

Equality Impact Assessments (EIA)

21 March 2011

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Agenda Item 5

Reorganisation EIA v3.1

Equality Impact Assessment for Reorganisations

This part of the Equality Impact Assessment (EIA) is triggered by an Organisational Change Assessment report. If you require support completing this form, please speak to your HR Relationship Manager or call Smart HR on extension 1000 and select option 4.

INITIAL SCREENING:

1. Service Details

Department	Finance and Corporate Services
Division	Organisation Development
Policy, proposal, strategy or function being assessed	A partial re-org of Organisation Development
Lead officer carrying out EIA Name, title and telephone number	Martin Nottage, Head of Transformation. X3542
Other officers involved in EIA (include HR Relationship Managers)	Lillian Magero
Date of Assessment	25 th November 2010

2. Proposal Details

Policy Aims, Objectives and Projected Outcomes	<p>What are the main aims, purpose and outcomes of the proposed reorganisation as detailed in the organisation change assessment.</p> <p>Over the last 12 months the public sector has seen a tremendous amount of change. For LBHF, the change drivers are both internal and external. Over this period, 8 posts have been deleted from the business transformation team resulting in a management structure that is disproportionate and costly.</p> <p>The vision and purpose of the organisation has not changed. However, the way in which the organisation approaches transformation, primarily driven by the reduction in local government funding and the need to reduce the council's level of debt, needs to change. In order to protect front line services where ever possible and meet the financial savings targets the degree of transformational change needs to be deeper, further reaching and faster paced. The consequence of not changing the way we approach transformation, in order to meet the financial savings targets, will be felt on front line services, those we seek to protect as best we can.</p> <p>In order to deliver transformation faster, deeper and within a reduced financial envelope, new roles, capability and structure are now required. A restructure will be implemented in</p>
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	<p>Organisation Development in early 2011 to establish a Transformation Management Office.</p>
<p>Intended Beneficiaries</p>	<p>Who are the main stakeholders in relation to this policy</p> <p>The main stakeholders are the staff who are impacted by the re-organisation. The impact is across 16 posts, 2 of which are vacant. This results in a maximum of 7 people at risk of redundancy. However, we are working hard to mitigate the risk of redundancy – we are in discussion with a strategic partner of the council regarding the TUPE transfer of staff to the partner. Furthermore, another post within Organisation Development currently filled by a secondee will be recruited to after the close of consultation – the interviews will be ring-fenced to Organisation Development staff who are directly affected by this change.</p>

3. Relevance/Proportion

Will the reorganisation proposal require an increase or decrease (change) in staff numbers?	YES - Decrease							
Is it likely to create public concern?	NO							
Do you feel there are any particular issues to take into account in relation to any of the protected characteristics listed below? <ul style="list-style-type: none"> • Age • Disability • Race • Gender reassignment • Marriage and Civil Partnership • Pregnancy and maternity • Religion and belief • Sex • Sexual Orientation 	YES							
<p>If you have answered YES to any these questions, what is the proposed Impact Assessment level of the proposal, plan or function?</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Low</td> <td>Addition/Deletion of posts, no change to job descriptions and/or terms and conditions.</td> </tr> <tr> <td>Medium</td> <td>Addition/Deletion of posts, change to job descriptions, learning and development opportunities but no change to terms and conditions.</td> </tr> <tr> <td>High</td> <td>Addition/Deletion of posts and entire teams, learning and development opportunities, changes to job descriptions and terms and conditions including grade/pay, flexible working, allowances, overtime pay etc.</td> </tr> </table> <p>Then go to the full EIA below.</p>		Low	Addition/Deletion of posts, no change to job descriptions and/or terms and conditions.	Medium	Addition/Deletion of posts, change to job descriptions, learning and development opportunities but no change to terms and conditions.	High	Addition/Deletion of posts and entire teams, learning and development opportunities, changes to job descriptions and terms and conditions including grade/pay, flexible working, allowances, overtime pay etc.	High
Low	Addition/Deletion of posts, no change to job descriptions and/or terms and conditions.							
Medium	Addition/Deletion of posts, change to job descriptions, learning and development opportunities but no change to terms and conditions.							
High	Addition/Deletion of posts and entire teams, learning and development opportunities, changes to job descriptions and terms and conditions including grade/pay, flexible working, allowances, overtime pay etc.							
<p>If you have answered NO to all of these questions, list the evidence considered below and include the following statement in the Organisational Change Assessment report. Please ensure that this is signed off by the Head of Service.</p> <p>“This proposal was screened for impact on equalities on (insert date). The following evidence (insert evidence) has been considered. As a result of this screening, it has been decided that a full equality impact assessment is not required.”</p>								

Evidence Considered

Service Head	Martin Nottage
Signature	Martin Nottage
Date	23 Nov 2010

FULL IMPACT ASSESSMENT:

4. Data & Evidence

<p>Review of relevant data</p>	<p>List all examples of quantitative and qualitative data available that will enable the impact assessment to be undertaken. Try to use various data sources. The Equality and Human Rights Commission (EHRC) and Government Equalities Office (GEO) publishes many research reports on equalities.</p> <p>Example</p> <ul style="list-style-type: none"> • <i>Workforce Report</i> • <i>Department Demographic data</i> • <i>Staff Survey</i> • <i>Published workforce research</i> • <i>Equality and Human Rights Commission Reports</i> <p>The workforce report is a published report that can be found on the internet. This is published annually usually around June/July after the end of the financial year.</p> <p>The department’s demographic data can be obtained from Trent HR.</p> <p>Please note that if the reorganisation is for a small team, use division/department data. This is to ensure protection of personal data where individuals could be easily identifiable.</p> <p>Summarise the key information from the data/evidence and how it relates to the public sector duties (PSD)</p> <ul style="list-style-type: none"> • eliminate unlawful discrimination, harassment and victimisation; • advance equality of opportunity between different groups; and • foster good relations between different groups.
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Workforce Strategy

Key objectives of the workforce strategy include;

- To maintain and improve a diverse workforce and respond to equality and diversity issues
- Maintain a balanced workforce and recruitment of younger workers through the apprenticeship scheme

Workforce Report

- Disabled employees only make up 2% of the workforce which is lower than Borough and London populations of 15%
- On the whole, representation of Black and Minority Ethnic groups (31%) is higher than Borough and London populations except for the ‘other’ category
- At 6% the 16-25 age group is under-represented compared to Borough and London representation of 11% and 17% respectively
- At 28%, the 36-45 and 46-55 age groups have the highest representation in the council
- Representation of women at SMG level is not representative of the workforce profile at 38% compared to men at 65%

- Representation of BME at SMG level is only 10% compared to the workforce profile of 29%

Department Demographic Data

Finance and Corporate Services

- Workforce breakdown by department broadly mirrors the council's

Published Research – How Fair is Britain – Triennial Review 2010

- Muslim people have Only 1 in 4 Muslim women work and many face practical barriers preventing them from working
- Black people and disabled people in their early 20s are twice as likely to be not in employment, education or training as white people and non-disabled people
- A growing proportion of managerial and professional positions taken by women
- In Britain, 40% of female jobs are in the public sector compared to 15% of male jobs

5. Findings

Assessment of impact	<p><u>Employment</u></p> <p>Use the data to complete appendix 1 to identify the effect of the policy on different groups.</p> <p>From demographic data, look at the percentages of 'at risk' in relation to the department/division and general workforce. 'At risk' percentages above the department and general workforce population are considered negative impact. 'At risk' percentages at or below the department and council workforce population are considered neutral or positive impact. Concentrate on at risk percentages with a variance over 10%.</p> <p>Complete the table below by noting what the data is telling you about each group.</p> <p><i>In your response please consider:</i></p> <ul style="list-style-type: none"> • <i>How does the data identify potential or known positive impacts? What are the reasons?</i> • <i>How does the data identify any potential or known adverse impacts? What are the reasons?</i> • <i>Percentages can be deceiving so where numbers involved are small, make sure you note where this is the case.</i> <p>Remember each reorganisation is unique. In some cases, comparing the grades will also be important as well as the main protected characteristics especially as we know that women and BME are under-represented at SMG grade in the organisation.</p> <p>Where you do not have sufficient data, make it explicit for example 'We</p>
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currently do not have any data to make an objective assessment on this and there is limited research to inform our thinking'

Appendix 1 and 2



EIA - Reorg Impact Analysis v2.xls

Group	Impact (Positive Negative Neutral)	Comments/Reasoning
Age	Negative	<p>The age group 26-35 (29% representing 4 employees) is slightly over-represented in comparison to the department but is proportionate to the council.</p> <p>Additionally, the age group 36-45 (50% representing 7 employees) is slightly over-represented in comparison to both department and council in the employees impacted by the change.</p> <p>However, our priority is to create the opportunity for alternative employment (wherever possible) with our strategic partner rather than make people redundant.</p>
Disability	Neutral	<p>The statistics show there are no staff with known disabilities in the department and therefore do disabled staff are impacted by the change. However, it is plausible that some of the staff in the 'unknown' category may have a disability.</p>
Gender	Neutral	<p>Representation by gender is proportionate to both department and council demographics</p>
Race	Negative	<p>In terms of ethnicity, when looking at the data in greater detail, the 'white' group have more staff likely to impacted by this change (79% representing 11 employees).</p> <p>However, our priority is to create the opportunity for alternative employment (wherever possible) with our strategic partner rather than make people redundant.</p>
Sexual Orientation	N/A	<p>We currently do not have any data to make an objective assessment on this</p>

Religion/belief (including non-belief)	N/A	We currently do not have any data to make an objective assessment on this
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6. Consultation

Consultation	<p>This section is to be completed after you have consulted.</p> <p>Briefly describe who you consulted, when and the outcome. Please outline a brief summary of the responses gained and links to relevant documents, as well as any actions.</p> <p>This information is highly relevant for medium to high Impact EIAs.</p> <p>Remember to update the findings (section 5) after you have completed this section.</p>
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Consultation starts on 26 November 2010 – this section will be completed after the conclusion of the consultation period and consideration of all inputs to consultation – target 17 December 2010.

Consultation group	Date completed	Findings	Recommendations and Action
Age	23 December 2010	No disproportionate impacts found	None
Race	23 December 2010	No disproportionate impacts found	None

7. Mitigation

Measures to mitigate adverse impact	<p>From the data and consultation, have you identified any adverse impact? If so, are there changes that you could introduce which would make the proposal work better for this group of people? Is further research or consultation required?</p> <p>From Appendix 1, consider mitigating measures for at risk variances and especially those above 30%.</p> <p>Please consider:</p> <ul style="list-style-type: none"> • <i>Practical actions to reduce, justify or remove any</i>
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	<p><i>adverse/negative impact?</i></p> <ul style="list-style-type: none"> • <i>Are there learning and development opportunities?</i> • <i>How the policy can be revised, or additional measures taken, in order for the policy to achieve its aims without risking adverse impact?</i> • <i>Legal responsibilities under Disability requiring treating disabled people more favourably where necessary?</i> • <i>Have the plans been revised in light of the consultation results, to enhance positive impact or reduce/eliminate negative impact?</i>
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Based on the analysis of the data, there is not a disproportionate impact on any of the groups. No feedback received to suggest there are any disproportionate impacts.

8. Conclusions

<p>Outcome of Assessment</p>	<p>Summarise your findings and give an overview of whether the proposed reorganisation will meet the Council’s responsibilities in relation to equality. Pay particular attention to where differential adverse negative impact is identified taking into account mitigating measures.</p> <p>If the proposal is likely to have an adverse impact on any equality group how this can be justified? Make sure you outline the Economical/Technical/Organisation (ETO) reasons where applicable.</p> <p>It is also important to note where the analysis on staff at risk shows disproportionate negative impact and the expectation is that a large number of staff will secure roles in the new structure.</p> <p>Conclusions can be:</p> <p>1 – Proceed with the proposal <i>as is</i> either because there is no evidence to show adverse impact or there is justification to do so. Remember weighty reasons will be needed. It is important to underline that there is no justification for direct discrimination and that indirect discrimination will need to be justified.</p> <p>2- Adjust the proposal to remove any barriers and better promote equality which will include putting in place the mitigating measures or making changes to the proposal itself.</p> <p>3 – Abandon the policy if the risks of going ahead are high.</p>
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The financial situation is a dual driver:

- reduce costs (now)
- deliver bigger transformation savings, faster.

Based on this assessment and the pressure to change there is no reason why the proposed re-

organisation should not proceed. The proposed TUPE to HFBP mitigates the need for compulsory redundancies.

9. Action Plan

Action Plan	<p>Any actions that arise as a result of the impact assessment should be noted here. Please include responsibility and target date.</p> <p>Example <i>Complete a further EIA at the end of the restructure when the impact on the workforce is clearer.</i></p>
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Action	Responsibility	Date

10. Monitoring and Review

Post-Reorganisation Assessment	A review will be required once the proposal has been put in place to check what the actual impact was.
Outcome of Implementation	<p>Using Appendix 2, complete the details of the remaining staff. Look at the percentages of remaining staff compared to the ‘at risk’, department and council workforce population. Using the principles set out above, note your analysis.</p> <p>Note that where ‘remaining staff’ percentages are higher than the ‘at risk, then there was in fact a positive impact and this should be highlighted.</p> <p>Remember, percentages can be misleading so where numbers involved are small, make sure you note where it is the case.</p>

Date of Post – Reorganisation Assessment.	25 Jan 2011

Authorisation

Service Head	Martin Nottage
Signature	Martin Nottage
Date	Dec 2010
Date sent for publication	16 Feb 2011

Once you have filled in this document please send a copy to Employment Equalities Lead.

Equality Impact Assessment Initial Screening Tool with Guidance

This document has been produced to help you assess the likelihood of impacts on equality groups – including where people are represented in more than one strand – with regard to your new or proposed policy, strategy, function, project or activity. It has been designed to complement the e-learning tool for Equalities Impact Assessments and to help with your business planning process, as well as to ensure that your policy/project does not incur a delay due to lack of equalities consideration.

Initial Screening Equality Impact Assessment Tool

Section 01	Details of Initial Equalities Impact Screening Assessment			
Financial Year and Quarter	2011-12			
Name of policy, strategy, function, project, activity, or programme	2011-12 Corporate Subscriptions Report State whether new or existing Existing Note: If your proposed strategy will require you to complete an organisational change assessment report, please refer to the organisational change assessment (OCA) documentation accessed via the Smart HR web pages for additional guidance on assessing impact on staff.			
Q1 What are you looking to achieve?	What are the main aims, objectives and/or purpose of the policy, strategy, function, project, activity, or programme, or programme? These subscriptions are for the benefit of members, officers and ultimately the residents. The aim is to improve the administration of the Borough.			
Q2 Who in the main will benefit?	Consider the impact across the six strands, including where people or groups are represented in more than one strand. Use this to determine whether your policy, strategy, function, project, activity, or programme, or programme is positive, neutral or negative, and of high, medium, or low relevance to equality. (Refer to guidance)			
	Race	+ / -	L/M/H	Reasoning/comment, including N/A and impact on due regard to the need to:
	N/A			<ul style="list-style-type: none"> ▪ Eliminate unlawful racial discrimination;

				<ul style="list-style-type: none"> ▪ Promote equal opportunities; and ▪ Promote good relations between people from different ethnic groups. <p>Answer: These subscriptions have no direct bearing on issues surrounding race.</p>
	Disability N/A	+ / -	L/M/H	<p>Reasoning/comment, including N/A and impact on due regard to the need to:</p> <ul style="list-style-type: none"> ▪ Promote equality of opportunity between disabled persons and other persons; ▪ Eliminate discrimination that is unlawful under the Act; ▪ Eliminate harassment of disabled persons that is related to their disabilities; ▪ Promote positive attitudes towards disabled persons; ▪ Encourage participation by disabled persons in public life; and ▪ Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons. <p>Answer: These subscriptions have no direct bearing on issues surrounding disability.</p>
	Gender N/A	+ / -	L/M/H	<p>Reasoning/comment, including N/A and impact on due regard to the need to:</p> <ul style="list-style-type: none"> ▪ Eliminate unlawful sex discrimination and harassment (including for transsexual people); and ▪ Promote equality of opportunity between men and women. <p>Answer: These subscriptions have no direct bearing on issues surrounding gender.</p>
	Age N/A	+ / -	L/M/H	<p>Reasoning/comment, including N/A and impact on the Council's Age Equality Scheme, which sets out LBHF's commitment to age equality for people of all ages, including children and younger people and older people, across employment and service delivery.</p> <p>The Employment Equality (Age) Regulations 2006 make it unlawful to discriminate on the grounds of age in the areas of employment and vocational training and apply to employees, independent contractors and</p>

				<p>contracted workers. Age discrimination law does not currently apply to goods and services, though human rights law may give some protection in these areas.</p> <p>Answer: These subscriptions have no direct bearing on issues surrounding age.</p>
	Sexual Orientation N/A	+ / -	L/M/H	<p>Reasoning/comment, including N/A and impact on duties under the Equality Act (Sexual Orientation) Regulations 2007, prohibiting discrimination on the grounds of sexual orientation in the provision of goods, facilities and services, in education and in the exercise of public functions. The Regulations make it unlawful to:</p> <ul style="list-style-type: none"> ▪ Refuse to provide goods, facilities and services on grounds of sexual orientation; ▪ Provide goods, facilities and services of a different quality on grounds of sexual orientation; ▪ Provide goods, facilities and services in a different manner on grounds of sexual orientation; and ▪ Provide goods, facilities and services on different terms on grounds of sexual orientation. <p>Answer: These subscriptions have no direct bearing on issues surrounding sexual orientation.</p>
	Religion/belief (including non-belief) N/A	+ / -	L/M/H	<p>Reasoning/comment, including N/A and impact on duties under the Equality Act 2006, making it unlawful (subject to certain exemptions) to discriminate on the grounds of religion or belief (including non-belief) in the following areas:</p> <ul style="list-style-type: none"> ▪ The provision of goods, facilities and services; ▪ The disposal and management of premises; ▪ Education; and ▪ The exercise of public functions. <p>In addition, legislation implementing the European Union's Equality Framework Directive 2000 came into force in December 2003, making it</p>

	<p>unlawful to discriminate against anyone directly or indirectly on the grounds of faith.</p> <p>Answer: These subscriptions have no direct bearing on issues surrounding religion/belief.</p>
	<p>Will it affect Human Rights, as defined by the Human Rights Act 1998? Yes / No</p> <p>Answer: NO (Note: Human Rights will not be relevant in every case but must be considered. If unsure, seek advice from the Opportunities Manager)</p>
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Does this provide an opportunity to promote equality?</p> <p>Answer: NO</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>Yes/No</p> <p>Answer: NO</p> <p>If the answer here is 'yes', then it is necessary to go ahead with a Full Equality Impact Assessment.</p>

Initial Screening Equality Impact Assessment Guidance

Section 01	Details of Initial Equalities Impact Screening Assessment
Name of policy, strategy, function,	A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both

<p>project, activity, or programme</p>	<p>internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p> <p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>
<p>Q1 What are you looking to achieve?</p>	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
<p>Q2 Who in the main will benefit?</p>	<p>Consider the impact across the six strands:</p> <ul style="list-style-type: none"> ▪ Race (including colour, nationality, ethnic or national origins) ▪ Gender (including pregnancy and maternity, gender reassignment) ▪ Disability (including mobility and sensory impairments, people with life-limiting illness) ▪ Age (including children and young people, and older people) ▪ Sexual Orientation (heterosexual, homosexual, bisexual people) ▪ Religion / belief (including non-belief) <p>Additionally, demonstrate here that the impact on human rights arising from the policy, strategy, function, project, activity, or programme, has been considered (see below for list of rights).</p> <p>Race Equality Duty Requires due regard to the need to:</p> <ul style="list-style-type: none"> ▪ Eliminate unlawful racial discrimination; ▪ Promote equal opportunities; and

- Promote good relations between people from different ethnic groups.

Public authorities are expected to have 'due regard' to the three parts of the duty to promote race equality. This means that the weight given to race equality should be proportionate to its relevance to a particular function. This may mean giving greater consideration and resources to functions or policies that have the most effect on the public or employees. Relevance is about how much a function affects people, as members of the public or as employees of the authority. For example, a local authority may decide that race equality is more relevant to raising educational standards than to its work on highway maintenance. Note also that 'due regard' does not mean that race equality is less important when the ethnic minority population is small.

Gender Equality Duty

Requires due regard to the need to:

- Eliminate unlawful sex discrimination and harassment (including for transsexual people); and
- Promote equality of opportunity between men and women

Public authorities are expected to have 'due regard' to the two parts of the duty to promote gender equality. As above, the weight given to race, disability, or gender equality needs to be in proportion to its relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Disability Equality Duty

Requires due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that is related to their disabilities;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons

Public authorities are expected to have 'due regard' to the six parts of the duty to promote disability equality. As above, the weight given to race, disability, or gender equality needs to be in proportion to its relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Age

The Council's Age Equality Scheme sets out LBHF's commitment to age equality for people of all ages, including children and younger people and older people, across employment and service delivery. The Employment Equality (Age) Regulations 2006 make it unlawful to discriminate on the grounds of age in the areas of employment and vocational training and apply to employees, independent contractors and contracted workers. Age discrimination law does not currently apply to goods and services, though human rights law may give some protection in these areas. If you are unsure whether this applies, contact the Opportunities Manager.

Sexual Orientation

The Equality Act (Sexual Orientation) Regulations 2007 prohibit discrimination on the grounds of sexual orientation in the provision of goods, facilities and services, in education and in the exercise of public functions. The Regulations make it unlawful to:

- Refuse to provide goods, facilities and services on grounds of sexual orientation;
- Provide goods, facilities and services of a different quality on grounds of sexual orientation;
- Provide goods, facilities and services in a different manner on grounds of sexual orientation; and
- Provide goods, facilities and services on different terms on grounds of sexual orientation.

The Regulations also apply to pupil admissions and access to education services.

Religion / Belief (inc. non-belief)

The Equality Act 2006 makes it unlawful (subject to certain exemptions) to discriminate on the grounds of religion or belief (including non-belief) in the following areas:

- The provision of goods, facilities and services;
- The disposal and management of premises;
- Education; and
- The exercise of public functions.

In addition, legislation implementing the European Union's Equality Framework Directive 2000 came into force in December 2003, making it unlawful to discriminate against anyone directly or indirectly on the grounds of faith.

Reasoning/Comment (inc N/A)

In this section you should outline your reasoning behind your scores of low/medium/high, and use this section when a particular equality strand may not be relevant.

Human Rights

Public authorities have an obligation to act in accordance with the European Convention on Human Rights. These are:

- [Right to life](#)
- [Freedom from torture and inhuman or degrading treatment](#)
- [Right to liberty and security](#)
- [Freedom from slavery and forced labour](#)
- [Right to a fair trial](#)
- [No punishment without law](#)
- [Respect for your private and family life, home and correspondence](#)
- [Freedom of thought, belief and religion](#)
- [Freedom of expression](#)
- [Freedom of assembly and association](#)
- [Right to marry and start a family](#)
- [Protection from discrimination in respect of these these rights and freedoms](#)
- [Right to peaceful enjoyment of your property](#)
- [Right to education](#)
- [Right to participate in free elections](#)

Each of the above links takes you to explanations and examples provided by the EHRC. Further, the [EHRC](#) and the [Ministry of Justice](#) both provide guides for public authorities.

Use your reasoning in order to determine whether the impact will be high, medium or low. What do we mean by these terms?:

High

- The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human rights
- There is substantial or a fair amount of evidence that some groups are (or could be) differently affected by it
- There is substantial or a fair amount of public concern about it

Medium

- The policy, strategy, function, project, activity, or programme is relevant to most parts of the

	<p>general duty, and/or to human rights</p> <ul style="list-style-type: none"> ▪ There is some evidence that some groups are (or could be) differently affected by it ▪ There is some public concern about it <p>Low</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human rights ▪ There is little evidence that some groups are (or could be) differently affected by it ▪ There is little public concern about it
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', use your evidence from Q2 to state why</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with an Equality Impact Assessment (see further down this document). Your reasoning behind Q2 will help you determine this.</p>

Equality Impact Assessment Initial Screening Tool with Guidance

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Initial Screening Equality Impact Assessment Tool

Section 01	Details of Initial Equalities Impact Screening Assessment
Financial Year and Quarter	2010/11 Quarter 4
Name of policy, strategy, function, project, activity, or programme	Integrated transport investment programme 2011/12
Q1 What are you looking to achieve?	<p>All London boroughs have a statutory requirement to produce a LIP2 which shows how they intend to implement the Mayors Transport Strategy in their area. The six goals of MTS are;</p> <ul style="list-style-type: none"> • Support economic development and population growth • Enhance the quality of life for all Londoners • Improve the safety and security of all Londoners • Improve transport opportunities for all Londoners • Reduce transport’s contribution to climate change and improve its resilience • Support delivery of the London 2012 Olympic and Paralympic Games and its legacy <p>The seven borough transport objectives are;</p> <ol style="list-style-type: none"> 1. To support sustainable population and employment growth in the five regeneration areas - White City, Earl’s Court/West Kensington, Hammersmith Town Centre, Fulham Riverside and Old Oak Common.

2. To improve the efficiency of our road network.
3. To improve the quality of our streets.
4. To improve air quality in the borough.
5. To make it easier for everyone to gain access to transport opportunities.
6. To support residents and businesses by controlling parking spaces fairly.
7. To reduce the number of people injured and killed on our streets.

Target no.	objective	target	baseline	2014 target	2031 target (indicative)
1a.	1,2,4	Walking mode share % of residents trips by main mode	37%	37.5%	40%
1b.	1,2,4	Cycling mode share % of residents trips by main mode	4%	4.5%	7%
2.	2	Bus service reliability average excess wait time for high frequency services (mins)	1.1	1.2	1.0
3.	2,3,5	Asset condition % of the Borough Principal Road Network with a UKPMS score greater than 70.	8%	8%	0%
4a.	7	Road casualties Number of KSI (3 year rolling average)	110	99	51
4b.	7	Road casualties Number of	1195	1074	558

			all casualties per billion vehicle kilometres (3 year rolling average)			
	5.	2,3,4	CO² emissions Kilotonnes (kt) emanating from ground-based transport per year	155	130	85 (2025)
	6.	2.	Local bus performance Fulham Palace Road and Goldhawk Road	tbc	tbc	tbc
	7.	1,2,4	The school run % of school trips made on foot or by bike	45%	52%	70%
Q2 Who in the main will benefit?	Consider the impact across the six strands, including where people or groups are represented in more than one strand. Use this to determine whether your policy, strategy, function, project, activity, or programme, or programme is positive, neutral or negative, and of high, medium, or low relevance to equality. (Refer to guidance)					
	Race	+	L	There is some evidence that road casualty rates differ according to race. The package of smarter travel initiatives promoted is tailored to the race profile of the borough and its road casualty performance.		
	Disability	+	M	Mobility impaired travellers will benefit from the package of programmes to support objective 5 increasing access to transport opportunities.		
	Gender	+	M	Women tend to have lower access to the private car than men and will benefit from improvements to public transport.		
	Age	+	L	Young and old road users will benefit from tailored packages of interventions that assist them in making the most of the available transport opportunities in the borough.		
	Sexual Orientation	/	L	No impact		
	Religion/belief (including	/	L	No impact		

	<p>non-belief)</p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998? (Note: Human Rights will not be relevant in every case but must be considered. If unsure, seek advice from the Opportunities Manager)</p> <p>No</p>
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes</p> <p>The objectives and targets supported by the 2011/12 programme of investment seek to improve the availability and efficiency of all transport modes to all users in the borough.</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>No</p>

Initial Screening Equality Impact Assessment Guidance

Section 01	Details of Initial Equalities Impact Screening Assessment
Name of policy, strategy, function, project, activity, or programme	<p>A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p> <p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>
Q1 What are you looking to achieve?	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
Q2 Who in the main will benefit?	<p>Consider the impact across the seven strands:</p> <ul style="list-style-type: none"> ▪ Race (including colour, nationality, ethnic or national origins) ▪ Gender (including pregnancy and maternity, gender reassignment) ▪ Disability (including mobility and sensory impairments, people with life-limiting illness) ▪ Age (including children and young people, and older people) ▪ Sexual Orientation (heterosexual, homosexual, bisexual people) ▪ Religion / belief (including non-belief) ▪ Disadvantage arising from socio-economic status <p>Additionally, demonstrate here that the impact on human rights arising from the policy, strategy,</p>

function, project, activity, or programme, has been considered (see below for list of rights).

Race Equality Duty

Requires due regard to the need to:

- Eliminate unlawful racial discrimination;
- Promote equal opportunities; and
- Promote good relations between people from different ethnic groups.

Public authorities are expected to have 'due regard' to the three parts of the duty to promote race equality. This means that the weight given to race equality should be proportionate to its relevance to a particular function. This may mean giving greater consideration and resources to functions or policies that have the most effect on the public or employees. Relevance is about how much a function affects people, as members of the public or as employees of the authority. For example, a local authority may decide that race equality is more relevant to raising educational standards than to its work on highway maintenance. Note also that 'due regard' does not mean that race equality is less important when the ethnic minority population is small.

Gender Equality Duty

Requires due regard to the need to:

- Eliminate unlawful sex discrimination and harassment (including for transsexual people); and
- Promote equality of opportunity between men and women

Public authorities are expected to have 'due regard' to the two parts of the duty to promote gender equality. As above, the weight given to race, disability, or gender equality needs to be in proportion to its relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Disability Equality Duty

Requires due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that is related to their disabilities;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons

Public authorities are expected to have 'due regard' to the six parts of the duty to promote disability

equality As above, the weight given to race, disability, or gender equality needs to be in proportion to its relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Age

The Council's Age Equality Scheme sets out LBHF's commitment to age equality for people of all ages, including children and younger people and older people, across employment and service delivery. The Employment Equality (Age) Regulations 2006 make it unlawful to discriminate on the grounds of age in the areas of employment and vocational training and apply to employees, independent contractors and contracted workers. Age discrimination law does not currently apply to goods and services, though human rights law may give some protection in these areas. If you are unsure whether this applies, contact the Opportunities Manager.

Sexual Orientation

The Equality Act (Sexual Orientation) Regulations 2007 prohibit discrimination on the grounds of sexual orientation in the provision of goods, facilities and services, in education and in the exercise of public functions. The Regulations make it unlawful to:

- Refuse to provide goods, facilities and services on grounds of sexual orientation;
- Provide goods, facilities and services of a different quality on grounds of sexual orientation;
- Provide goods, facilities and services in a different manner on grounds of sexual orientation; and
- Provide goods, facilities and services on different terms on grounds of sexual orientation.

The Regulations also apply to pupil admissions and access to education services.

Religion / Belief (inc. non-belief)

The Equality Act 2006 makes it unlawful (subject to certain exemptions) to discriminate on the grounds of religion or belief (including non-belief) in the following areas:

- The provision of goods, facilities and services;
- The disposal and management of premises;
- Education; and
- The exercise of public functions.

In addition, legislation implementing the European Union's Equality Framework Directive 2000 came

into force in December 2003, making it unlawful to discriminate against anyone directly or indirectly on the grounds of faith.

Socio-Economic

For LBHF, the relationship between socio-economic status and other equality strands and impacts underpins our creation of a Borough of Opportunity for All. It means understanding the relationship between these characteristics and socio-economic disadvantage and the experience of other vulnerable groups when considering the impacts of our policies and so forth. The duty to consider socio-economic disadvantage will be placed on public bodies when taking decisions of a strategic nature on how to exercise its functions, and will come into force in April 2011 under the Equality Act 2010 (the main provisions of which come into force in October 2010). We will be required to have due regard to the desirability of exercising our functions in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

Reasoning/Comment (inc N/A)

In this section you should outline your reasoning behind your scores of low/medium/high, and use this section when a particular equality strand may not be relevant.

Human Rights

Public authorities have an obligation to act in accordance with the European Convention on Human Rights. These are:

- [Right to life](#)
- [Freedom from torture and inhuman or degrading treatment](#)
- [Right to liberty and security](#)
- [Freedom from slavery and forced labour](#)
- [Right to a fair trial](#)
- [No punishment without law](#)
- [Respect for your private and family life, home and correspondence](#)
- [Freedom of thought, belief and religion](#)
- [Freedom of expression](#)
- [Freedom of assembly and association](#)
- [Right to marry and start a family](#)
- [Protection from discrimination in respect of these these rights and freedoms](#)
- [Right to peaceful enjoyment of your property](#)
- [Right to education](#)

	<ul style="list-style-type: none"> • Right to participate in free elections <p>Each of the above links takes you to explanations and examples provided by the EHRC. Further, the EHRC and the Ministry of Justice both provide guides for public authorities.</p> <p>Use your reasoning in order to determine whether the impact will be high, medium or low. What do we mean by these terms?:</p> <p>High</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human rights ▪ There is substantial or a fair amount of evidence that some groups are (or could be) differently affected by it ▪ There is substantial or a fair amount of public concern about it <p>Medium</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is relevant to most parts of the general duty, and/or to human rights ▪ There is some evidence that some groups are (or could be) differently affected by it ▪ There is some public concern about it <p>Low</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human rights ▪ There is little evidence that some groups are (or could be) differently affected by it ▪ There is little public concern about it
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', use your evidence from Q2 to state why</p>
<p>Q4 Does the policy,</p>	<p>Yes/No</p>

strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?	If the answer here is 'yes', then it is necessary to go ahead with an Equality Impact Assessment (see further down this document). Your reasoning behind Q2 will help you determine this.
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Full Equality Impact Assessment Tool

Overall Information	Details of Full Equalities Impact Assessment
Financial Year and Quarter	2011/12, Q4
Name and details of policy, strategy, function, project, activity, or programme	HIGHWAY MAINTENANCE: APPROVAL OF THE 2011/12 PROGRAMME (new) To note and approve the 2011/12 highway maintenance (carriageway and footway) schemes. This report is produced every year.
Name of Service Department	Name: G Prangnell (M Hodgson / J Addis) Highways and Engineering Position: Head of Highways and Construction Email: Head of Highways and Construction Telephone No: 020 8753 3002Head of Highways and Construction
Date of completion of final EIA	11 February 2011

Section 02	Scoping of Full EIA
Plan for completion	Timing: The Planned Maintenance programme shall run for the entire 2011/12 financial year. Resources: Highway Officers Term Contractor for Road Resurfacing and Line Marking Lead Officer: Gordon Prangnell / Mark Hodgson
What is the policy, strategy, function, project, activity, or programme looking to achieve?	The purpose of the report is to seek approval for the projects listed within the Carriageway and Footway Planned Maintenance programme and to establish a degree of flexibility in the management of the budgets and programme during the year. All residents in the borough are likely to be affected by the programme of works as it is not localised to one area of the borough. The resurfacing of streets is based on systematic inspections of our roads and pavements, qualitative condition surveys, prioritisation criteria set by the latest industry standards, use of new best value surfacing materials, and engaging the council's specialist surfacing term contractors, every effort is made to achieve a cost effective management of our assets while maximising the available resources.

Examples of works that are likely to impact more on older and disabled people include:

Improving Pedestrian Environment - Street Decluttering

During the planned maintenance schemes streets are analysed for 'Decluttering'. This involves reducing and consolidating, where possible, the amount of street furniture. Removal of redundant signs posts and attaching signs to lamp columns as well as the removal of bollards all helps reduce the 'clutter' on the street. These small improvements can make the street easier to negotiate for vulnerable road users such as the disabled and elderly by removing potential obstructions.

Improving pedestrian environment - Ensure dropped kerbs protected from parked cars

During the planned maintenance schemes road marking is reviewed to ensure it is compliant with current policy and regulations. Installing Double yellow lines installed on street corners and checking the levels of dropped kerbs and rectifying where needed. These small improvements can make the street easier to negotiate for vulnerable road users such as the disabled and elderly.

As a result of the overall works, there may be benefits associated with certain groups and not others as detailed below:

Race	Neutral	L	N/A
Disability	+	H	Disabled people are more likely than others to benefit from resurfaced carriageways and footways, as it provides a smoother ride and reduces the likelihood of trip hazards. Making it easier for disabled people to get about removes barriers and encourages participation in public life.
Gender	+	M	Women are more likely to have caring responsibilities so will benefit from resurfaced carriageways and footways, as it provides a smoother ride and reduces the likelihood of trip hazards.
Age	+	H	Older people are more likely than others to benefit from resurfaced carriageways and footways, as it provides a smoother ride and reduces the likelihood of trip hazards. Making it easier for disabled people to get about removes barriers and encourages participation in public life.
Sexual Orientation	Neutral	L	N/A
Religion/belief (including non-belief)	Neutral	L	N/A

	Will it affect Human Rights, as defined by the Human Rights Act 1998? No
Section 03	Assessment of relevant data and/or undertake research
Documents and data reviewed	<ul style="list-style-type: none"> ▪ The latest borough wide Road Condition Survey data; ▪ 2010/11 Planned Maintenance Programme and Report; ▪ The knowledge, technical advice, expertise and experience of the people in the highways department and the Council's specialist surfacing term contractors; ▪ The latest industry standards; and ▪ New best value surfacing materials.
New research	Each year we undertake surveys (Road2000 contract) that examine the condition of every road in the borough. The surveys split the carriageways and footways into small sections and return a condition score against each section. We process the data to formulate lists of streets that have a level of defects above a certain score. We then calculate the proportion of the streets that is below the standard and also the percentage of the network that this represents. This helps ensure value for money, or economy, is maximised. The priority is derived from these percentages.
Section 04	Assess or undertake consultation
Consultation	Local residents shall be informed of any resurfacing in their street or surrounding areas in advance of the works taking place as per Contractual Requirements.
Assessment	N/A
Section 05	Assessment of impact and outcomes
Assessment	There is no aspect of lawful and/or unlawful discrimination associated with this report.
Section 06	Reducing any adverse impacts
Outcome of Assessment	There is no aspect of lawful and/or unlawful discrimination associated with this report.
Section 07	Action Plan
Action Plan	The report lists in Appendix 1 the proposed list of streets for resurfacing split into carriageway and footway schemes. This list of street will be programmed by the Engineers for completion.
Section 08	Agreement, publication and monitoring
Chief Officer sign-off	Name: Graeme Swinburne

	Position: AD Highways and Engineering Email: graeme.swinburne@lbhf.gov.uk
Key Decision Report	Date of report to Cabinet: 21 March 2011 Confirmation that key equalities issues found here have been included: Yes
Opportunities Manager	(When EIAs have been determined to be of high relevance) Name: Carly Fry Position: Opportunities Manager Email: PEIA@lbhf.gov.uk Telephone No: 020 8753 3430

Equality Impact Assessment Full Tool with Guidance

This document has been produced to help you assess the likelihood of impacts on equality groups – including where people are represented in more than one strand – with regard to your new or proposed policy, strategy, function, project or activity. It has been designed to complement the e-learning tool for Equalities Impact Assessments and to help with your business planning process, as well as to ensure that your policy/project does not incur a delay due to lack of equalities consideration.

Full Equality Impact Assessment Tool

Overall Information	Details of Full Equalities Impact Assessment
Financial Year and Quarter	2010/11 – Fourth quarter
Name and details of policy, strategy, function, project, activity, or programme	<p>School Organisation Strategy and Decision under Delegated Powers on Cambridge School Project</p> <p>This strategy is a further development of the Schools of Choice agenda, following the withdrawal of Building Schools for the Future (BSF) Funding in July 2010.</p> <p>The purpose of this strategy is to set out the school organisation plan for Hammersmith and Fulham, to deliver the Councils key educational priorities as set out previously in the boroughs BSF programme and Primary Capital Programme (PCP). The strategy reflects the current financial climate following the termination of both programmes.</p>
Name of Service Department	<p>Name: Andy Rennison Position: Assistant Director School Resources and Capital Programme Email: andy.rennison@lbhf.gov.uk Telephone No: 020 8753 3768</p>
Date of completion of final EIA	11/02/2011

Section 02	Scoping of Full EIA							
Plan for completion	<p>Timing: post consultation Resources: officer time and feedback from consultation of 21 April to 2008 to 9 June 2008 Lead Officer: Andy Rennison</p>							
What is the policy, strategy, function, project, activity, or programme looking to achieve?	<p>There are two reports that this Equality Impact Assessment relates to, The School Organisation Strategy and the Decision under Delegated Powers. The School Organisation Strategy is to address the inadequate capacity issues within our primary, secondary and special schools. The Decision under Delegated Powers report is in relation to the relocation of Cambridge School (Special School) to the Bryony Centre as previously endorsed by Cabinet on 2 March 2009.</p> <p>The objective of the School Organisation Strategy will be to meet the aspirations of parents/pupils within the borough, within a constrained financial budget. The objective of the Decision under Delegated Powers report is for the procurement and delivery plan to secure the educational benefits of co-location of Cambridge Special School with Phoenix High School by moving Cambridge School to the Bryony Centre site from September 2011. This plan is already described as part of the Councils strategy to deliver its schools of choice agenda. This plan put forward as a formal response to the WLFS consultation would include offering the Cambridge School site as an alternative “interim” solution for WLFS following the transfer of Cambridge School to the Bryony Site in line with our previously agreed strategy</p> <p>The proposal of the School Organisation Strategy has a positive impact on all the residents of Hammersmith and Fulham, with children of school age. The Decision under Delegated Powers Report will have a highly positive affect on the disability strand as it relates to relocating Cambridge School to the Bryony Centre as previously agreed by Cabinet on 2 March 2009.</p> <p>The strands that it is intended will benefit from the strategy are:</p> <table border="1" data-bbox="584 1209 2045 1428"> <tr> <td data-bbox="584 1209 763 1428">Race</td> <td data-bbox="763 1209 860 1428">/</td> <td data-bbox="860 1209 981 1428">L</td> <td data-bbox="981 1209 2045 1428">The strategy will not directly have an impact on this strand, as it is an all encompassing strategy for all learners in the borough. The admission criteria for all the affected schools (which are subject to annual consultation) will remain unchanged. The new opportunities that this strategy will provide will improve the choices for more local children to attend local schools.</td> </tr> </table>				Race	/	L	The strategy will not directly have an impact on this strand, as it is an all encompassing strategy for all learners in the borough. The admission criteria for all the affected schools (which are subject to annual consultation) will remain unchanged. The new opportunities that this strategy will provide will improve the choices for more local children to attend local schools.
Race	/	L	The strategy will not directly have an impact on this strand, as it is an all encompassing strategy for all learners in the borough. The admission criteria for all the affected schools (which are subject to annual consultation) will remain unchanged. The new opportunities that this strategy will provide will improve the choices for more local children to attend local schools.					

				In regards to the Decision under Delegated Powers, again this will not have a direct impact on this strand as the admission criteria for the school will remain unchanged. It will be the location of the school that changes.
	Disability	+	H	<p>The positive, high impact of the School Organisation Strategy for this strand will be delivered through the enhanced offer for children with Special Educational Needs (SEN). This will be delivered through the offer of a fully integrated primary to secondary curriculum or a fully integrated primary to secondary curriculum on one site for children with autism or one site for children with autism.</p> <p>The Decision under Delegated Powers will positively enhance this strand through the co-location with a mainstream school and offer. In particular, this will help to:</p> <ul style="list-style-type: none"> ▪ Promote equality of opportunity between disabled persons and other persons; ▪ Eliminate discrimination that is unlawful under the Act; ▪ Eliminate harassment of disabled persons that is related to their disabilities; ▪ Promote positive attitudes towards disabled persons; ▪ Encourage participation by disabled persons in public life; and ▪ Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.
	Gender	+	M	<p>The positive, medium impact of this strand will be delivered through the School Organisation Strategy to extend the offer of single sex provision at our over subscribed schools.</p> <p>In relation to the Decision under Delegated Powers, this will not directly affect this strand as the admission criteria will remain the same.</p>
	Age	+	H	The School Organisation Strategy has a positive, high impact for this

			<p>strand will be the additional capacity created in Hammersmith and Fulham schools for borough learners.</p> <p>The Decision under Delegated Powers will have a highly positive impact on this strand due to the enhanced facilities of having a special school that is co-located with a mainstream school.</p>
Sexual Orientation	/	L	<p>The School Organisation Strategy will not directly have an impact on this strand, as it is an all encompassing strategy for all learners in the borough. The admission criteria for all the affected schools (which are subject to annual consultation) will remain unchanged.</p> <p>In regards to the Decision under Delegated Powers, again this will not have a direct impact on this strand as the admission criteria for the school will remain unchanged. It will be the location of the school that changes.</p>
Religion/belief (including non-belief)	+	L	<p>The School Organisation Strategy will have a positive albeit low impact on local faith residents, through the extended offer in our faith schools, through the extension to existing provision.</p> <p>The Decision under Delegated Powers will not have a direct impact on this strand as this is in relation to SEN provision and as such the admission criteria for the school will remain unchanged. It will be the location of the school that changes.</p>

Other

Access – the Access to Education will be increased for Borough residents through the expansion programme and the “Free Schools” referred to in the report.

Human Rights

Will it affect Human Rights, as defined by the Human Rights Act 1998?

Yes: Article 2 of Protocol 1: Right to Education, and UNCRC: Right to education, and Right to have their (children's) views respected, and to have their best interests considered at all times. However, these rights will not be adversely affected

Section 03	Assessment of relevant data and/or undertake research
Documents and data reviewed	<p>We undertook a consultation that was open to all strands, from 21 April to 2008 to 9 June 2008, through a variety of ways:</p> <ul style="list-style-type: none">• Pupil post to all parents of primary, secondary and special schools in the borough• To parents of primary age parents at independent schools• All Early Years settings• Hammersmith and Fulham website• Freepost questionnaires left at municipal buildings in the borough• Partner agencies• Voluntary organisations• 20 meetings at various schools (parent, governors and staff)• 22 meetings with children at their schools• 7 meetings with specific groups such as early years providers, employers steering group and school staff• Special meeting with headteachers• 8 road shows at libraries and town halls• A children's conference at Chelsea Football ground <p>With a total of 1,304 children and 437 adults attended the above meetings.</p> <p>Nearly 3,000 questionnaires were received in response to the consultation and recommendations were made to take into account the views were portrayed.</p> <p>The main strands positively affected by the consultation were, age, disability, gender and religion, through the schools community. All these strands were affected positively by the recommendations that were contained within the Cabinet Reports that detailed the consultation and results. The relevant consultation and questionnaires, can be found in the Cabinet Reports of 14 July 2008 and 2 March</p>

	<p>2009 respectively and are detailed in the background papers to this strategy</p> <p>We undertook a consultation that was open to all strands, but primarily aimed at parents of SEN children, from 24 November 2008 to 19 January 2009, through three options:</p> <ul style="list-style-type: none"> • Parents of children at all the schools affected by the proposals (given a summary via pupil post) • An executive summary sent to other stakeholders and made available at public libraries and both town halls • The detailed documents (and summaries) were published on the Councils website. <p>The main positively affected strand was disability, by the proposals that were captured by the responses to the consultation and the recommendations that were approved by Cabinet. The relevant consultation and questionnaires can be found in the Cabinet Report of 2 March 2009 and are detailed as background papers to this strategy.</p>
New research	N/A

Section 04	Assess or undertake consultation
Consultation	We have been advised by legal services, that as we have previously undertaken detailed consultation (please see above), that it is not required to undertake any further consultation.
Assessment	We learnt from our consultations that all stakeholders that had responded were in favour of our proposals. Please refer to the Cabinet papers of 14 July 2008 and 2 March 2009 which are listed as background papers to this strategy for full details.

Section 05	Assessment of impact and outcomes
Assessment	The consultation and assessment data have shown support for the proposals and these were taken into consideration in our recommendations to Cabinet.

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Section 06	Reducing any adverse impacts
Outcome of Assessment	The consultations did not exclude any member of the strands, as the consultations were open for all to respond to if desired.

Section 07	Action Plan
Action Plan	The action plan is to receive Cabinet Approval on the recommendations contained within the report and the implementation of these via the Lead Officer (Andy Rennison) in consultation with the Chief Officer (Andrew Christie).

Section 08	Agreement, publication and monitoring
Chief Officer sign-off	Name: Andrew Christie Position: Director of Children's Services Email: andrew.christie@lbhf.gov.uk Telephone No: 020 8753 3601
Key Decision Report	Cabinet: 21 March 2011 Confirmation that key equalities issues found here have been included: Yes
Opportunities Manager	(When EIAs have been determined to be of high relevance) Name: Carly Fry Position: Opportunities Manager Email: PEIA@lbhf.gov.uk Telephone No: 020 8753 3430



Equality Impact Assessment Initial Screening Tool with Guidance

This document has been produced to help you assess the likelihood of impacts on equality groups – including where people are represented in more than one strand – with regard to your new or proposed policy, strategy, function, project or activity. It has been designed to complement the e-learning tool for Equalities Impact Assessments and to help with your business planning process, as well as to ensure that your policy/project does not incur a delay due to lack of equalities consideration.

Initial Screening Equality Impact Assessment Tool

Section 01	Details of Initial Equalities Impact Screening Assessment			
Financial Year and Quarter	2010/11 Quarter 4			
Name of policy, strategy, function, project, activity, or programme	Title of EIA: Connexions Service Short summary: To issue a new one year contract for the provision of a transitional Connexions service that takes account of current statutory duties and planned national changes.			
Q1 What are you looking to achieve?	Aims: To secure appropriate careers information, advice and guidance services (Connexions) for young people in line with the local authority's current statutory duties. To create a phased reduction in the universal service from August 2011 to March 2012 in line with the planned introduction, in September 2011, of a new national 'All Age Careers service' and local priorities.			
Q2 Who in the main will benefit?	Race	Neu tral	L	<ul style="list-style-type: none"> ▪ There are currently no race specific elements of this service. The impact will therefore be neutral.
	Disability	Posi tive	L	<ul style="list-style-type: none"> ▪ There are no planned reductions to the disability specific elements of the service.
	Gender	Neu tral	L	<ul style="list-style-type: none"> ▪ There are currently no gender specific elements of this service ,the impact will therefore be neutral
	Age	Posi tive	L	<ul style="list-style-type: none"> • The current service is provided for young people age 13 to 19 years and up to 25years for those with a disability. The reconfigured service will continue to provide for this age range.

	Sexual Orientation	Neutral	L	<ul style="list-style-type: none"> The service will be accessible to all young people. The existing service does not currently provide specific provision for LGBT young people but sign posts and supports access for individuals for targeted support. This will continue to be the case. The impact will therefore be neutral.
	Religion/belief (including non-belief)	Neutral	L	<ul style="list-style-type: none"> There are currently no religious specific elements of this service. The impact will therefore be neutral.
<p>Will it affect Human Rights, as defined by the Human Rights Act 1998? Yes: Article 1 of Protocol 1: Right to education. This right will be supported by the on-year contract</p> <p>Human rights The key aims of the service support the UN Convention on the Rights of the Child. For example, Article 28 of the Convention stipulates that parties must ensure that educational and vocational information and guidance is available and accessible to all children and young people.</p>				
Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?	The service promotes equality of opportunity through universal and targeted support to enable access to education training and employment.			
Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?	No			

Full Equality Impact Assessment Tool

Overall Information	Details of Full Equalities Impact Assessment
Financial Year and Quarter	10/11 Q4
Name and details of policy, strategy, function, project, activity, or programme	<p>Proposed closure of Tamworth supported hostel</p> <p>Tamworth is a 14 unit mixed supported hostel that provides short-term accommodation for people with high/medium mental health needs. It is one of 20 supported housing projects for people with mental health needs and one of six that are for people with high mental health needs.</p> <p>Analysis has demonstrated that the number of units of high support can be reduced because there has been an under-occupancy of this type of accommodation for over a year. Tamworth has been operating with high voids and the building is in a very poor state of repair, so it was identified for disposal. The equalities impact of the disposal is low, because evidence demonstrates that there is sufficient provision for the client group in the borough's other mental health supported housing.</p> <p>Of the 14 units at Tamworth only eight are currently occupied. All eight residents have a move on plan and five of these eight will be moving onto lower support or independent accommodation. Therefore the closure of the service has had a positive impact on them because their needs have been assessed and their applications fast-tracked. There are two people whose needs remain the same and they will be moved on to accommodation that is suitable for their needs. One resident needs higher support and will therefore be moved to residential care. It is likely that those with the same or higher needs will also benefit from a move because the Tamworth building is in a poor state of repair and they will move to higher quality accommodation. The service will not close until each resident has been moved on to suitable alternative accommodation that addresses their needs.</p>
Name of Service Department	Name: Hannah Carmichael Position: Commissioning Manager Email: hannah.carmichael@lbhf.gov.uk Telephone No: 020 8753 5384

Date of completion of final EIA	10 th Feb 2011
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Section 02	Scoping of Full EIA
Plan for completion	<p>Timing – completion by 10th February 2011</p> <p>Resources – Tamworth Manager, Social Care Lead for Mental Health, Commissioning Manager for Mental Health</p> <p>Lead Officer – Hannah Carmichael (Commissioning Manager)</p> <p>Other officers – Carly Fry (Opportunities Manager)</p>
What is the policy, strategy, function, project, activity, or programme looking to achieve?	<p>Proposed closure of Tamworth supported hostel</p> <p>Tamworth supported hostel has become surplus to the council's requirements and the proposal is therefore to close it. The outcome would be a saving to the council of approximately £300k.</p> <p>The outcome for staff of the service is likely to be redundancy. The equalities implications of this are discussed in the EIA that accompanies the organisation change assessment (November 2010). This is attached to the Key Decisions Cabinet report.</p> <p>This EIA will only discuss the implications to the current residents of the service and any potential users of the service.</p>

Section 03	Assessment of relevant data and/or undertake research
Documents and data reviewed	<p>The following data and documents have been used to help inform this Equalities Impact Assessment:</p> <p>Single Equalities Scheme</p> <p>The Single Equalities Scheme outlines how the council meets the requirements for all groups protected by discrimination law. It considers the current duties and includes new duties that were expected to arise from the Equality Act 2010, which received royal assent in April 2010. The new duty comes into force on 6th April 2011.</p>

	<p>Borough profile 2010 and Census 2001</p> <p>The above were both considered when looking at the populations of people in mental health supported housing and how these compared to the borough's statistics on the protected groups.</p> <p>http://www.lbhf.gov.uk/Directory/Council_and_Democracy/Plans_performance_and_statistics/Statistics_and_census_information/homepage.asp</p>
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Section 04	Assess or undertake consultation	
Consultation	A seven week consultation on the proposal to close Tamworth was carried out between 15 th November 2010 and 7 th January 2011. The council consulted with staff, service users, their carers and interest groups. Methodologies consisted of consultation meetings. Information and feedback from the consultation were used to inform this EIA and actions (see section 07). More information about the consultation, including full analysis can be found in the accompanying Cabinet Report.	
Assessment	The consultation highlighted the importance of having a move on plan for each individual service user, which considered and mitigated against risks of them moving on. The very nature of supported housing means that move on plans are part of the licences and the proposed closure would mean that these move on plans would be fast tracked, which would benefit the service users that are ready to move on. Those that are not ready to move on would be found suitable, alternative housing and Tamworth would not close until all current residents were settled into new accommodation.	

Section 05	Assessment of impact and outcomes	
Assessment		
	Race	<p>LOW IMPACT - NEUTRAL</p> <p>The main referral route for Tamworth residents and other mental health supported housing service users is from hospital. There is a disproportionate number of people of Black and Minority Ethnic (BME) people hospitalised for their mental health and this is represented in mental health supported accommodation in the borough as a whole (63%).</p>

		<p>37.5% of Tamworth's current residents are of BME origin, which is comparable to the borough's population of 32% BME. The impact of closing Tamworth is unlikely to have any implications for BME groups because as stated above, mental health supported housing in the borough as a whole accommodates a disproportionately high number of people of BME origin.</p> <p>During the consultation about the merge of the services there was no concern raised about the impact on race.</p>
	Disability	<p>LOW IMPACT - NEUTRAL</p> <p>Tamworth is not accessible for people with mobility problems, so therefore the effect on people with this type of disability would be neutral. Other mental health supported accommodation in the borough is also mostly inaccessible for wheelchairs and those with mobility issues because much of the provision is in converted Victorian houses with stairs and steps.</p> <p>Of the current residents in mental health supported housing, two people have a mobility disability. Closing the project is unlikely to have an effect on those people because there will be enough provision in the other mental health supported housing for those that need this type of accommodation. The borough has other supported housing provision for people with physical disabilities.</p> <p>During the consultation about the merge of the services, there was no concern raised about the impact on disability.</p>
	Gender	<p>LOW IMPACT</p> <p>Tamworth is a mixed hostel with an equal number of male and female units. The rest of the mental health supported accommodation in the borough is mixed or male only. There are a higher number of men in hospital for their mental health than women, so the borough provides supported accommodation that reflects this demographic.</p> <p>During the consultation about the merge of the services, there was no concern raised about the impact on gender.</p>

	Age	LOW IMPACT - NEUTRAL Tamworth provides accommodation for adults of all ages, as does the other mental health supported housing in the borough. Providers do not discriminate on age, so current residents and future service users of any adult age would have an equal opportunity of accessing the other mental health supported housing in the borough.
	Sexual Orientation	LOW IMPACT - NEUTRAL Tamworth and other mental health accommodation in the borough is for people of any sexual orientation and would not discriminate on any grounds, including sexual orientation. The differential impact on service users of different sexual orientations of closing Tamworth is therefore neutral.
	Religion/ belief (including non-belief)	LOW IMPACT – NEUTRAL Tamworth and other mental health accommodation in the borough is for people of any religion and would not discriminate on any grounds, including religion. The differential impact on service users who have different religious or philosophical beliefs of closing Tamworth is therefore neutral.

Section 06	Reducing any adverse impacts
Outcome of Assessment	As Tamworth is short-term accommodation, all residents have move on plans. The closure of the service would bring these move on plans forward and applications for alternative accommodation would be fast-tracked. The three residents that would not be ready to move on would be placed in suitable high support accommodation. Tamworth would not close until all current residents are placed in alternative provision that meets their needs.

Section 07	Action Plan				
Action Plan	Issue identified	Action	When	Lead officer	Expected outcome
	Move current	Individual	Start in January,	PATHS manager,	Smooth transition

	residents onto alternative provision that meets their needs	assessment and move on plans and referrals to be made	finish end of March or when placements are found	Lucy Baker	to new accommodation for service users and carers
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Section 08	Agreement, publication and monitoring
Chief Officer sign-off	Name: John Chamberlain Position: Assistant Director of Adult Social Care Email: john.chamberlain@lbhf.gov.uk Telephone No: 020 8753 5004
Key Decision Report	Date of report to Cabinet/Cabinet Member: 21/02/2011 Confirmation that key equalities issues found here have been included: Yes
Opportunities Manager	Name: Carly Fry Position: Opportunities Manager Email: PEIA@lbhf.gov.uk Telephone No: 020 8753 3430

Working together to create a borough of opportunity
Predictive Equality Impact Assessment (PEIA) (V.4)
FOR ALL COUNCIL DECISIONS ONLY

Title of report or proposal:

Centralisation and Improvements to CCTV on H&F Homes Estates

Describe in full the aims, objectives and purpose of the proposal, including desired outcomes:

Aims

- H&F Homes Estates CCTV assets management to be transferred back into the Council.
- To complete CCTV improvements on selected ranked estates, according to an analysis of crime, deprivation, anti-social behaviour, and residents' perception of anti-social behaviour.
- The remaining estates in the programme will be given CCTV improvements over the next 2-7 years according to priority and available funding.

Objectives

- Provision to return all images to the Hammersmith Town Hall central control room.
- Improved monitoring of estate CCTV systems through centralisation of H&F Homes CCTV systems (The control room has direct links with the Metropolitan Police Service control rooms; MPS Airwave radio communications system and the Council's Estate Wardens service. This allows immediate response to CCTV footage as well as rapid deployment of police and/or Wardens to the scene of an incident).

Purpose of proposal

- The report sets out the legal and financial issues surrounding the transfer of the management and monitoring of CCTV in H&F Homes Estates back to the Council and suggests a programme approach for phasing in improvements to CCTV systems on estates. CCTV on the Council's housing estates **does not** meet the high standards set by LBHF for the areas covered by the central CCTV control centre. The proposed transfer of CCTV on H&F Homes' estates will start to address this disparity, and provide a higher quality service to their residents.

Outcomes

- Support the Council's external priorities – residents first, cracking down on crime, cleaner, greener borough; delivering value for money.
- Continued improvement of resident satisfaction.
- Reduction of actual crime, anti-social behaviour and the perception of crime on specific estates.

Department:

Resident Services Department

Officer Responsible: *(to be completed by the report author)*

Adrian Price, 0208 753 2260

(Signature, Print Name, Contact Number and Email Address)

Form and report MUST be checked and countersigned by the Principal Policy Officer (Organisational Development)

Principal Policy Officer: *(to be completed by the Corporate Principal Officer)*

Signed off by Jane Hill on xx/xx/xx . Email PEIA@lbhf.gov.uk Tel 020 8753 3533

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Who are the main people that this decision will affect?

Residents of H&F Homes Estates

2. Identify the risks that could prevent the planned outcomes

A risk to the completion of phase 1 of the improvement programme is possible unforeseen delays to on-site improvement works. Robust project management is in place and a procurement route will be selected which will deliver the most speedy and effective procurement of contractors to begin works.

Vandalism is a further risk once equipment is installed; however installations will be carefully designed and robustly constructed to minimise this risk. CCTV is still however believed to be an effective deterrent to crime and ASB, and an effective tool for pursuing investigations and securing charges.

3. Could the proposal have a positive impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, monitoring?)

a) b) c) d) e) f)

Upgrading existing and introduction of new CCTV installations will ensure high quality provision of the CCTV service and provide re-assurance for residents of their safety. It will be particularly useful for the detection, investigation and enforcement against crime and anti-social behaviour, benefiting all residents. Providing a 24 / 7 monitoring service by using the LBHF Control Room will increase the effectiveness of the system. Residents from all equality groups are likely to benefit from the improvement programme. It is clear from a recent petition raised by residents on Clem Attlee Estate requesting CCTV that residents perceive that CCTV will improve their safety and quality of life.

4. Could the proposal have a differential negative impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, monitoring,?)

a) b) c) d) e) f)

There is a one-off financial impact of an average of £250 recharge to leaseholders. Consideration is being given as to whether, or how much, leaseholders should be charged for the improvement or installation of CCTV systems. An estate by estate approach will consider whether it is proper to charge leaseholders in relation to either improvement or installation, whether any such government grants or Section 106 payment might be available to cover overall costs and the extent to which the CCTV system assists with the management of an estate balanced against being a facility used for crime prevention.

The estates prioritised in the first phase house a representative cross-section of H&F Homes residents and the improvement programme is not likely to have a differential negative impact on any of the equality groups.

Use of CCTV and of images viewed and recorded thereby, fall within strict confidentiality and disclosure protocols. These images may only be shared with the police within the terms of an agreement. The council also maintains and operates the CCTV network under strict codes of practice and the system is registered with the Data Commissioner.

5. Could the proposal have any differential impact (either positive, negative or neutral) on the health outcomes of the local population? Please provide details.

The enhanced safety perceived by local residents is likely to reduce stress levels and have a positive impact on health outcomes. It is also likely to have a reducing effect on drink and alcohol abuse, albeit this may be displaced elsewhere. Also, likely reductions in violent street crime (e.g. assaults) may have a positive impact on the residents' health.

6. Can any differential negative impact of the decision be justified?

Whether it is proper to charge, officers will consider whether the system or its replacement is needed or reasonably desirable in housing terms, in which case it is likely to lead to a charge in any case where the lease permits

7. If you have undertaken any internal/ external research or consultation(s) please list these below:

Internal research and consultation has taken place up to the present time. The list of priority estates has been drawn up by the council along with H&F Homes and the Police. The analysis of crime, perception of crime and ASB on these estates was carried out with data from all three sources. A project team which represents the major stakeholders in the improvement programme has overseen the planning of the programme so far.

8. Do you need to undertake any further consultation? If so, what and with whom?

Consultation will be undertaken with stakeholders (Residents, Police Crime Prevention Design Adviser, Estate Wardens, Safer Neighbourhood Teams) of the H&F Homes Estates being prioritised for improvement in the first phase (and subsequent phases, when these come on line). This will seek views from residents on the most effective deployment of CCTV given the types and patterns of crime, perceptions of crime and ASB issues on the estates.

9. If any differential negative impact is predicted, what actions are you planning to implement which would help lessen any adverse impact? Please give details.

The impact on leaseholders in what are financially challenging circumstances, will (in deserving cases) be reduced by the Council's policies relating to service charge loans, deferment and (in hardship cases) actual waiver of charges. There may also be estates where the proportion of costs chargeable to the HRA is small and in those cases it may be reasonable not to pass on the charge to leaseholders.

PLEASE EMAIL COMPLETED FORM TO PEIA@lbhf.gov.uk

Contact: Equalities & Diversity Officer, 020 8753 3533
London Borough of Hammersmith & Fulham



Equality Impact Assessment Initial Screening Tool with Guidance

This document has been produced to help you assess the likelihood of impacts on equality groups – including where people are represented in more than one strand – with regard to your new or proposed policy, strategy, function, project or activity. It has been designed to complement the e-learning tool for Equalities Impact Assessments and to help with your business planning process, as well as to ensure that your policy/project does not incur a delay due to lack of equalities consideration.

Initial Screening Equality Impact Assessment Tool

Section 01	Details of Initial Equalities Impact Screening Assessment			
Financial Year and Quarter	2010/11			
Name of policy, strategy, function, project, activity, or programme	Westfield Section 106 – approval of expenditure for Community Resilience			
Q1 What are you looking to achieve?	To seek confirmation that Westfield Sect 106 agreement, totalling £50,000 can be allocated to Resident Service Division (RSD) initiative for communication of advice on how to prepare and respond to civil emergencies. Residents from all equality groups will benefit from the programme and provide re-assurance for residents of their safety.			
Q2 Who in the main will benefit?	Race	+	L	<ul style="list-style-type: none"> The impact on race is likely to be minimal. A roll out programme and the distribution of a civil emergency booklet will provide greater awareness to people from different races. The booklet will also state that - If you would like any part of this document interpreted into your own language, please telephone 020 8753 XXXX.

	Disability	+	L	<ul style="list-style-type: none"> • The impact on people with disabilities will be minimal. • A roll out programme and the distribution of a civil emergency booklet will provide greater awareness to people with disabilities. • The booklet will also state that - if you would like any part of this document produced in large print or Braille, please telephone 020 8753 XXXX.
	Gender	+	L	<ul style="list-style-type: none"> • The impact on gender is likely to be minimal. • A roll out programme and the distribution of a civil emergency booklet will provide greater awareness to men and women.
	Age	+	L	<ul style="list-style-type: none"> • The impact on age is likely to be minimal. • A roll out programme and the distribution of a civil emergency booklet will provide greater awareness to people of all ages.
	Sexual Orientation	+	L	<ul style="list-style-type: none"> • The impact on sexual orientation is likely to be minimal. • A roll out programme and the distribution of a civil emergency booklet will provide greater awareness to people of different sexual orientation.
	Religion/belief (including non-belief)	+	L	<ul style="list-style-type: none"> • There is no impact on religion. • A roll out programme and the distribution of a civil emergency booklet will provide greater awareness to people of all religions/beliefs.
	Will it affect Human Rights, as defined by the Human Rights Act 1998? No			
Q3 Does the policy, strategy, function,	Yes – Westfield is a major attraction, which is proving to be a great success. The increase of traffic flow and footfall will have an impact of emergencies within the Borough. Further development of the Council’s Community resilience programme and the rolling out of a community booklet - ‘Are you			

<p>project, activity, or programme make a positive contribution to equalities?</p>	<p>Prepared' will provide greater confidence and knowledge to the whole community, how to prepare and respond to civil emergencies.</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>No</p>

Initial Screening Equality Impact Assessment Guidance

<p>Section 01</p>	<p>Details of Initial Equalities Impact Screening Assessment</p>
<p>Name of policy, strategy, function, project, activity, or programme</p>	<p>A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p> <p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>

<p>Q1 What are you looking to achieve?</p>	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
<p>Q2 Who in the main will benefit?</p>	<p>Consider the impact across the six strands:</p> <ul style="list-style-type: none"> ▪ Race (including colour, nationality, ethnic or national origins) ▪ Gender (including pregnancy and maternity, gender reassignment) ▪ Disability (including mobility and sensory impairments, people with life-limiting illness) ▪ Age (including children and young people, and older people) ▪ Sexual Orientation (heterosexual, homosexual, bisexual people) ▪ Religion / belief (including non-belief) <p>Additionally, demonstrate here that the impact on human rights arising from the policy, strategy, function, project, activity, or programme, has been considered (see below for list of rights).</p> <p>Race Equality Duty Requires due regard to the need to:</p> <ul style="list-style-type: none"> ▪ Eliminate unlawful racial discrimination; ▪ Promote equal opportunities; and ▪ Promote good relations between people from different ethnic groups. <p>Public authorities are expected to have ‘due regard’ to the three parts of the duty to promote race equality. This means that the weight given to race equality should be proportionate to its relevance to a particular function. This may mean giving greater consideration and resources to functions or policies that have the most effect on the public or employees. Relevance is about how much a function affects people, as members of the public or as employees of the authority. For example, a local authority may decide that race equality is more relevant to raising educational standards than to its work on highway maintenance. Note also that ‘due regard’ does not mean that race equality is less important when the ethnic minority population is small.</p> <p>Gender Equality Duty Requires due regard to the need to:</p> <ul style="list-style-type: none"> ▪ Eliminate unlawful sex discrimination and harassment (including for transsexual people); and ▪ Promote equality of opportunity between men and women <p>Public authorities are expected to have ‘due regard’ to the two parts of the duty to promote gender equality As above, the weight given to race, disability, or gender equality needs to be in proportion to its</p>

relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Disability Equality Duty

Requires due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that is related to their disabilities;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons

Public authorities are expected to have 'due regard' to the six parts of the duty to promote disability equality. As above, the weight given to race, disability, or gender equality needs to be in proportion to its relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Age

The Council's Age Equality Scheme sets out LBHF's commitment to age equality for people of all ages, including children and younger people and older people, across employment and service delivery. The Employment Equality (Age) Regulations 2006 make it unlawful to discriminate on the grounds of age in the areas of employment and vocational training and apply to employees, independent contractors and contracted workers. Age discrimination law does not currently apply to goods and services, though human rights law may give some protection in these areas. If you are unsure whether this applies, contact the Opportunities Manager.

Sexual Orientation

The Equality Act (Sexual Orientation) Regulations 2007 prohibit discrimination on the grounds of sexual orientation in the provision of goods, facilities and services, in education and in the exercise of public functions. The Regulations make it unlawful to:

- Refuse to provide goods, facilities and services on grounds of sexual orientation;
- Provide goods, facilities and services of a different quality on grounds of sexual orientation;
- Provide goods, facilities and services in a different manner on grounds of sexual orientation; and

- Provide goods, facilities and services on different terms on grounds of sexual orientation.

The Regulations also apply to pupil admissions and access to education services.

Religion / Belief (inc. non-belief)

The Equality Act 2006 makes it unlawful (subject to certain exemptions) to discriminate on the grounds of religion or belief (including non-belief) in the following areas:

- The provision of goods, facilities and services;
- The disposal and management of premises;
- Education; and
- The exercise of public functions.

In addition, legislation implementing the European Union's Equality Framework Directive 2000 came into force in December 2003, making it unlawful to discriminate against anyone directly or indirectly on the grounds of faith.

Reasoning/Comment (inc N/A)

In this section you should outline your reasoning behind your scores of low/medium/high, and use this section when a particular equality strand may not be relevant.

Human Rights

Public authorities have an obligation to act in accordance with the European Convention on Human Rights. These are:

- [Right to life](#)
- [Freedom from torture and inhuman or degrading treatment](#)
- [Right to liberty and security](#)
- [Freedom from slavery and forced labour](#)
- [Right to a fair trial](#)
- [No punishment without law](#)
- [Respect for your private and family life, home and correspondence](#)
- [Freedom of thought, belief and religion](#)
- [Freedom of expression](#)
- [Freedom of assembly and association](#)
- [Right to marry and start a family](#)
- [Protection from discrimination in respect of these these rights and freedoms](#)
- [Right to peaceful enjoyment of your property](#)
- [Right to education](#)

	<ul style="list-style-type: none"> • Right to participate in free elections <p>Each of the above links takes you to explanations and examples provided by the EHRC. Further, the EHRC and the Ministry of Justice both provide guides for public authorities.</p> <p>Use your reasoning in order to determine whether the impact will be high, medium or low. What do we mean by these terms?:</p> <p>High</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human rights ▪ There is substantial or a fair amount of evidence that some groups are (or could be) differently affected by it ▪ There is substantial or a fair amount of public concern about it <p>Medium</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is relevant to most parts of the general duty, and/or to human rights ▪ There is some evidence that some groups are (or could be) differently affected by it ▪ There is some public concern about it <p>Low</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human rights ▪ There is little evidence that some groups are (or could be) differently affected by it ▪ There is little public concern about it
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', use your evidence from Q2 to state why</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or</p>	<p>Yes/No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with an Equality Impact Assessment (see further down this document). Your reasoning behind Q2 will help you determine this.</p>

potentially contribute to or hinder equality of opportunity and/or human rights?	
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Equality Impact Assessment Initial Screening Tool with Guidance

This document has been produced to help you assess the likelihood of impacts on equality groups – including where people are represented in more than one strand – with regard to your new or proposed policy, strategy, function, project or activity. It has been designed to complement the e-learning tool for Equalities Impact Assessments and to help with your business planning process, as well as to ensure that your policy/project does not incur a delay due to lack of equalities consideration.

Initial Screening Equality Impact Assessment Tool

Section 01	Details of Initial Equalities Impact Screening Assessment			
Financial Year and Quarter	2010/11			
Name of policy, strategy, function, project, activity, or programme	Section 106 allocation to Shepherds Bush Library			
Q1 What are you looking to achieve?	<p>As part of the Westfield development the council was given £405,000 of Section 106 money to facilitate the ongoing development of Shepherds Bush Library and 'More Than a Library' brand, this will include:</p> <ul style="list-style-type: none"> - £80k - Increased energy efficiency measures, upgrades to toilets and additional signage. - £125k - Additional costs of ICT connectivity and associated necessary upgrades to the library network and telephony. - £100k for new stock - £100k on refreshing and replacing fixtures and fittings. 			
Q2 Who in the main will benefit?	Race	/	L	<ul style="list-style-type: none"> • The impact on race is likely to be minimal. • The purchasing of new stock will benefit all customers. • The improvements to furniture, fixtures and fittings will benefit all customers of the library.

	Disability	+	M	<ul style="list-style-type: none"> • It is proposed that physical improvements including signage and equipment to access IT including adjustable height tables and chairs are made to the library which will improve the access to the library building and its services for people with disabilities. • Improvements to the website pages including talking pages and the facility to change font size will help people with disabilities access the services offered via the library website • The improvements to furniture, fixtures and fittings will benefit all customers of the library. • The purchasing of new stock will benefit all customers.
	Gender	/	L	<ul style="list-style-type: none"> • The impact on gender is likely to be minimal. • The purchasing of new stock will enable us to stock more books and other material that are of an interest to men and women. • The improvements to furniture, fixtures and fittings will benefit all customers of the library.
	Age	+	L	<ul style="list-style-type: none"> • The impact on age is likely to be minimal. • The purchasing of new stock and materials will lead to more varied activities and books for parents and their children. • The improvements to furniture, fixtures and fittings will benefit all customers of the library. • Improvements to the website pages including talking pages and the facility to change font size will help people with disabilities access the services offered via the library website • It is proposed that physical improvements including signage and equipment to access IT including adjustable height tables and chairs are made to the library which will improve the access to the library building and its services for people of different ages including older people.
	Sexual Orientatio	/	L	<ul style="list-style-type: none"> • The impact on sexual orientation is likely to be minimal. • The purchasing of new stock will benefit all customers.

	n			<ul style="list-style-type: none"> The improvements to furniture, fixtures and fittings will benefit all customers of the library.
	Religion/belief (including non-belief)	/	L	<ul style="list-style-type: none"> The impact on religion is likely to be minimal. The improvements to furniture, fixtures and fittings will benefit all customers of the library. The purchasing of new stock will benefit all customers.
<p>Will it affect Human Rights, as defined by the Human Rights Act 1998?</p> <p>No</p>				
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes – it will improve access to the library and its services for customers with disabilities. This will enable to purchase more stock which will appeal to a wide range of readers from different age, gender, race, disability and sexual orientation backgrounds.</p>			
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>No</p>			

Initial Screening Equality Impact Assessment Guidance

Section 01	Details of Initial Equalities Impact Screening Assessment
Name of policy, strategy, function,	A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both

<p>project, activity, or programme</p>	<p>internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p> <p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>
<p>Q1 What are you looking to achieve?</p>	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
<p>Q2 Who in the main will benefit?</p>	<p>Consider the impact across the six strands:</p> <ul style="list-style-type: none"> ▪ Race (including colour, nationality, ethnic or national origins) ▪ Gender (including pregnancy and maternity, gender reassignment) ▪ Disability (including mobility and sensory impairments, people with life-limiting illness) ▪ Age (including children and young people, and older people) ▪ Sexual Orientation (heterosexual, homosexual, bisexual people) ▪ Religion / belief (including non-belief) <p>Additionally, demonstrate here that the impact on human rights arising from the policy, strategy, function, project, activity, or programme, has been considered (see below for list of rights).</p> <p>Race Equality Duty Requires due regard to the need to:</p> <ul style="list-style-type: none"> ▪ Eliminate unlawful racial discrimination; ▪ Promote equal opportunities; and

- Promote good relations between people from different ethnic groups.

Public authorities are expected to have 'due regard' to the three parts of the duty to promote race equality. This means that the weight given to race equality should be proportionate to its relevance to a particular function. This may mean giving greater consideration and resources to functions or policies that have the most effect on the public or employees. Relevance is about how much a function affects people, as members of the public or as employees of the authority. For example, a local authority may decide that race equality is more relevant to raising educational standards than to its work on highway maintenance. Note also that 'due regard' does not mean that race equality is less important when the ethnic minority population is small.

Gender Equality Duty

Requires due regard to the need to:

- Eliminate unlawful sex discrimination and harassment (including for transsexual people); and
- Promote equality of opportunity between men and women

Public authorities are expected to have 'due regard' to the two parts of the duty to promote gender equality. As above, the weight given to race, disability, or gender equality needs to be in proportion to its relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Disability Equality Duty

Requires due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that is related to their disabilities;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons

Public authorities are expected to have 'due regard' to the six parts of the duty to promote disability equality. As above, the weight given to race, disability, or gender equality needs to be in proportion to its relevance. In practice this means that in order to meet the duties, public bodies will need to prioritise action to address the most significant areas of race, disability, gender inequality in their remit and focus their efforts where they can have most impact.

Age

The Council's Age Equality Scheme sets out LBHF's commitment to age equality for people of all ages, including children and younger people and older people, across employment and service delivery. The Employment Equality (Age) Regulations 2006 make it unlawful to discriminate on the grounds of age in the areas of employment and vocational training and apply to employees, independent contractors and contracted workers. Age discrimination law does not currently apply to goods and services, though human rights law may give some protection in these areas. If you are unsure whether this applies, contact the Opportunities Manager.

Sexual Orientation

The Equality Act (Sexual Orientation) Regulations 2007 prohibit discrimination on the grounds of sexual orientation in the provision of goods, facilities and services, in education and in the exercise of public functions. The Regulations make it unlawful to:

- Refuse to provide goods, facilities and services on grounds of sexual orientation;
- Provide goods, facilities and services of a different quality on grounds of sexual orientation;
- Provide goods, facilities and services in a different manner on grounds of sexual orientation; and
- Provide goods, facilities and services on different terms on grounds of sexual orientation.

The Regulations also apply to pupil admissions and access to education services.

Religion / Belief (inc. non-belief)

The Equality Act 2006 makes it unlawful (subject to certain exemptions) to discriminate on the grounds of religion or belief (including non-belief) in the following areas:

- The provision of goods, facilities and services;
- The disposal and management of premises;
- Education; and
- The exercise of public functions.

In addition, legislation implementing the European Union's Equality Framework Directive 2000 came into force in December 2003, making it unlawful to discriminate against anyone directly or indirectly on the grounds of faith.

Reasoning/Comment (inc N/A)

In this section you should outline your reasoning behind your scores of low/medium/high, and use this section when a particular equality strand may not be relevant.

Human Rights

Public authorities have an obligation to act in accordance with the European Convention on Human Rights. These are:

- [Right to life](#)
- [Freedom from torture and inhuman or degrading treatment](#)
- [Right to liberty and security](#)
- [Freedom from slavery and forced labour](#)
- [Right to a fair trial](#)
- [No punishment without law](#)
- [Respect for your private and family life, home and correspondence](#)
- [Freedom of thought, belief and religion](#)
- [Freedom of expression](#)
- [Freedom of assembly and association](#)
- [Right to marry and start a family](#)
- [Protection from discrimination in respect of these these rights and freedoms](#)
- [Right to peaceful enjoyment of your property](#)
- [Right to education](#)
- [Right to participate in free elections](#)

Each of the above links takes you to explanations and examples provided by the EHRC. Further, the [EHRC](#) and the [Ministry of Justice](#) both provide guides for public authorities.

Use your reasoning in order to determine whether the impact will be high, medium or low. What do we mean by these terms?:

High

- The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human rights
- There is substantial or a fair amount of evidence that some groups are (or could be) differently affected by it
- There is substantial or a fair amount of public concern about it

Medium

- The policy, strategy, function, project, activity, or programme is relevant to most parts of the

	<p>general duty, and/or to human rights</p> <ul style="list-style-type: none"> ▪ There is some evidence that some groups are (or could be) differently affected by it ▪ There is some public concern about it <p>Low</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human rights ▪ There is little evidence that some groups are (or could be) differently affected by it ▪ There is little public concern about it
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', use your evidence from Q2 to state why</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with an Equality Impact Assessment (see further down this document). Your reasoning behind Q2 will help you determine this.</p>

Agenda Item 14

Predictive Equality Impact Assessment of the review of Trade Waste Sales Operation London Borough of Hammersmith & Fulham

Introduction

1. In April 2009, Cabinet endorsed the recommendation that LBHF continue to deliver a Trade Waste business for 2010/11 and through a more proactive approach to income generation work towards an external income target of £2.4m
2. However, with the increase in waste disposal charges effective from April 2011, and uncertainty about the future of the Landfill Allowance Trading Scheme, Cabinet asked that that a further review of the financial viability of the service be undertaken in March 2011.
3. This report sets out the current and projected year end position. It is recommended that LBHF continue to deliver a Trade Waste sales operation in 2011/12 with a further review in twelve months time.
4. The law places a duty on the Council to pay due regard to equalities in everything it does. This duty is not an absolute duty but merely requires that the Council 'considers' equality in the way we design and deliver policies and services. All significant changes to Council policies, services and functions require a predictive equality impact assessment (PEIA) be carried out.
5. The Council needs to carry out a predictive equality impact assessment of the proposed changes in order to comply with the three separate pieces of equality legislation which are:
 - a. Race Relations Amendment Act 2000
 - b. Disability Discrimination Act 2005
 - c. Equality Act 2006
6. The PEIA will primarily focus on issues relating to race, disability and gender but where possible, sexual orientation, age and belief system will also be considered. The purpose of this report is to enable the key decision maker, the Chief Executive in this case, to have due regard to the general duty to (a) promote racial, disability and gender equality and (b) eliminate unlawful discrimination when he makes his decision on these proposals.

Background to the PEIA process

7. A PEIA is a thorough and systematic analysis of a policy or working practice intended to determine whether any social group, protected under race, disability or gender legislation, have been or will be affected differently by the policy or practice. Differential impacts can be:
 - d. Positive – beneficial to one or more groups

- e. Neutral – different but without notable consequences
 - f. Negative – having a detrimental affect on a group or groups
8. Understanding the impact of proposals will help enable policy makers to make a systematic appraisal to determine how the proposed change will impact. However, not all differential impacts are undesirable. Where a PEIA identifies differential impact the report writer must then make a judgement as to whether that impact would be unlawfully discriminatory, and/or against Council policy. It must be taken into account that some activities are intended to increase equality of opportunity by requiring or permitting positive steps or action to redress stark inequalities.
9. If the final judgement is that the proposals are likely to be unlawfully discriminatory, or though lawful are likely to hinder other Council priorities and therefore are undesirable in terms of detrimental impact on the groups protected under legislation, then the Council will try to:
- g. Identify alternative measures which will achieve the desired goal without differential impact
 - h. Identify ways to mitigate the unlawful or undesirable impact
 - i. Identify additional measures which would further equality of opportunity in this context
 - j. Closely monitor the impact after the proposal has been implemented
10. The PEIA, in particular the analysis and evidence gathering, should be undertaken within the framework of the Council’s vision, priorities and existing policies.

Governance

11. The Assistant Director (Customer & Commercial Services) has overall responsibility for producing the PEIA.
12. The PEIA will be published on the intranet once it has been completed.
13. Wherever, the Report indicates that a proposed change will have a negative impact, it will be for those responsible for implementing the proposed changes to decide whether (a) the impact has been mitigated or reduced wherever feasible and (b) whether the negative impact is justified and proportionate having regard to the objectives which the changes are designed to achieve.

Conclusion

14. The Trade Waste proposals presented to Cabinet will not impact on any specific group.



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RSD-Senior-Managers