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

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

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.

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:** Right to Buy 141 receipts

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

   This report proposes both a short and medium/long term solution for the Council that will enable RTB receipts to be utilised to build new homes and to maximise the efficiencies of the Council’s current company structuring and tax position.

   Delegate authority to the Director of Housing in consultation with the Director of Finance to:

   (a) Appoint professional consultants to provide financial, commercial and legal advice as required.

   (b) Take all necessary actions and agree all appropriate documents to establish and incorporate a Community Benefits Society (CBS) charitable entity.

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>
<th>Briefly explain your answer. Consider evidence, data and any consultation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>The developments that the Company undertakes will contribute positively to age and disability equalities through providing housing to Lifetime Homes and wheelchair housing standards.</td>
</tr>
<tr>
<td>Disability</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>The developments that the Company undertakes will contribute positively to age and disability equalities through providing housing to Lifetime Homes and wheelchair housing standards.</td>
</tr>
<tr>
<td>Pregnancy and Maternity</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>The proposal is unlikely to have any specific impact on pregnancy or maternity.</td>
</tr>
<tr>
<td>Race</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Development of new homes will be beneficial to BAME groups who maybe more likely to be living in overcrowded conditions.</td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Sex (Including Gender Re-assignment)</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Marriage and Civil Partnership</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>Click here to enter text.</td>
</tr>
</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.

   The proposal is high level and will not have any negative impact on those with protected equality characteristics. Individual development schemes that follow on from this proposal will be subject to equality analysis.
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>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

Briefly explain your answer.

No negative or adverse impacts identified.

8. Name of Lead Officer:  Suzanna Wood  
   Job title:  Head of Housing Strategy  
   Date screening tool completed:  16 October 2017

Signed off by Head of Service:  
   Name:  Darren Welsh  
   Date:  19 October 2017