of deciding S.106 spending priorities that is linked more closely to corporate priorities and the capital programme, as well as including the involvement of elected members.

4. The Council should investigate putting in place a clear framework for decision making around disposal of Council land assets, which should include a presumption that prior to any decision making stage, the development vehicle is consulted to propose an in-house option for the site.

5. Working together, the Housing and Growth directorates should consider whether there is scope for the vehicle to play a more ambitious role in delivering and
6 Finance officers should explore the scope to improve planning around reserves, and there potential for use in investment, by establishing a clearer articulation of the Council’s risk appetite for reserves.

7 As the tax base continues to grow, the Revenue and Benefits Service should explore options for improving Council Tax collection rates, for example by bringing collection back in-house or reducing the lag in payments between tenancies by automatically targeting landlords. These could provide valuable pilots for widening the use of data driven approaches to maximising revenue collection.

8 Waltham Forest should engage closely with other London councils to ensure it is well placed to capitalise on the transition towards 100% retention of business rates. The opportunity to enter into a pilot pool in 2018/19 could provide a valuable chance to support this.

Decisions sought:
Note the content of this report

Note the findings of the report as set out in Appendix 1

Agree to ask officers to implement the recommendations of the Budget & Performance Scrutiny Report into Maximising the Proceeds of Growth, as set out in Appendix 1, reporting back to Cabinet if these cannot be met from within the existing budget allocation.

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.

<table>
<thead>
<tr>
<th>Protected Characteristic (Equality Group)</th>
<th>Positive Impact</th>
<th>Negative Impact</th>
<th>No Impact</th>
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<tbody>
<tr>
<td>Age</td>
<td>✗</td>
<td></td>
<td></td>
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<tr>
<td>Disability</td>
<td>✗</td>
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<td>Pregnancy and Maternity</td>
<td>✗</td>
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<td>Race</td>
<td>✗</td>
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<td>Religion or Belief</td>
<td>✗</td>
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<tr>
<td>Sex (Including Gender Re-assignment)</td>
<td>✗</td>
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<tr>
<td>Sexual Orientation</td>
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<tr>
<td>Marriage and Civil Partnership</td>
<td>✗</td>
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</tbody>
</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.

   These recommendations are aimed at securing the maximum advantage for the all the residents of Waltham Forest as a result of rapid economic growth. As a result they 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).**

   Click here to enter text.

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>
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   Briefly explain your answer.

   These recommendations are aimed at securing the maximum advantage for the all the residents of Waltham Forest as a result of rapid economic growth. As a result they are likely to be positive across all of the protected characteristics.

8. **Name of Lead Officer:** James Holden  
   **Job title:** Policy & Public Affairs Officer  
   **Date screening tool completed:** 4 September 2017

Signed off by Head of Service: Policy Manager  
**Name:** Janice Cheddie  
**Date:** 4 September 2017