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://fore-stnet.lbbf.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 Equalities 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: Community Asset Review

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

1.1 To produce and implement a Community Asset Strategy to strengthen the Council's strategic relationship with local Voluntary and Community Sector Organisations (VCSOs) through the use of property as an 'enabler'. This work is integral to produce an improved approach in the way the council and the VCS operate together to benefit residents. This work is embedded within the Connecting Communities programme and the Community Networks model.

1.2 To implement a phased approach over 2 years to:

1.2.1 Establish a fair and transparent framework for awarding subsidies to VCSOs leasing the Council’s community buildings and implement the CBAT to regularise all current tenancy arrangements.

1.2.2 Identify opportunities for efficiencies within the VCS estate and any existing properties which become surplus to VCS requirements as a result of co-location.

1.2.3 Co-produce the blueprint for the Community Hub model in each Network area through stakeholder engagement and consultation and present the business case to secure the required capital funding for hubs.

1.2.4 Establish a VCS Property Maintenance Fund to protect community assets and improve VCS buildings from the additional rental income generated as a result of regularising all VCSO tenancy arrangements.

1.2.5 Identify the future utilisation of any surplus properties and diversify income streams through:
   - Additional market rental income against the potential for 8 properties;
   - commercial/social development opportunities;
   - Disposal and capital receipt.

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>
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<tbody>
<tr>
<td>Age</td>
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<td>Increased capacity and enhanced capability of VCSOs to deliver more services</td>
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<td>Disability</td>
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<td>Increased capacity and enhanced capability of VCSOs to deliver more services</td>
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<tr>
<td>Pregnancy and Maternity</td>
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<td>Increased capacity and enhanced capability of VCSOs to deliver more services</td>
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</tbody>
</table>
Race | ☒ | ☐ | ☐ | Increased capacity and enhanced capability of VCSOs to deliver more services
Religion or Belief | ☒ | ☐ | ☐ | Increased capacity and enhanced capability of VCSOs to deliver more services
Sex (Including Gender Re-assignment) | ☒ | ☐ | ☐ | Increased capacity and enhanced capability of VCSOs to deliver more services
Sexual Orientation | ☒ | ☐ | ☐ | Increased capacity and enhanced capability of VCSOs to deliver more services
Marriage and Civil Partnership | ☒ | ☐ | ☐ | Increased capacity and enhanced capability of VCSOs to deliver more services

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 intention is that VCSOs will co-locate and co-work more effectively to mobilise local assets and resources in support of shared local priorities; maximising efficiencies and strengthening peer to peer support. This is a medium term programme and during the implemented phase it will become clearer as to any adverse impact for any cohort. All risks will be managed and mitigated in line with robust programme management and community needs analysis.

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

The Connecting Communities programme seeks to unlock the collective power of Waltham Forest’s people where every resident and local organisation is empowered to lead change. The Community Networks will bring together local and key public services in a new way of working. The networks are key to making better use of existing resources such as local buildings and spaces to act in a more co-ordinated way to create new opportunities enabling people to connect with and help each other. The proposed Community Asset Strategy closely aligns with these ambitions and will be a key enabler.

7. As a result of this screening is a full EA necessary (Please check ☒ appropriate box) | Yes | No | Briefly explain your answer.
There are no adverse implications

8. Name of Lead Officer: Sajda Shah | Job title: Community Assets Manager | Date screening tool completed: 24 June 2019

Signed off by Head of Service: [Signature] | Name: Richard Barker | Date: 24/06/19