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:** Strategic Asset Management Plan (SAMP)

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

   The **Strategic Asset Management Plan (SAMP)** is a detailed companion document to the **Property Transformation Strategy** and establishes the Council’s approach to the management of its property portfolio. A core priority for the Property and Asset Management team continues to be to strengthen the link between the management of the Council’s property portfolio and the delivery of its core business and service outcomes.

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>
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<td>☐</td>
<td>☒</td>
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</tr>
<tr>
<td>Disability</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">Click here to enter text.</a></td>
</tr>
<tr>
<td>Pregnancy and Maternity</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">Click here to enter text.</a></td>
</tr>
<tr>
<td>Race</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">Click here to enter text.</a></td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">Click here to enter text.</a></td>
</tr>
<tr>
<td>Sex (Including Gender Re-assignment)</td>
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<td>☐</td>
<td>☒</td>
<td><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">Click here to enter text.</a></td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">Click here to enter text.</a></td>
</tr>
<tr>
<td>Marriage and Civil Partnership</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">Click here to enter text.</a></td>
</tr>
</tbody>
</table>

4. **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.

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

   Collaborative working approach

6. **As a result of this screening is a full EA necessary (Please check ☒ appropriate box)**

   Yes ☒ No ☐ Briefly explain your answer. [Click here to enter text.](https://www.walthamforest.gov.uk/content/statistics-about-borough)
<table>
<thead>
<tr>
<th>Name of Lead Officer:</th>
<th>Huw Rhys Lewis</th>
<th>Job title:</th>
<th>Director Commercial Estate &amp; Investments</th>
<th>Date screening tool completed:</th>
<th>14 June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed off by Head of Service:</td>
<td>Acting Commercial Director – Property and Delivery</td>
<td>Name:</td>
<td>Joe Garrod</td>
<td>Date:</td>
<td>14/06/2019</td>
</tr>
</tbody>
</table>