**EQUALITY ANALYSIS (EA) - SCREENING TOOL**

**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/equals/equality-analysis.htm](http://forestnet.lbwf.gov.uk/index/residents-first/equals/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:**

- **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:** Waltham Forest Draft Local Plan – Consultation Draft 2019

2. **Brief summary of the above:** (include main aims, proposed outcomes, recommendations / decisions sought)
   1.1 Approve the Draft Local Plan for publication and consultation in summer 2019.

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>
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<td></td>
<td>The Plan seeks to locate new homes at sustainable locations in relation to services, jobs and public transport. It also considers the specialist needs of the population and how and where new homes and jobs could be best provided. It promotes a range of housing tenures, types and sizes to help meet local needs for different groups of the population, including meeting the needs of an ageing population. It promotes liveable environments to allow older people and vulnerable groups to live independent lives as possible, with lifetime homes to support older people to remain independent as they age. Overall the impact on this all age groups is expected to be neutral.</td>
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<tr>
<td>Disability</td>
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<td></td>
<td>For groups with disabilities, isolation from services and/or ways of accessing services and work are barriers. The Plan seeks to locate new homes and employment opportunities sustainably in relation to services and public transport. The Local Plan seeks to facilitate lifetime homes and allow the flexibility for adaptations. More generally, it seeks to direct new development to sustainable locations, which, in strategic terms, should maximise accessibility for disabled people.</td>
<td></td>
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<tr>
<td>Pregnancy and Maternity</td>
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<td>At any given time, a significant minority of the population will be pregnant and/or looking after young children. They will have particular needs relating to childcare which will have implications for how the environment is planned. Examples would be finding affordable living accommodation for single parents, which may be more of a barrier than for some other people in affordable housing need. These issues are relevant and within the scope of the Local Plan to address. The draft plan promotes a spatial distribution of development, which enhances the accessibility of development, reduces the need to travel, and facilitates the use of sustainable modes of transport. Design policies promote good design in respect of the permeability, connectivity and legibility of development and inclusive access.</td>
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<td>Race</td>
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|   | The draft Local Plan seeks to deal with the spatially defined needs for housing, employment and services equally across the population. However, it is recognised that there may be difficulties for some ethnic minority backgrounds in accessing affordable housing and certain services due to barriers such as language or some may
Insofar as the Local Plan seeks to improve access to quality jobs, homes and services generally for the population, there would be the opportunity to indirectly influence access for all racial groups. A barrier that may be faced by people from particular religions is accessing suitable places of worship, which may have particular requirements in terms of location and land. The draft local seeks to ensure the provision of suitable community and social infrastructure facilities, which should influence the opportunities for religious groups to practice their religions. Policies encourage the appropriate location of community facilities, including places of worship, even though the plan does not go into the level of detail that would involve allocating particular sites for these uses.

The draft Local Plan seeks to bring about safer environments through well-designed places and high quality spaces. This is expected to support positive social interaction, safe and secure environment and measures where relevant to reduce the risk of crime and the fear of crime on gender groups. The overall impact on this group is expected to be neutral.

Known barriers for these groups include perceptions of isolation in local areas, which may be stronger for minority groups such as LGB, a higher likelihood of hate crime, along with poorer support networks. The plan encourages the appropriate location of community facilities in town centres and promotes greater social cohesion. Policies in the plan are not expected to present disproportionate disadvantage to lesbian, gay and bisexual people. The overall impact on this group is expected to be neutral.

It is considered that the draft local plan will have neutral impact on marriage and civil partnerships.

No negative/adverse impacts have been identified.

This high level screening assessment has concluded that the local plan would have no adverse impact on the identified equality groups. As the local plan develops, detailed assessment of all policies and proposals will be undertaken at all subsequent stages of the Local Plan process.

However, in accordance with National Planning Policy Framework, the final plan (Regulation 19 stage) will be supported by a full Equalities Impact Assessment.

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**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.

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

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