

# Cabinet

## Equality Impact Assessments (EIA)

18 April 2011

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### 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 / Q4
Name and details of policy, strategy, function, project, activity, or programme	Title of EIA: Youth Service Commissioning: reconfiguration of youth services This proposal aims to reconfigure the way youth services are delivered within the borough. The aim is to increase access and the diversity of provision by transferring the directly delivered element of the service to 4 secondary school sites. This is part of a broader strategy which includes commissioning community based provision to compliment the school based provision. A separate OCA (organisational change assessment) has been completed.
Name of Service Department	Name: Jo Kendall Position: Head of Youth Commissioning Email: <a href="mailto:jo.kendall@hf-pct.nhs.uk">jo.kendall@hf-pct.nhs.uk</a> Telephone No: 020 8753 6217
Date of completion of final EIA	04/02/2011

Section 02	Scoping of Full EIA
Plan for completion	Use of officer time and feedback from consultation
What is the policy, strategy, function,	Aim: To offer a broader local universal youth offer that meets the identified needs of young people.

<b>project, activity, or programme looking to achieve?</b>	Who is intended to benefit from it from across the six strands (including where people or groups are represented in more than one strand)?			
	Race	N/A	L	There are no race specific elements of the service currently and the review and consultation did not identify a need. Therefore there will be no change in this area. The profile of respondents by race is given at section 03.
	Disability	N/A	L	The mainstream youth provision that is transferring to schools is accessible to disabled young people and is complimented by inclusive and targeted provision in the community. For those disabled young people attending mainstream schools the opportunities for accessing provision are potentially increased in terms of access, travel and continuity. Community provision will continue to be available.
	Gender	N/A	L	There are no gender specific elements of the services currently and the review and consultation did not identify a need. Therefore there will be no change in this area. The breakdown of respondents by gender is given at section 03.
	Age	+	H	The service is specifically targeted to meet the needs of young people. The proposed changes to service delivery have been identified through consultation with this group to increase access. There will initially be no access for 17+ young people on a number of sites. This may therefore have a negative impact but has been mitigated through the provision of community based projects. The breakdown of respondents by age is given at section 03.
	Sexual Orientation	N/A	L	The service will be accessible to all young people. The exiting 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.
Religion/belief (including non-belief)	N/A	N/A	There are no religious specific elements of the service currently and the review and consultation did not identify a need for any. Therefore there will be no change in this area.	
Human rights				
The key aims of the service support the UN Convention on the Rights of the Child. For example, Article				

	<p>12 of the Convention stipulates that children have the right to express their views freely in matters that affect them and that their views should be given due weight. The development of the revised youth offer has followed extensive consultation with young people and their views have directly informed the decisions made.</p> <p>Article 31 recognises the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts. The service is designed to ensure that young people have these opportunities.</p>
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<b>Section 03</b>	<b>Assessment of relevant data and/or undertake research</b>
<b>Documents and data reviewed</b>	<p>The following strategies, policies and data were reviewed as part of the process to enable an accurate picture of Council priorities and those specifically relating to children, a thorough understanding of the needs associated with the local youth population, patterns of current service use and the views of key stakeholders including a range of professionals and young people themselves.</p> <ul style="list-style-type: none"> <li>• Children and Young People's Plan</li> <li>• Extended services strategy</li> <li>• Corporate Plan</li> <li>• Community Strategy</li> <li>• Aiming High for Young People</li> <li>• Borough Needs Analysis</li> <li>• Ofsted Guidance on youth inspections</li> <li>• Electronic Youth Service Management System (data on service usage)</li> <li>• 3<sup>rd</sup> Sector consultation</li> <li>• Consultation with Young People</li> <li>• Cross departmental officer focus groups</li> <li>• Youth commission findings</li> <li>• C3SP consultation</li> </ul>
<b>New research</b>	<p>No new research was carried out, although the consultation yielded over 1000 (10% of youth population) responses from young people aged 11 to 19 and disabled young people up to 25yrs. The demographic breakdown of respondents was as follows:</p> <p>The profile of respondents was as follows:</p> <ul style="list-style-type: none"> <li>• 60% of respondents were male and 40% female</li> <li>• 70% of respondents were aged 12-16yrs</li> </ul>

- Over 87% of respondents gave their ethnicity as set out in the table below

Ethnicity	Percentage
White	33%
Mixed race	10%
Asian or Asian British	9.3%
Black or Black British	24%
Chinese	0.5%
Other	10.4%
Unknown	12.8%

This reflects the broad mix of the local youth population.

The revised youth offer has also been designed to be accessible to all young people but to ensure through location that those young people most in need of the service have ease of access.

1,906 young people from Hammersmith & Fulham attend one of the 4 community schools identified, of this 1011 are within the 0-10% deprivation index and 1063 are eligible for free school meals. 596 young people are both eligible for free school meals and in the 0-10% deprivation index.

<b>Section 04</b>	<b>Assess or undertake consultation</b>
<b>Consultation</b>	<p>In drawing up our proposals for the commissioning of youth services, stakeholder involvement throughout the development of the youth offer has been key in order to ensure we deliver improved outcomes for young people and joined up service delivery, not only within the children's services department, but across the council, H&amp;FNHS and the 3rd sector. In order to achieve this, consultation events were held with senior officers, the 3rd sector representatives, head teachers and a borough-wide survey of young people's views. 1008 young people responded to the survey and a further 80 young people took part in focus groups (10% return rate).</p> <p>A number of round table meetings were held with officers from across the council. The key priorities for all were to work with schools for an integrated approach to the delivery of the youth offer and ensure that departmental strategies dove tail each other.</p>
<b>Assessment</b>	<p>Young people told us that they wanted activities available after-school (4-6pm), in the early evening during term time and in the afternoon during holidays and at weekends. They also wanted activities to</p>

	<p>take place in a variety of different locations (schools, park, youth clubs), in addition they wanted activities marketed in a number of different ways (websites, poster and through schools). The majority of young people are willing to travel 1 bus or tube ride to attend activities.</p> <p>The 3rd Sector told us that they would like to see activities offered through a range of providers which would allow young people to progress their interests. They would also like to see improved partnership working between schools, the council and between 3rd Sector organisations to maximise resources and services delivered.</p>
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<b>Section 05</b>	<b>Assessment of impact and outcomes</b>
<b>Assessment</b>	<p>It was agreed that the local youth offer would be secured through a shift to commissioned services rather than direct delivery to increase access and participation through an improved range of provision and better value for money. Based on the outcomes of the consultation and analysis of need a commissioning framework was identified and it was agreed that the revised youth offer would be delivered through the following:</p> <ul style="list-style-type: none"> <li>• School based generic provision</li> <li>• Community based generic locality provision,</li> <li>• Positive Activities – holiday programmes</li> <li>• Youth Involvement projects</li> </ul> <p>School based provision will be available at the following school sites, directly after school and during the holidays:</p> <ul style="list-style-type: none"> <li>• Hurlingham &amp; Chelsea School</li> <li>• Henry Compton School &amp; Fulham Cross School (Fulham College)</li> <li>• Phoenix School</li> <li>• Cambridge School</li> </ul> <p>In addition it is planned to commission community based provision to be delivered across the following wards during the evenings and holidays</p> <ul style="list-style-type: none"> <li>• Wormholt &amp; White City and Shepherds Bush Wards</li> <li>• College Park &amp; Old Oak Ward</li> </ul>

	<ul style="list-style-type: none"> <li>• Askew and Shepherds Bush Wards</li> <li>• North End and Fulham Broadway Wards</li> <li>• Sand End Ward</li> <li>• Avonmore &amp; Brook Green and Addison Wards</li> </ul> <p>The aim is to have a good geographical spread of provision (taking account of existing community based provision) that is accessible all young people but located to enable effective targeting in the areas of highest need.</p>
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<b>Section 06</b>	<b>Reducing any adverse impacts</b>
<b>Outcome of Assessment</b>	<p>The initial transfer of the directly delivered service has the potential to impact on those young people aged over 16 years. These young people will be signposted to alternative community based provision.</p> <p>No other impact has been identified, the change is primarily concerned with shifting the access times and location of provision in line with those identified by young people through the consultation.</p>

<b>Section 07</b>	<b>Action Plan</b>
<b>Action Plan</b>	<ul style="list-style-type: none"> <li>▪ Issue identified: 16 to 18 year olds displaced when the directly delivered service is transferred to school sites</li> <li>▪ Action (s) to be taken: Young people will be sign posted to alternative community based provision</li> <li>▪ When: One month in advance of the transfer</li> <li>▪ Lead officer: Eleanor Lincoln-Antoniou</li> <li>▪ Expected outcome: Suitable provision will be identified for those requesting it</li> </ul>

<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Chief Officer sign-off</b>	<p>Name: Andrew Christie  Position: Director of Children's Services  Email: <a href="mailto:andrew.christie@lbhf.gov.uk">andrew.christie@lbhf.gov.uk</a>  Telephone No: 020 8753 5002</p>

<b>Key Decision Report</b>	Date of report to Adjudication Panel: 11/02/2011 Confirmation that key equalities issues found here have been included: Yes
<b>Opportunities Manager</b>	Name: Carly Fry Position: Opportunities Manager Email: <a href="mailto:PEIA@lbhf.gov.uk">PEIA@lbhf.gov.uk</a> Telephone No: 020 8753 3430



### Equality Impact Assessment Initial Screening Tool – 111 Devonport Road

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>		
<b>Financial Year and Quarter</b>	2011 / 12 1 <sup>st</sup> Quarter		
<b>Name of policy, strategy, function, project, activity, or programme</b>	Title of EIA: Potential disposal of 111 Devonport Road and services decant (Phase II of the Disposals Report to Cabinet 18 <sup>th</sup> April). The service currently located at 111 Devonport Road is Living Well.		
<b>Q1 What are you looking to achieve?</b>	<p>Aims: to realise the disposal buildings considered surplus to LBHF requirements. The building will become available for disposal thus potentially further reducing council deficit and enabling resources allocated to the council to be used to the maximum benefit of all local residents.</p> <p>The property was occupied by the Primary Care Trust under a business lease which expired in September 2010. The PCT vacated the premises in October 2010. Only two rooms on the top floor are occupied by Living Well, previously part of the PCT. Living Well provide holistic health services with a focus on HIV / AIDS, Sexual Health and Generic Health to residents across London. Since leaving the PCT, Living Well have found accommodation in Ladbroke Grove and only use the top floor on an ad-hoc basis for patient consultation. They are occupying on a Tenancy at Will at nil rent on the agreement that they will move out when the property is ready to be sold. Living Well have alternative premises that the service will move to. In light of the building becoming vacant it is considered surplus to requirements.</p>		
<b>Q2 Who in the main will benefit?</b>	Race	/	L
	Disability	+	L
	<ul style="list-style-type: none"> <li>Living well do not specifically target or exclude individuals from BME communities. They offer services to residents across London, therefore re-location would not affect the type of support the organisation offers to the community.</li> <li>Living well do offer physical health support services . The service currently offered by Living Well at 111 Devonport Road is on the top floor and does not have lift access. Relocation of the service to more accessible premises would provide equality of opportunity and encourage participation of disabled persons.</li> </ul>		

	Gender	/	L	<ul style="list-style-type: none"> <li>The service that Living Well delivers is supported by funding streams that operate within Equal Opportunities guidelines. This would not change with relocation.</li> </ul>
	Age	/	L	<ul style="list-style-type: none"> <li>Living well do not specifically target or exclude older residents. Older residents with mobility problems would benefit if the service relocates to more accessible premises.</li> </ul>
	Sexual Orientation	/	L	<ul style="list-style-type: none"> <li>The service that Living Well delivers is supported by funding streams that operate within Equal Opportunities guidelines. This would not change with relocation.</li> </ul>
	Religion/belief (including non-belief)	/	L	<ul style="list-style-type: none"> <li>The service that Living Well delivers is supported by funding streams that operate within Equal Opportunities guidelines. This would not change with relocation.</li> </ul>
<p>Will it affect Human Rights, as defined by the Human Rights Act 1998?</p> <p>No</p>				
<p><b>Q3</b> 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>Yes, by retaining the service and providing it in a more accessible building to meet the needs of customers.</p>			
<p><b>Q4</b> 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>			

## Equality Impact Assessment Initial Screening Tool with Guidance

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### Initial Screening Equality Impact Assessment Tool

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>			
<b>Financial Year and Quarter</b>	2010/11, Q4			
<b>Name of policy, strategy, function, project, activity, or programme</b>	<p>Title of EIA: Potential disposal of Avonmore Centre, 8 Gorleston Street, W14 8XS</p> <p>Short summary: Following consultation with a range of stakeholders on the local youth offer, from April 2011 the service will be relocated and the current youth project located at the Avonmore Centre will cease to operate, meaning the premises will be surplus to the council's requirements. A separate EIA has been completed for the reconfiguration of Youth Services.</p>			
<b>Q1 What are you looking to achieve?</b>	<p>Aims: To release the Avonmore Centre for disposal after being considered surplus to LBHF requirements, following the relocation of youth provision, thus potentially further reducing the council deficit and enabling resources allocated to the council to be used to benefit residents.</p>			
<b>Q2 Who in the main will benefit?</b>	<p>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)</p>			
	Race	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on race.</li> </ul>
	Disability	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The Building is 1 level is accessible throughout.</li> <li>▪ The service relocation will mean that young people with a disability that attend mainstream school will potentially have increased access to service provision. Community provision from an</li> </ul>

				accessible site will continue to be provided.
	Gender	Neutral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any gender; therefore the proposals will have a neutral impact on gender..</li> </ul>
	Age	Neutral	L	<ul style="list-style-type: none"> <li>• The services that the council run from the building do provide services for particular age groups from the community. The relocation of youth provision will still cater for the same age groups and therefore the impact on this group will be neutral.</li> </ul>
	Sexual Orientation	Neutral	L	<ul style="list-style-type: none"> <li>▪ Services that run from the building do not provide specific provision around sexual orientation. Therefore the impact will be neutral.</li> </ul>
	Religion/belief (including non-belief)	Neutral	L	<ul style="list-style-type: none"> <li>• There are no religious specific elements of service delivered from this building. Therefore the impact will be neutral.</li> </ul>
Will it affect Human Rights, as defined by the Human Rights Act 1998?				
NO				
<b>Q3</b> Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?	N/A			
	From this proposal given that the service currently located at the building will be relocated (a separate EIA has been submitted for this) there is a neutral impact across all strands of the equality framework.			
<b>Q4</b> 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			

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### Initial Screening Equality Impact Assessment Tool

Section 01	Details of Initial Equalities Impact Screening Assessment			
<b>Financial Year and Quarter</b>	2010/11, Q4			
<b>Name of policy, strategy, function, project, activity, or programme</b>	Title of EIA: Potential disposal of Fulham Cross, Caroline Walk, W6 8PR Short summary: Following consultation with a range of stakeholders on the local youth offer, from April 2011 the service will be relocated and the current project located at Fulham Cross Youth Project will cease to operate, meaning the premises will be surplus to the council's requirements. A separate EIA has been completed for the reconfiguration of Youth Services.			
<b>Q1 What are you looking to achieve?</b>	Aims: To release Fulham Cross for disposal after being considered surplus to LBHF requirements, following the relocation of youth provision, thus potentially further reducing the council deficit and enabling resources allocated to the council to be used to benefit residents.			
<b>Q2 Who in the main will benefit?</b>	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	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on race.</li> <li>▪ Organisations that currently rent the premises on an ad-hoc basis</li> </ul>

				do not provide services to a specific race group, and alternative community space is available locally for hire.
	Disability	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The ground floor part of the building recommended for disposal is accessible. The 2<sup>nd</sup> floor is not accessible.</li> <li>▪ The service reconfiguration will mean that young people with a disability that attend mainstream school will potentially have increased access to service provision. Community provision from an accessible site will continue to be provided.</li> <li>▪ Current inclusive evening services running from the building will be relocated to a more accessible building where all services are delivered on the ground floor.</li> </ul>
	Gender	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any gender; therefore the proposals will have a neutral impact on gender.</li> <li>▪ Organisations that currently rent the premises on an ad-hoc basis do not provide services to a specific gender; alternative community space is available locally for hire.</li> </ul>
	Age	Neu tral	L	<ul style="list-style-type: none"> <li>• The services that the council run and those that hire the building on an ad-hoc basis do provide services for particular age groups from the community. The relocation of youth provision will still cater for the same age groups and therefore the impact on this group will be neutral.</li> <li>• Organisations that currently rent the premises on an ad-hoc basis that provide services to specific ages, and will be able to hire alternative local community space.</li> <li>• Currently, young people access the ball court but only when the youth club is open. As the youth club will move, there will be a loss of this facility, though other outdoor facilities will be provided.</li> </ul>
	Sexual Orientatio n	Neu tral	L	<ul style="list-style-type: none"> <li>▪ Services that run from the building do not provide specific provision around sexual orientation. Therefore the impact will be neutral.</li> </ul>
	Religion/b elief (including non- belief)	Neu tral	L	<ul style="list-style-type: none"> <li>• There are no religious specific elements of service delivered from this building. Therefore the impact will be neutral.</li> </ul>

	<p>Will it affect Human Rights, as defined by the Human Rights Act 1998?</p> <p>No</p>
<p><b>Q3</b>  <b>Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</b></p>	<p>N/A</p> <p>From this proposal given that the service currently located at the building will be relocated (a separate EIA has been submitted for this) there is a neutral impact across all strands of the equality framework.</p> <p>Organisations that currently rent the building on an ad-hoc basis are able to access and rent other community buildings locally that have good transport and are accessible. The availability of other community spaces for hire means there will be a neutral impact across all strands of the equality framework</p>
<p><b>Q4</b>  <b>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?</b></p>	<p>No</p>

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### Initial Screening Equality Impact Assessment Tool

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>			
<b>Financial Year and Quarter</b>	2010/11, Q4			
<b>Name of policy, strategy, function, project, activity, or programme</b>	Title of EIA: Potential disposal of 34 Fulham Palace Road, London Short summary: 34 Fulham Palace Road is owned Freehold by the council and is currently occupied by two trade unions, GMB and Unite.			
<b>Q1 What are you looking to achieve?</b>	Aims: To release 34 Fulham Palace Road for disposal after being considered surplus to LBHF requirements, following the relocation of GMB and Unite, thus potentially further reducing the council deficit and enabling resources allocated to the council to be used to benefit residents.			
<b>Q2 Who in the main will benefit?</b>	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	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on race.</li> </ul>
	Disability	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on disability.</li> </ul>



	Gender	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on gender.</li> </ul>
	Age	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on age</li> </ul>
	Sexual Orientatio n	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on sexual orientation.</li> </ul>
	Religion/b elief (including non- belief)	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on Religion.</li> </ul>
Will it affect Human Rights, as defined by the Human Rights Act 1998?				
NO				
<b>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</b>	N/A			
	From this proposal given that there is no service being provided by the council and discussions are being held with the occupiers to relocate, there is a neutral impact across all strands of the equality framework.			
<b>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?</b>	No			

## 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

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>			
<b>Financial Year and Quarter</b>	2010/11, Q4			
<b>Name of policy, strategy, function, project, activity, or programme</b>	Title of EIA: Potential disposal of Fulham Cemetery Lodge, Fulham Palace Road, London Short summary: The council owns the freehold of this building and is being occupied by Parking Services who are due to move vacate the building once their identified alternative accommodation, in the Clem Attlee Estate has its layout altered and is refurbished. The Lodge will therefore be vacant and is considered surplus to requirements.			
<b>Q1 What are you looking to achieve?</b>	Aims: To release Fulham Cemetery Lodge for disposal after being considered surplus to LBHF requirements, thus potentially further reducing the council deficit and enabling resources allocated to the council to be used to benefit residents.			
<b>Q2 Who in the main will benefit?</b>	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	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on race.</li> <li>▪</li> </ul>
	Disability	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on disability.</li> </ul>

				<ul style="list-style-type: none"> <li>▪</li> </ul>
	Gender	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any gender; therefore the proposals will have a neutral impact on gender.</li> </ul>
	Age	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to any age, therefore the proposals will have a neutral impact on age.</li> </ul>
	Sexual Orientatio n	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to sexual orientation, therefore the proposals will have a neutral impact on sexual orientation</li> </ul>
	Religion/b elief (including non- belief)	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on Religion.</li> </ul>
Will it affect Human Rights, as defined by the Human Rights Act 1998? NO				
<b>Q3</b> Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?	N/A  From this proposal given that there is no service being provided by the council, there is a neutral impact across all strands of the equality framework.			
<b>Q4</b> 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			

## 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

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>			
<b>Financial Year and Quarter</b>	2010/11, Q4			
<b>Name of policy, strategy, function, project, activity, or programme</b>	Title of EIA: Potential disposal of Hurlingham Yard, Hurlingham Road Short summary: The council owns the freehold of the land and buildings on this site. The site is currently vacant and considered surplus to requirements.			
<b>Q1 What are you looking to achieve?</b>	Aims: To release Hurlingham Yard for disposal after being considered surplus to LBHF requirements, thus potentially further reducing the council deficit and enabling resources allocated to the council to be used to benefit residents.			
<b>Q2 Who in the main will benefit?</b>	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	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on race.</li> <li>▪</li> </ul>
	Disability	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on disability.</li> <li>▪</li> </ul>

	Gender	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any gender; therefore the proposals will have a neutral impact on gender.</li> </ul>
	Age	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to any age, therefore the proposals will have a neutral impact on age.</li> </ul>
	Sexual Orientatio n	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to sexual orientation, therefore the proposals will have a neutral impact on sexual orientation</li> </ul>
	Religion/b elief (including non- belief)	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on Religion.</li> </ul>
Will it affect Human Rights, as defined by the Human Rights Act 1998?				
NO				
<b>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</b>	N/A  From this proposal given that there is no service being provided by the council, and the property is vacant there is a neutral impact across all strands of the equality framework			
<b>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?</b>	No			

## 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

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>			
<b>Financial Year and Quarter</b>	2010/11, Q4			
<b>Name of policy, strategy, function, project, activity, or programme</b>	<p>Title of EIA: Potential disposal of Nuffield Health Club, 77-81 Stevenage Road</p> <p>Short summary: The council owns the freehold of this building and is intending to sell its interest to the Head leasees. The building is not used to provide a council service, and the interest held by the council provides only a peppercorn income, therefore it is surplus to requirements.</p>			
<b>Q1 What are you looking to achieve?</b>	<p>Aims: To release Nuffield Centre for disposal after being considered surplus to LBHF requirements, thus potentially further reducing the council deficit and enabling resources allocated to the council to be used to benefit residents.</p>			
<b>Q2 Who in the main will benefit?</b>	<p>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)</p>			
	Race	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on race.</li> <li>▪</li> </ul>
	Disability	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any group; therefore the proposals will have a neutral impact on disability.</li> <li>▪</li> </ul>

	Gender	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any gender; therefore the proposals will have a neutral impact on gender.</li> </ul>
	Age	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to any age, therefore the proposals will have a neutral impact on age.</li> </ul>
	Sexual Orientatio n	Neu tral	L	<ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to sexual orientation, therefore the proposals will have a neutral impact on sexual orientation</li> </ul>
	Religion/b elief (including non- belief)	Neu tral	L	<ul style="list-style-type: none"> <li>• The council does not operate services from this building that is specific to religion therefore the proposals will have a neutral impact on Religion.</li> </ul>
Will it affect Human Rights, as defined by the Human Rights Act 1998?				
NO				
<b>Q3</b> <b>Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</b>	N/A  From this proposal given that there is no service being provided by the council, there is a neutral impact across all strands of the equality framework			
<b>Q4</b> <b>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?</b>	No			

## 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

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>		
<b>Financial Year and Quarter</b>	2010/11, Q4		
<b>Name of policy, strategy, function, project, activity, or programme</b>	Title of EIA: Potential Disposal of The Lodge, St John's Walham Green The Lodge is currently owned by the Diocese and following the expansion of the school into the Munster Centre, it will convert back to LBHF ownership at the end of this academic year. As the lodge will be vacant, it will be surplus to requirements.		
<b>Q1 What are you looking to achieve?</b>	Aims: To release The Lodge for disposal after being considered surplus to LBHF requirements, following conversion back to LBHF ownership, thus potentially further reducing the council deficit and enabling resources allocated to the council to be used to benefit residents.		
<b>Q2 Who in the main will benefit?</b>	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	Neu tral	L  <ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to any race group; therefore the proposals will have a neutral impact on race</li> </ul>
	Disability	Neu tral	L  <ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to disabled people; therefore the proposals will have a neutral impact on disability</li> </ul>
	Gender	Neu tral	L  <ul style="list-style-type: none"> <li>▪ The council does not operate services from this building that are specific to men or women; therefore the proposals will have a</li> </ul>



				neutral impact on gender
	Age	Neutral	L	<ul style="list-style-type: none"> <li>The council does not operate services from this building that are specific to any age group; therefore the proposals will have a neutral impact on age</li> </ul>
	Sexual Orientation	Neutral	L	<ul style="list-style-type: none"> <li>The council does not operate services from this building that are specific to sexual orientation; therefore the proposals will have a neutral impact on sexual orientation</li> </ul>
	Religion/belief (including non-belief)	Neutral	L	<ul style="list-style-type: none"> <li>The council does not operate services from this building that are specific to any religion; therefore the proposals will have a neutral impact on religion</li> </ul>
<p>Will it affect Human Rights, as defined by the Human Rights Act 1998?</p> <p>No</p> <p>(Note: Human Rights will not be relevant in every case but must be considered. If unsure, seek advice from the Opportunities Manager)</p>				
<b>Q3</b> <b>Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</b>	<p>N/A</p> <p>The council does not operate services from this building, so there is a neutral impact across all equality strands</p>			
<b>Q4</b> <b>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?</b>	<p>No</p>			

### 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

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Assessment</b>
<b>Financial Year and Quarter</b>	2011/12
<b>Name of policy, strategy, function, project, activity, or programme</b>	Reforming Public Services through Lean Systems Thinking
<b>Q1 What are you looking to achieve?</b>	<p>With a challenging MTFS to deliver, EMT, Assistant Directors and Heads of Service recognise that a renewed and co-ordinated focus on understanding and delivering the right services to our customers in the right way is required in order to deliver Political priorities of providing our residents with “More for Less” through:</p> <ul style="list-style-type: none"> <li>• Lower taxes</li> <li>• Less Waste and</li> <li>• Better Services</li> </ul> <p>Each department has outlined their savings proposals for the next 3 years. However, it is recognised that to achieve these savings in a sustainable manner (i.e. not ‘slash and burn’) there is a fundamental need to apply a different business lens to the way we deliver services. We need to design and manage our work in a very different way and this requires officers at all levels of the organisation to think and act differently going forwards.</p>

In response to this, EMT and other Senior Managers view Lean Thinking as an approach to interrogate current services and to redesign them as a whole to ensure that they are customer focused, fit for purpose and affordable for the future. It is understood this is not about applying a toolkit or a roll-out of a training programme but a radical shift in the way we conceive, design and deliver services and ultimately outcomes for residents.

The overarching aims and objectives are to deliver 2 projects (one in H&F Direct and the other covering Business support across the organisation) to:

- Build service redesign knowledge and capability in key parts of the organisation that can be later transferred to other areas of the business;
- Work with frontline teams and support staff to understand the root causes of service issues, to build a desire for change and to design and implement sustainable solutions;
- Support managers at all levels (including our Executive Management Team and next levels of senior managers) to fundamentally challenge their own personal and collective leadership and management behaviours in order to unlock and achieve radical but sustainable change;
- Accelerate the delivery of cashable MTFs savings for 2011/12, 2012/13 and 2013/14;
- Build in real customer insight in order to understand the specific value of services from the customer perspective;
- Understand current waste within the service, analysing root causes and effectively reduce and/or remove it;
- Reduce demand for services e.g. through addressing error/failure demand and through channel migration and ensuring that value is delivered to customers at the front end of the service through first time resolution;
- Identify and test risk based models of delivery including client verification and a reduction of time spent on low risk cases to reduce current delays and improve efficiency in the system;
- Design and implement service performance frameworks to drive customer value;
- Position the work in line with emerging thinking on Tri Borough working with Westminster City Council and the Royal Borough of Kensington and Chelsea.

The specific project scopes are outlined below.

#### **H&F Direct (Revenues and Benefits)**

The service has seen a 50% increase in demand over the past year and this is set to continue due to the economic climate. At the same time, the service needs to generate significant savings. The approach taken needs to create immediate efficiencies in the system (addressing

	<p>failure demand and workflow issues) whilst also fundamentally reviewing the current operating model and redesigning it so that it is fit for the future. This will take account of both changing demographics and customer behaviour (e.g. more customers doing things online) as well as current Government thinking that Housing Benefit will be delivered by DWP going forwards.</p> <p><b>Business support</b></p> <p>It is recognised that a number of business support activities are undertaken across the organisation and that many of these have been developed over time and have become custom and practice. In line with organisation priorities to reduce the level of organisation back office/support costs in order to protect frontline services, this project focuses on a number of core areas and activities primarily but not exclusively in Finance and Corporate Services, namely:</p> <ul style="list-style-type: none"> <li>• P.A. / Executive Support</li> <li>• Complaints / Freedom of Information requests</li> <li>• Councillor Services</li> <li>• Committee Services</li> <li>• Performance, Policy, Research and Information</li> <li>• Procurement</li> <li>• Post &amp; Scanning</li> </ul> <p>A fundamental challenge is required in these areas in order to remove waste and unnecessary bureaucracy (including duplication of effort, hand offs and skills misuse) and to redesign core activities to ensure that they are fit for purpose and affordable for the future.</p> <p>This EIA relates to the Cabinet request for delegated authority to award a contract for external support. Further EIAs will be completed once the projects are underway and service redesign options are being considered.</p>
<p><b>Q2</b> Who in the main will benefit?</p>	<p>H&amp;F Direct</p>

Consideration of new delivery models are likely to have an impact on a range of groups including lone parents, those from BME background and people with disabilities. We will ensure that when considering new delivery models e.g. the use of online channels, we test with key groups as they may have access requirements that need to be met in order to do things online.

**Business Support:**

The impact of this project on the public is minimal. We will however ensure that new delivery models have due regard to and align with our equality duties (we will need to be sure that we can publish the required information, as an example of one of our duties where we need the right staff skills). The relevant organisational change assessments will address staff impacts.

Race	/	L	<ul style="list-style-type: none"> <li>▪ As part of the initial 'diagnostic' phase, analysis of current customers, their needs and demands will be undertaken including understanding the key demographics of customers accessing H&amp;F Direct services</li> <li>▪ As part of the service redesign, race issues/impacts will be considered and key ideas will be tested with key customer groups</li> <li>▪ A further EIA will be drafted to inform service redesign and at the point of recommendation for implementation of the new operating model</li> </ul>
Disability	/	L	<ul style="list-style-type: none"> <li>▪ As part of the initial 'diagnostic' phase, analysis of current customer demand will be undertaken including understanding the key demographics of customers accessing H&amp;F Direct services</li> <li>▪ As part of the service redesign, disability issues/impacts will be considered and key ideas will be tested with key customer groups in order to co-design solutions</li> <li>▪ A further EIA will be drafted to inform service redesign and at the point of recommendation for implementation of the new operating model</li> </ul>
Gender	/	L	<ul style="list-style-type: none"> <li>▪ As part of the initial 'diagnostic' phase, analysis of current customer demand will be undertaken including understanding the key demographics of customers accessing H&amp;F Direct services</li> <li>▪ As part of the service redesign, gender issues/impacts will be considered and key ideas will be tested with key customer groups in order to co-design solutions</li> <li>▪ A further EIA will be drafted to inform service redesign and at the</li> </ul>

			point of recommendation for implementation of the new operating model
Age	/	L	<ul style="list-style-type: none"> <li>▪ As part of the initial 'diagnostic' phase, analysis of current customer demand will be undertaken including understanding the key demographics of customers accessing H&amp;F Direct services</li> <li>▪ As part of the service redesign, age issues/impacts will be considered and ideas will be tested with key customer groups in order to co-design solutions</li> <li>▪ A further EIA will be drafted to inform service redesign and at the point of recommendation for implementation of the new operating model</li> </ul>
Sexual Orientation	/	L	<ul style="list-style-type: none"> <li>○ As part of the initial 'diagnostic' phase, analysis of current customer demand will be undertaken including understanding the key demographics of customers accessing H&amp;F Direct services</li> <li>○ As part of the service redesign, sexual orientation issues/impacts will be considered and ideas will be tested with key customer groups in order to co-design solutions</li> <li>○ A further EIA will be drafted to inform service redesign and at the point of recommendation for implementation of the new operating model</li> </ul>
Religion/belief (including non-belief)	/	L	<ul style="list-style-type: none"> <li>○ As part of the initial 'diagnostic' phase, analysis of current customer demand will be undertaken including understanding the key demographics of customers accessing H&amp;F Direct services</li> <li>○ As part of the service redesign, religion issues/impacts will be considered and ideas will be tested with key customer groups in order to co-design solutions</li> <li>○ A further EIA will be drafted to inform service redesign and at the point of recommendation for implementation of the new operating model.</li> </ul>

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)

	No.
<b>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</b>	<p>No not at this point but it is envisaged that through focusing on customer outcomes and delivering services and decision making closer to the customer, the work will drive customer improvements including increased customer satisfaction.</p> <p>A further EIA will be drafted to inform service redesign, using knowledge of customer profile and needs, in order to explore and test potential options.</p>
<b>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?</b>	No

## Equality Impact Assessment

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	<b>APPROVAL TO AWARD TERM CONTRACT FOR TREE MAINTENANCE 2011-2014 (NEW)</b> This is a new report prepared by ESD to recommend to Cabinet the award of the above contract to the most economically advantageous tender as detailed in the Cabinet Report.
Name of Service Department	<b>Name:</b> G Prangnell (M Hodgson / J Addis) Highways and Engineering <b>Position:</b> Head of Highways and Construction <b>Email:</b> <a href="mailto:gordon.prangnell@lbhf.gov.uk">gordon.prangnell@lbhf.gov.uk</a> <b>Telephone No:</b> 020 8753 3002
Date of completion of final EIA	08 March 2011

Section 02	Scoping of Full EIA
Plan for completion	<b>Timing:</b> ECM - 7 March 2011 C/B - 21 March 2011 Cabinet - 18 April 2011 Contract Commences - 1 May 2011 <b>Resources:</b> ENV, DFCS, ADLDS and ADP <b>Lead Officer:</b> J Addis / M Hodgson
What is the policy, strategy, function, project, activity, or programme looking to achieve?	<b>Aims and Objectives:</b> The contract shall include labour, plant, materials & storage costs required to carry out the following maintenance service to trees within the public highway, parks and open space and residential housing estates under the responsibility of the council:  <ol style="list-style-type: none"> <li>1. The winter tree pruning programme;</li> <li>2. The pruning/pollarding of trees as directed/required;</li> <li>3. The planting and maintenance of new trees and shrubs;</li> <li>4. The provision of a tree inspection service (although please note the council generally undertakes tree inspections itself);</li> </ol>



	5. Other ad-hoc tree surgery operations as required; and		
	6. Emergency response where tree expertise is required, including out of hours		
	Race	neutral	L The Contractor shall comply with the Equality Act 2010.
	Disability	negative & neutral	L The physical nature of the works required under this contract demands that all operatives be fully fit and not have any of their senses or movement impaired. Unfortunately this does preclude someone who is registered disabled from playing an active role within a tree maintenance gang. This is the reasoning for a negative assessment Recruitment for office, managerial and non-physical positions are open to anybody suitably qualified for the task hand under the contractors requirements under the Equality Act 2010. This is the reasoning for a neutral assessment
	Gender	neutral	L The Contractor shall comply with the Equality Act 2010.
	Age	neutral	L The Contractor shall comply with the Equality Act 2010.
	Sexual Orientation	neutral	L The Contractor shall comply with the Equality Act 2010.
	Religion/belief	neutral	L The Contractor shall comply with the Equality Act 2010.
Will it affect Human Rights, as defined by the Human Rights Act 1998?			
<b>No</b>			

<b>Section 03</b>	<b>Assessment of relevant data and/or undertake research</b>
<b>Documents and data reviewed</b>	<u>Procurement process:</u> <ul style="list-style-type: none"> <li>▪ The knowledge, technical advice, expertise and experience of the people in the Legal and Procurement Departments; and</li> <li>▪ Lessons learnt in past procurement exercises.</li> </ul> <u>Contract Documents:</u> <ul style="list-style-type: none"> <li>▪ The knowledge, technical advice, expertise and experience of the people in the Legal, Finance, Procurement and Highways Departments;</li> <li>▪ Historical and proposed Tree Maintenance Programmes; and</li> <li>▪ The latest industry standards.</li> </ul>
<b>New research</b>	N/A

<b>Section 04</b>	<b>Assess or undertake consultation</b>
<b>Consultation</b>	Local residents shall be informed of any Tree Maintenance works in their streets or surrounding areas

	in advance of the works taking place in accordance with Contractual Requirements.
<b>Assessment</b>	N/A
<b>Section 05</b>	<b>Assessment of impact and outcomes</b>
<b>Assessment</b>	There is no aspect of lawful and/or unlawful discrimination associated with this report.
<b>Section 06</b>	<b>Reducing any adverse impacts</b>
<b>Outcome of Assessment</b>	There is no aspect of lawful and/or unlawful discrimination associated with this report.
<b>Section 07</b>	<b>Action Plan</b>
<b>Action Plan</b>	The report lists in Appendix 1 the proposed Contractor along with a summary of the main contract parameters.
<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Chief Officer sign-off</b>	<b>Name:</b> Graeme Swinburne <b>Position:</b> AD Highways and Engineering <b>Email:</b> <a href="mailto:graeme.swinburne@lbhf.gov.uk">graeme.swinburne@lbhf.gov.uk</a>
<b>Key Decision Report</b>	Date of report to Cabinet: <b>18 April 2011</b> Confirmation that key equalities issues found here have been included: <b>Yes</b>
<b>Opportunities Manager</b>	(When EIAs have been determined to be of high relevance) <b>Name:</b> Carly Fry <b>Position:</b> Opportunities Manager <b>Email:</b> <a href="mailto:PEIA@lbhf.gov.uk">PEIA@lbhf.gov.uk</a> <b>Telephone No:</b> 020 8753 3430

## Equality Impact Analysis Full Tool with Guidance

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one – with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 6<sup>th</sup> April 2011 onwards. It is designed to help you analyse decisions of high relevance to equality, and/or of high public interest

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) or ext 3430.

### Full Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2010/2011 / 4 <sup>th</sup> quarter
Name and details of policy, strategy, function, project, activity, or programme	Title of EIA: Reshaped Sure Start Children’s Centres Network Summary: Following a period of consultation with local residents. It is proposed that the Children’s Centres in the borough be reconfigured into a Hub/Spoke/Satellite model. The proposed six Hub centres will focus their work on the principles of the former Sure Start Local Programmes with an emphasis on vulnerable families, work readiness for parents, school readiness for children and parenting skills whilst a series of 10 spokes/satellites will deliver a universal offer for all families with children under the age of 5.
Lead Officer	Name: : Gill Sewell Position: Assistant Director, Children, Youth and Communities Email: <a href="mailto:gill.sewell@lbhf.gov.uk">gill.sewell@lbhf.gov.uk</a>

Tool and Guidance updated for new PSED from 06.04.2011

	Telephone No: 020 8753 3608:
<b>Date of completion of final EIA</b>	15/3/11

<b>Section 02</b>	<b>Scoping of Full EIA</b>
<b>Plan for completion</b>	<p>Timing: Following cabinet approval, we expect implementation to become effective from 1/7/11</p> <p>Resources: Funding for the programme will come from the Early Intervention Grant. Current resources have been in officer time only.</p> <p>Lead Officer: Gill Sewell</p>
<b>What is the policy, strategy, function, project, activity, or programme looking to achieve?</b>	<p>Aims:</p> <p>The reconfiguration will closely align children’s centres with the already agreed family support programme. It will place focused service delivery on vulnerable families whilst continuing a universal offer of services which have been identified as valuable by families during the public consultation such as stay and play sessions.</p> <p>Objectives:</p> <p>Existing service users will be able to continue to access services once reconfigured at the designated hubs. All new birth families will be contacted by their nearest hub centre. These include all current and future users from all nine protected characteristic strands. Whilst there will be users who currently access services at a centre which will now not offer a full range of services, hubs have been identified as being no further than under one mile from existing provision and those identified as spokes will continue at their same venues and will offer universal services.</p>

	Age	<ul style="list-style-type: none"> <li>• All provision will comply with council policies/guidelines and procedures. Active engagement of older residents if they are carers of children under the age of five as the children's centres actively encourage involvement of grandparents</li> <li>▪ Services through the children's centres to young children will be enhanced as all of the centres will have access to outdoor play.</li> <li>▪ There is no youth provision so no impact for this age group although there may be opportunities for the delivery of youth provision in the spokes/satellites when they are not meeting the needs of the under five population.</li> <li>▪ The needs of parents of all ages will be met via the offer of work readiness programmes including adult learning and the increased emphasis on parenting skills.</li> <li>▪ Key performance indicators and outcomes are listed in full in section 3.1 in the report. Many of the indicators and outcomes will have a positive impact on children and families. Some examples are listed below, for a full list refer to section 3.1:             <ol style="list-style-type: none"> <li>1. Provision of outreach services for parents/carers/children</li> <li>2. Activities delivered which will increase families understanding of child development</li> <li>3. Support for teenage parents</li> <li>4. Parenting sessions</li> <li>5. School readiness sessions</li> <li>6. Childhood obesity programmes for young children and their families</li> </ol> </li> </ul>	+	L
	Disability	<ul style="list-style-type: none"> <li>▪ Promotion of equality of opportunity between disabled persons and other persons will continue as is currently the policy in the centres which are to be reconfigured. The locations are fully accessible with disabled toilets and signage, borough. Very local disabled users may however have to travel further to access a full range of services but the universal offer will remain available at centres currently used. There will also be the opportunity for spokes/satellite centres to develop additional services which could therefore have a specific remit for disabled users if this was</li> </ul>	+	M initially and then L

		<p>deemed appropriate. , There may therefore have a medium impact in the short term as users become familiar with new locations and travel routes but will have a low impact in the long term as there is potential for users to access additional services located in the spoke/satellite sites.</p> <ul style="list-style-type: none"> <li>▪ Eliminate discrimination that is unlawful under the Act; N/A as services already operate under the principles of the Act and will continue to do so in future.</li> <li>▪ Eliminate harassment of disabled persons that is related to their disabilities; N/A as there is no evidence of discrimination in the services that are being delivered currently and no reason to assume that by changing service delivery this will alter. Services delivered are run by council schools and are therefore expected to operate within council policies and procedures including Equal Opportunities, DES and SES or by third sector providers who are expected to develop policies which mirror the council's.</li> <li>▪ Promote positive attitudes towards disabled persons; this area can only be enhanced as more users will have the opportunity to develop appropriate local services in the spokes/satellites and this may give rise to opportunities for greater community cohesion.</li> <li>▪ Encourage participation by disabled persons in public life; by reconfiguring centres to meet local needs, there may be opportunities for focused services to be developed which will give disabled persons increased exposure to additional opportunities that they may wish to take advantage of.</li> <li>▪ Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons. N/A currently but will consider if it means that a disabled person needs additional provision to enable access to services delivered within the centres.</li> <li>▪ In the recent children's centre consultation, parents of disabled children viewed the information and guidance as a priority. As outlined in 3.1 of the report, centres will refer and signpost families to further disability specific services and a range of general services whilst continuing to publish programmes of their own service delivery. In addition, they are expected to provide</li> </ul>		
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		information and advice to families on a range of subjects including local childcare, early year's provision and educational services.		
	Gender reassignment	<ul style="list-style-type: none"> <li>▪ Eliminate unlawful sex discrimination and harassment (including for transsexual people); Services as stated above work under the council's policies (including equal opportunities) and procedures and this would not change with reconfiguration.</li> <li>▪ Promote equality of opportunity between men and women. Again council policies and procedures apply but in addition Children's Centres are actively promoting work with fathers and there will be further opportunities to reach out to fathers with father specific activities such as Dads and children drop-in sessions and outdoor play activities as all centres will. have access to outside play space</li> </ul>	+	L
	Marriage and Civil Partnership	Not relevant in this case.	N/A	N/A
	Pregnancy and maternity	<p>Analysis of impact on pregnancy and maternity including due regard to PSED (above).</p> <ul style="list-style-type: none"> <li>• All centres actively encourage breast feed and make provision for women to feed whilst on site. Encouraging and promoting breast feeding are key health indicators and will be monitored by health partners delivering services within the centres.</li> <li>• Centres will provide access to health services including ante and post-natal support, providing a venue for Midwifery services enabling them to be delivered in the community making access easier for pregnant women and their partners.</li> </ul>	+	M

	Race	<p>Analysis of impact on race including due regard to PSED (above).</p> <ul style="list-style-type: none"> <li>▪ There are no services aimed at any specific groups using in the centres at present Services offered all promote equality of opportunity and follow council guidelines. Hubs will deliver services based on identified local needs. Therefore the proposal will have a neutral impact on race.</li> <li>▪ Promotion of equal opportunities will continue as centres will either follow council guidelines and policies or in the case of third sector providers, will be expected to develop policies which mirror the councils. All centres will have service level agreements which will be strictly monitored.</li> <li>▪ Promotion of good relations between people from different ethnic groups may be enhanced as centres will look to work together to engage local residents and to deliver services which meet locally identified needs.</li> <li>▪ Centres, as referenced in section 3.1 of the body of the report, will work to engage with under-represented groups, specifically teenage parents, Black and Minority Ethnic groups and fathers.</li> </ul>	+	L
	Religion/belief (including non-belief)	<p>Analysis of impact on religion including due regard to PSED (above).</p> <ul style="list-style-type: none"> <li>▪ The children's centres make provision for prayer and will continue to do so as required.</li> </ul>	+	L
	Sex	<ul style="list-style-type: none"> <li>▪ All centres work and would continue to work under the council's policies and procedures or similar (in the case of third sector providers)</li> <li>▪ Fathers, male carers as well as mothers and female carers are encouraged to access services within the centres.</li> <li>▪ Key performance indicators and outcomes of the centres are listed in section 3.1. Many of these will impact positively on gender for example:             <ol style="list-style-type: none"> <li>1. Information and advice to parents and carers on a range of subjects including family support, childcare and education services</li> </ol> </li> </ul>	+	H



	<ol style="list-style-type: none"> <li>2. Early identification of families experiencing domestic violence</li> <li>3. Provision of outreach services for parents/carers</li> <li>4. Quality crèche provision to support training opportunities</li> </ol>		
Sexual Orientation	<ul style="list-style-type: none"> <li>▪ All centres will continue to work under policies and procedures in line with the council's.</li> </ul>	+	L

### Human Rights and Children's Rights

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

No

Reconfiguring of existing services may mean a change of journey for some users but as the services valued by parents/service users will continue in their delivery or in policies it will not affect human rights as defined by the Act.

Will it affect Children's Rights, as defined by the UNCRC (1992)?

Children will continue to enjoy access to relevant services in the reconfigured centres. Centres will plan their services based on the needs of children and families within their area.

#### **Children have the right to life, survival and development:**

Services delivered as outlined in section 3.1 of the report will, provide activities which will increase families understanding of child development, provide opportunities for early identification of special needs/disabilities, deliver inclusive services for children and families, provide school readiness and parenting services which will underpin children's development and provide quality crèche provision which is delivered in line with the early years foundation stage for example.

#### **Children have the right to have their views respected and their best interests considered at all times:**

Examples of this from the proposed reshaping include activities delivered at the centres which are based on the needs of the children and families, analysed to ensure that needs are met and children are progressing well and are ready to enter school.

	<p><b>Health and welfare rights, including the rights for disabled children, the right to health and healthcare and social security:</b> Access to midwifery services at both the pre and post natal stage, child friendly dentistry services, access to speech and language and CAMHS services, targeted information and advice on nutrition, breastfeeding, healthy lifestyles, safety and obesity will be available at centres. In addition support for families experiencing domestic violence and parenting programmes designed to enhance parenting skills will be available.</p> <p><b>The right to education, leisure, culture and the arts:</b> Quality crèche provision and a range of play and learning opportunities will be developed and delivered in the centres specifically developed within the early year's foundation stage framework.</p>
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<b>Section 03</b>	<b>Analysis of relevant data and/or undertake research</b>
<b>Documents and data reviewed</b>	For a list of suggestions and contacts, please see the guidance. Documents reviewed are: <ul style="list-style-type: none"> <li>▪ LBHF policies and procedures</li> <li>▪ Children's Centre guidance and delivery plans</li> <li>▪ Children's Centre consultation results</li> </ul>
<b>New research</b>	<p>If you are assessing the impact(s) on a hidden or under-researched group, consider undertaking new research in order to be able to evidence your reasoning and move on to the next steps of the tool.</p> <p>New research undertaken was the public consultation additional research was not considered necessary as the LBHF policies and procedures and the Children's Centre policies and procedures are developed in line with equalities guidelines and are regularly reviewed for compliance</p>

<b>Section 04</b>	<b>Undertake and analyse consultation</b>
<b>Consultation</b>	Details of consultation findings are summarised in the body of the report presented to Cabinet.
<b>Analysis</b>	What did you learn from your consultation about your proposed or existing policy relation to the protected characteristics and/or human and children's rights?

	The analysis undertaken has shown that the universal activities valued by families are ones that are still planned to be delivered in centres. Parents expressed concerns about being restricted to certain centres because of their postcode boundaries. As a result, we are removing postcode boundaries and enabling parents to access services at centres of their choice.
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<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	What has your consultation and analysis of data shown? Is there evidence of lawful and/or unlawful discrimination? There is no evidence of discrimination

<b>Section 06</b>	<b>Reducing any adverse impacts</b>
<b>Outcome of Analysis</b>	Include any specific actions you have identified that will remove or militate against the risk of unlawful discrimination. As stated previously, families will now be able to access any centre of their choice

<b>Section 07</b>	<b>Action Plan</b>					
<b>Action Plan</b>	<b>Action Plan</b>					
	Issue identified	Action (s) to be taken	When	Lead officer	Expected outcome	Date added to business/service plan
	Outcomes and performance indicators to be agreed	Meetings with proposed hubs and spokes/satellites to agree indicators	Immediately following cabinet approval	Gill Sewell	Indicators agreed enabling SLA's to be drawn up	1 July implementation
	Spoke/satellite	Meetings to be	On going work	Senior officer	A range of	1 July

	activity to be defined and developed	held with identified spokes/satellites and potential service providers	to begin following cabinet approval	under the direction of Gill Sewell	services provided by local partners from health and the third sector	implementation but on going
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<b>Section 08</b>	<b>Agreement, publication and monitoring</b>					
<b>Chief Officer sign-off</b>	Name: Position: Email: Telephone No:					
<b>Key Decision Report</b>	Date of report to Cabinet/Cabinet Member: 18/4/11 Confirmation that key equalities issues found here have been included: Yes					
<b>Opportunities Manager for advice and guidance only</b>	Name: Position: Date advice / guidance given: Email: Telephone No:					

### Full Equality Impact Analysis Guidance

<b>Section 02</b>	<b>Scoping of EIA</b>					
<b>What is the policy, strategy, function, project, activity, or programme looking to achieve?</b>	Hereafter, 'policy' means policy, strategy, function, project, activity, or programme					
	<p><b>Disability</b> Service providers also have an anticipatory duty to make reasonable adjustments for disabled people. These two duties frequently overlap and it is sensible to consider them together. For example, can you:</p> <ul style="list-style-type: none"> <li>▪ Provide accessible communications?</li> </ul>					

- Change how you collate and use data?
- Revise how you involve service users?

Analyse the impact of the policy on the [protected characteristics](#) with due regard to the Public Sector Equality Duty.

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/children's 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 general duty, and/or to human/children's rights
- There is some evidence that some groups are (or could be) differently affected by it
- There is some public concern about it

### Low

- The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human/children's rights
- There is little evidence that some groups are (or could be) differently affected by it
- There is little public concern about it

Use your reasoning to determine whether the impact will be positive, neutral, or negative. There are three possible outcomes:

- **Positive:** The EIA shows the policy is not likely to result in adverse impact for any protected characteristic and does advance equality of opportunity, and/or fulfils PSED in another way
- **Neutral:** The EIA shows the policy, strategy, function, project or activity is not likely to result in adverse impact for any protected characteristic and does not advance equality of opportunity, and/or fulfils PSED in another way

- **Negative:** The EIA shows the policy, strategy, function, project or activity is likely to have an adverse impact on a particular protected characteristic(s) and potentially does not fulfil PSED, or the negative impact will be mitigated through another means.

Should your policy not be applicable, you must note this and state why.

### **Human Rights, Children's Rights**

Additionally, demonstrate here that the impact on **Human and/or Children's Rights** arising from the policy has been considered.

#### **Human Rights**

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

- Article 2: [Right to life](#)
- Article 3: [Freedom from torture and inhuman or degrading treatment](#)
- Article 4: [Right to liberty and security](#)
- Article 5: [Freedom from slavery and forced labour](#)
- Article 6: [Right to a fair trial](#)
- Article 7: [No punishment without law](#)
- Article 8: [Respect for your private and family life, home and correspondence](#)
- Article 9: [Freedom of thought, belief and religion](#)
- Article 10: [Freedom of expression](#)
- Article 11: [Freedom of assembly and association](#)
- Article 12: [Right to marry and start a family](#)
- Article 14: [Protection from discrimination in respect of these these rights and freedoms](#)
- Article 1 of Protocol 1: [Right to peaceful enjoyment of your property](#)
- Article 2 of Protocol 1: [Right to education](#)
- Article 3 of Protocol 1: [Right to participate in free elections](#)

(Article 1 of Protocol 13 is: Abolition of the death penalty)

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.

#### **Children's Rights (UNCRC)**

All children and young people up to the age of 18 years have all the rights in the Convention. Some groups of children and young people - for example those living away from home, and young disabled people - have additional rights to make sure they are treated fairly and their needs are met.

Every child in the UK has been entitled to over 40 specific rights. These include:

- The right to life, survival and development
- The right to have their views respected, and to have their best interests considered at all times
- The right to a name and nationality, freedom of expression, and access to information concerning them
- The right to live in a family environment or alternative care, and to have contact with both parents wherever possible
- Health and welfare rights, including rights for disabled children, the right to health and health care, and social security
- The right to education, leisure, culture and the arts
- Special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation

The rights included in the convention apply to all children and young people, with no exceptions.

More information on UNCRC can be found at [Direct Gov](#).

Section 03	Analysis of relevant data and/or undertake relevant research
Documents and data reviewed	<p>Examples:</p> <ul style="list-style-type: none"> <li>▪ Previous EIA's</li> <li>▪ <u>Single Equality Scheme</u></li> <li>▪ <u>Disability Equality Scheme</u></li> <li>▪ <u>Corporate Plan</u></li> <li>▪ <u>LAA Targets</u></li> <li>▪ <u>UDP</u></li> <li>▪ <u>JSNA</u></li> <li>▪ <u>LBHF Consultations</u></li> <li>▪ <u>Deprivation information</u></li> <li>▪ <u>Census info on population</u></li> <li>▪ <u>Ward Profiles</u></li> </ul>

	<ul style="list-style-type: none"> <li>▪ <a href="#">CRAIG</a> information, including <a href="#">local plans and research</a></li> <li>▪ <a href="#">Council</a> or External Studies or <a href="#">Research</a> (inc. for hidden populations such as LGBT)</li> <li>▪ Service Monitoring Reports (qualitative and quantitative)</li> <li>▪ Consultation/focus group feedback (inc. feedback from users and/or organisations that represent users)</li> <li>▪ Complaints and Comments</li> <li>▪ Monitoring information (inc. service equality or workforce monitoring etc).</li> <li>▪ Information from formal audits</li> <li>▪ Previous customer research and satisfaction surveys – such as the <a href="#">Annual Resident's Satisfaction Survey</a> and <a href="#">Place Survey</a></li> <li>▪ Staff Surveys, opinions and information from Trade Unions (contact <a href="#">Organisation Development</a>)</li> <li>▪ Workforce monitoring: contact the <a href="#">TRENT</a> team and/or see <a href="#">HR Statistics</a> for LBHF</li> <li>▪ Contract monitoring reports</li> <li>▪ Press coverage</li> <li>▪ Feedback from focus groups, area panels or forums, etc</li> <li>▪ Feedback from individuals or organisations representing the interests of key target groups or similar</li> <li>▪ The knowledge, technical advice, expertise and experience of the people assisting in the completion of the EIA</li> <li>▪ Academic, qualitative and quantitative research, including findings from other councils. (There are many institutions that carry out this kind of research and it is not possible to list them here. Those such as <a href="#">IESR</a> and <a href="#">IFS</a> focus on economics, as examples)</li> <li>▪ Outcomes of Judicial Reviews/<a href="#">Judgements</a></li> </ul> <p>Assess your sources against the protected characteristics and the aims of your policy in order to plan your consultation.</p>
<b>New research</b>	If you find that you need to undertake new research, please contact the Opportunities Manager
<b>Section 04</b>	<b>Analyse or undertake consultation</b>
<b>Consultation</b>	<p>The specific duties assume the need to undertake engagement as they state that public bodies must publish information about the engagement they have undertaken with persons with an interest in furthering the aims of the equality duty.</p> <p>The specific duties do not set out how or when we should engage and consult. This means that your</p>



	<p>consultation will need to be proportionate to the decision that is being taken.</p> <p>You may wish to draft the EIA and make it available alongside the policy that you are consulting on, during consultation, in order to gain feedback.</p> <p>The EHRC has produced a <a href="#">guide to consultation</a>, and <a href="#">general guidance</a>. These may help you.</p> <p>Design your consultation with the <a href="#">Involving Residents Policy</a> in mind and in line with the Council's <a href="#">Consultation Guidelines</a>. <a href="#">Community Liaison</a> also have a list of community and voluntary organisations in the borough (<a href="#">officer details</a>).</p>
<b>Analyse</b>	<p>What did you find in your consultation about your proposed or existing policy in relation to the protected characteristics? What were their experiences and/or needs, and how do these relate to outcomes/your proposed or existing policy?</p>

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	<p>In assessing the impact(s) on protected characteristics, including where people are represented in more than one, consider whether there is potential for it to result in unlawful discrimination, or a less favourable impact on any protected characteristic, or if an opportunity to promote equality has been missed.</p> <p>To do this, you need to analyse your evidence and whether what you have found indicates direct or indirect discrimination. You must consider the relevance of your policy to the protected characteristics, and the weight given to each of these (including where people are represented in more than one).</p> <p><b>Direct discrimination</b> This is where a person, or group of people, are treated less favourably than others in the same circumstances on the grounds of a protected characteristic.</p> <p><b>Indirect discrimination</b> This is where a requirement or condition is applied to all individuals or groups equally, but which is such that:</p> <ul style="list-style-type: none"> <li>▪ The proportion of one group who can comply is considerably smaller than those of another group who can also comply with it</li> <li>▪ It cannot be shown to be justifiable</li> </ul>

- It is to the disadvantage of that group because they cannot comply with it

### **Relevance and Proportionality**


The weight given to each protected characteristic should be proportionate to its relevance to the policy. For example, the London Borough of Ealing lost a case in which the Judge considered that they had not taken the relevance of race and gender into account when redesigning the funding criteria for domestic violence services. Part of the Judgement stated:

*Ealing observed that the largest proportion of domestic violence in its borough was suffered by white European women. But that statistic was meaningless and irrational unless compared with the fact that 58 per cent of the female population of Ealing during the same period consisted of white European women. As the documents show, 28 per cent of domestic violence was suffered by Indian, Pakistani and other Asian women. That statistic is of vital importance when one considers that those groups made up only 8.7 per cent of the population within Ealing. In those circumstances it is plain from the statistics available to Ealing that a very large proportion of women from that background suffered from domestic violence in comparison to white European women.*

*Had Ealing appreciated that the important focus of their attention should be upon the proportion of black minority ethnic women within the borough and consideration of how high a proportion of those women suffered from domestic violence, it could never have reached the conclusion that there was no correlation between domestic violence and ethnicity. Any such conclusion was, in my judgment, perverse.*

[\[2008\] EWHC 2062 \(Admin\)](#)

<b>Section 06</b>	<b>Reducing any adverse impacts</b>
<b>Outcome of Assessment</b>	<p>From your assessment of impacts and outcomes, identify any specific actions that will remove or mitigate against the risk of unlawful discrimination in the delivery and implementation of your policy.</p> <ul style="list-style-type: none"> <li>▪ If the policy/strategy or service affects people adversely, can this be justified? Can an adverse impact be overcome?</li> <li>▪ Where the adverse impact is unlawful the policy/strategy or service must be changed – identify another way to meet objectives.</li> <li>▪ Will changes to reduce adverse impact be significant? If so consultation will usually need to be undertaken.</li> </ul>

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- Where it is perceived that the needs of two service users could conflict, you must ensure:
- Firstly, that both are treated with dignity and respect; and
  - Secondly, that each treats each other with dignity and respect

For further help please view the intranet, EHRC [website](#), or contact the Opportunities Manager at:

[PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk)

020 8753 3430

<http://theintranet/Departments/Finance%5Fand%5FCorporate%5FServices/Equality%5Fand%5FDiversity/>

Gill Sewell



### Equality Impact Analysis Initial Screening Tool with Guidance

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one– with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 6<sup>th</sup> April 2011 onwards. It is designed to help you determine whether you may need to do a Full EIA. If you already know that your decision is likely to be of high relevance to equality, and/or be of high public interest, you should contact the Opportunities Manager, as s/he may recommend moving directly to a Full EIA.

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) or ext 3430.

#### Initial Screening Equality Impact Analysis Tool

Section 01		Details of Initial Equality Impact Screening Analysis		
Financial Year and Quarter	2011/2012			
Name of policy, strategy, function, project, activity, or programme	Short Breaks for disabled children provide support to help children remain at home. This is an existing programme. The Cabinet report simply seeks additional budget to fill a funding gap.			
Q1 What are you looking to achieve?	To provide support to families with disabled children; to enable disabled children to remain at home.			
Q2 Who in the main will	Age	Service is provided to all children under 18. No disabled children is excluded on grounds of age.	+	L

Tool and Guidance updated for new PSED from 06.04.2011

<b>benefit?</b>	Disability	This is a service specifically for Social Care and provides support and access opportunities; without this funding disabled children would have a lesser service.	+	L
	Gender reassignment	No child would be excluded from this service for this reason.	+	L
	Marriage and Civil Partnership	The service is provided irrespective of the marital or partnership arrangements of the parent/caregiver.	+	L
	Pregnancy and maternity	This would be taken into consideration in so far as it increased the need for respite/Short Breaks	+	L
	Race	Service is based on disability not race. Not to provide the additional funding would disproportionately affect black children as there are proportionately more black children receiving Short Breaks services than there are black children in the general child population. (Out of 76 children receiving Short Breaks services 36 are black and 4 are mixed ethnicity which includes black African/Caribbean)	+	L
	Religion/belief (including non-belief)	Faith needs would be taken into consideration as requested by parents in the delivery of Short Breaks.	+	L
	Sex	Service is based on disability not gender	+	L

	Sexual Orientation	Service is open to all children and no service provider would be used if they discriminated against children on grounds of sexual orientation.	+	L
<p><b>Human Rights and Children's Rights</b></p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998? Yes - increase opportunity for family life.</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? Yes – right to family life and appropriate development opportunities</p>				
<p><b>Q3</b> Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes</p> <p>This focuses on the needs of disabled children and ensure that (a) the families under the most stress have the support they need to ensure that the child can remain at home and have the same opportunity to enjoy family life as non disabled children and (b) disabled children have the opportunity to socialise and engage in leisure activity in the same way that non disabled children do.</p>			
<p><b>Q4</b> 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>			

## Equality Impact Analysis Initial Screening Tool with Guidance

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one – with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 6<sup>th</sup> April 2011 onwards. It is designed to help you determine whether you may need to do a Full EIA. If you already know that your decision is likely to be of high relevance to equality, and/or be of high public interest, you should contact the Opportunities Manager, as s/he may recommend moving directly to a Full EIA.

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) or ext 3430.

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### Initial Screening Equality Impact Analysis Tool

Section 01	Details of Initial Equality Impact Screening Analysis
<b>Financial Year and Quarter</b>	10 /11 4 <sup>th</sup> Quarter
<b>Name of policy, strategy, function, project, activity, or programme</b>	Lyric Theatre Redevelopment  This is a new project.
<b>Q1 What are you looking to achieve?</b>	In 2011, The Lyric wish to expand their education offer to schools with more effective targeting of provision. This will form the basis of a comprehensive offer once the Lyric is expanded. It is proposed that in 2011 they will start work on a capital project to build the UK's first ever "teaching theatre" for the performing arts. The new facility will allow artists, teachers and other young people's professionals to collaborate to inspire young people to become the artists, arts managers and audiences of the future.

	<p>The project has been developed in response to a wide-ranging consultation and responds to a wide range of needs, including those of the young people of West London, the needs of residents and businesses in Hammersmith, as well as the needs of the creative and cultural industry sector and the theatre itself.</p> <p>The Lyric Theatre project will provide exciting opportunities for an enhanced creative and media curriculum offer to our borough's pupils by a business partner. Our current offer will be greatly improved by the access gained to the specialist facilities being provided for teaching and learning, as well as schools being able to access comprehensive facilities and services for their own productions.</p> <p>The new facilities will be linked to the existing building and will create a unique learning environment in the heart of a professional theatre where artists and teachers will collaborate to support, train and inspire young people to achieve their potential. Open seven days a week from 8am in the morning to 11-pm at night they will engage up to 200 young people a day and 20,000 each year in range of formal education and apprenticeship programmes as well as extra curricular activities in drama, dance, music, film, TV, visual arts and technical skills.</p>
<p><b>Q2</b> <b>Who in the main will benefit?</b></p>	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may be in more than one protected characteristic). You should use this to determine whether the policy will have a positive/neutral/negative impact and whether it is of low/medium/high relevance to equality.</p> <p>You should also use this section when your policy may not be relevant to one or more protected characteristics. If this applies, case law has established that you must give your reasoning. It is not sufficient to state 'N/A' without saying why.</p> <p><b>Information: Protected characteristics and PSED</b></p> <p>The public sector equality duty (PSED) states that in the exercise of our functions, we must have due regard to the need to:</p> <ul style="list-style-type: none"> <li>▪ Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited under the Act;</li> <li>▪ Advance equality of opportunity between people who share a protected characteristic and those who do not; and</li> <li>▪ Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> <p>Having due regard for advancing equality involves:</p>



- Removing or minimising disadvantages suffered by people due to their protected characteristics;
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

Age	<p>Young people access education services from the ages of 4-19. This is the case in all three boroughs. When consultation takes place, the needs of young people at all phases will be considered.</p> <p>The new Education offer at the Lyric would be open to all young people attending schools within the borough, although the focus of the work will be on students in the 14-19 age range.</p> <p>With the input of local schools, there is the potential for programmes to be tailored to the individual needs of groups of young people, including those within the primary sector.</p> <p>Current programmes for young people include</p> <p>LYC – West London's largest youth theatre offers local young people, from a range of schools in the private and state sector, a chance to participate in regular activities, attend master classes led by industry professionals, perform in a professional space and see Lyric shows. This also encourages a life long habit of attending theatre productions</p> <p>START – A unique six-week training programme for young west Londoners, aged between 13 and 19, who are not in education, employment or training (NEET). The project re-engages young people with learning and has enabled over 90% of participants to gain a level 1 or 2 qualification in literacy and numeracy with over 30 young people benefiting</p>	+	H
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		<p>from the process in 2010.</p> <p>Primary School workshops – Children’s shows and “messy play” through a year round programme of performances and hands on activities enabling parents and their children to engage in a range of fun and creative activities</p> <p>Play Up, Pay Back is a project delivered in partnership with the Youth Offending Service which engages young people who have offended in diversionary activities on Friday and Saturday nights and encourages them to make a positive contribution to their local community.</p>		
	Disability	<p>In H&amp;F 2.49% of children have a statement of special educational needs .In addition there are a number of pupils who are supported at School Action and School Action + in all schools. Some pupils are a part of the Statutory Assessment process.</p> <p>In H&amp;F, 2.49% (409) children have statements of special educational needs.</p> <p>In addition there are 215 pupils known to the Disabled Children’s Team in Children’s Services. Some of these children will be children with statements of special educational needs. However, there will be a number of disabled children, who do not have special educational needs who are not known to the DCT.</p> <p>Previously, the Lyric has delivered targeted projects such as “Young, Autistic and Stagestruck”, which was an ambitious project that captured the journey of a group of nine young people with autistic spectrum disorders as they worked together to devise, produce and perform an original piece of theatre. The resulting landmark four-part documentary series was broadcast on Channel 4 and had over 3 million viewers. Such projects will continue to be developed to meet specific needs and if a similar project is planned it would have a positive impact on disabled young people.</p>	+	H

	The new Education offer at the Lyric would be open to all young people attending schools within the borough, and would not discriminate on the basis of disability. Indeed, with the input of local schools, there is the potential for programmes to be tailored to the individual needs of groups of young people, including those with special educational needs.		
Gender reassignment	It is not envisaged that a negative or positive effect will occur within this category, due to the age range of the school population.	/	L
Marriage and Civil Partnership	It is not envisaged that a negative or positive effect will occur within this category, due to the age range of the school population.	/	L
Pregnancy and maternity	It is not envisaged that a negative or positive effect will occur within this category, due to the age range of the school population.	/	L
Race	<p>LB Hammersmith &amp; Fulham is a diverse borough in terms of race. According to the latest statistics, there are 28 ethnicities recorded within out total school population. The highest proportion of our pupils identify themselves as 'White British' (28.5%), followed by 'Black African' (16.6%).</p> <p>School services in LBHF are available to young people of all ethnicities, however, some services offered focus on young people from specific ethnic backgrounds to support identified areas of low achievement.</p> <p>The new Education offer at the Lyric would be open to all young people attending schools within the borough, and would not discriminate on the basis of race.</p>	+	L
Religion/belief (including non-belief)	<p>There are currently 15 faith schools within Hammersmith and Fulham (representing 30% of our local schools). Education services are currently offered to all schools in the borough regardless of religious classification, and this would remain the case.</p> <p>The new Education offer at the Lyric would be open to all young people attending schools within the borough, and would not discriminate on the</p>	/	L

		basis of religious belief.		
	Sex	<p>The total school population in Hammersmith and Fulham shows that there is an even split between male and female students (8144 males compared with 8277 females).</p> <p>Education services across the borough are used equally by both male and female students.</p> <p>The new Education offer at the Lyric would be open to all young people attending schools within the borough, and would not discriminate on the basis of gender.</p>	/	L
	Sexual Orientation	<p>The new Education offer at the Lyric would be open to all young people attending schools within the borough, and would not discriminate on the basis of sexual orientation.</p> <p>With input from local schools, there may be the potential to develop programmes to be delivered within the new centre that supplement the current PSHE provision around sexual health / education.</p>	+	L
<p><b>Human Rights and Children's Rights</b>  Will it affect Human Rights, as defined by the Human Rights Act 1998?</p> <p>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</p>				
<p><b>Q3</b>  <b>Does the policy, strategy, function, project, activity, or programme make a positive contribution to</b></p>				
<p>Does this provide an opportunity to promote equality? Use your reasoning from Q2 to state why.</p> <p>Yes: The proposal will improve the opportunities for young people from the borough to access the theatre and its facilities. Some of these young people may not have the opportunity to visit such a venue or engage with the arts otherwise.</p>				

equalities?	
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>No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with a Full Equality Impact Analysis. You should also consider a Full Equality Impact Analysis if your decision is likely to be of high relevance to equality, and/or be of high public interest.</p>

### Initial Screening Equality Impact Analysis Guidance

Section 01	<b>Details of Initial Equalities Impact Screening Analysis</b>
Name of policy, strategy, function, project, activity, or programme	<p>A <b>Policy</b> 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 <b>Strategy</b> 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 <b>Function</b> refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A <b>Project</b> 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 <b>Activity</b> is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A <b>Programme</b> 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 <a href="#">Single Equality Scheme</a>, <a href="#">Disability Equality Scheme</a>, <a href="#">other EIAs</a> in your service department, or in another department that your service/service users also interact with and draw down services from, <a href="#">Corporate Plan</a>, <a href="#">LAA Targets</a>, CAA Aims, <a href="#">UDP</a>, or <a href="#">JSNA</a>.</p>

<p><b>Q2</b> <b>Who in the main will benefit?</b></p>	<p>Hereafter, 'policy' means policy, strategy, function, project, activity, or programme</p> <p><b>Disability</b> Service providers also have an anticipatory duty to make reasonable adjustments for disabled people. These two duties frequently overlap and it is sensible to consider them together. For example, can you:</p> <ul style="list-style-type: none"> <li>▪ Provide accessible communications?</li> <li>▪ Change how you collate and use data?</li> <li>▪ Revise how you involve service users?</li> </ul> <p>Analyse the impact of the policy on the <a href="#">protected characteristics</a> with due regard to the Public Sector Equality Duty.</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><b>High</b></p> <ul style="list-style-type: none"> <li>▪ The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human rights</li> <li>▪ There is substantial or a fair amount of evidence that some groups are (or could be) differently affected by it</li> <li>▪ There is substantial or a fair amount of public concern about it</li> </ul> <p><b>Medium</b></p> <ul style="list-style-type: none"> <li>▪ The policy, strategy, function, project, activity, or programme is relevant to most parts of the general duty, and/or to human rights</li> <li>▪ There is some evidence that some groups are (or could be) differently affected by it</li> <li>▪ There is some public concern about it</li> </ul> <p><b>Low</b></p> <ul style="list-style-type: none"> <li>▪ The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human rights</li> <li>▪ There is little evidence that some groups are (or could be) differently affected by it</li> <li>▪ There is little public concern about it</li> </ul> <p>Use your reasoning to determine whether the impact will be positive, neutral, or negative. There are three</p>
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possible outcomes:

- **Positive:** The EIA shows the policy is not likely to result in adverse impact for any protected characteristic and does advance equality of opportunity, and/or fulfils PSED in another way
- **Neutral:** The EIA shows the policy, strategy, function, project or activity is not likely to result in adverse impact for any protected characteristic and does not advance equality of opportunity, and/or fulfils PSED in another way
- **Negative:** The EIA shows the policy, strategy, function, project or activity is likely to have an adverse impact on a particular protected characteristic(s) and potentially does not fulfil PSED, or the negative impact will be mitigated through another means.

Should your policy not be applicable, you must note this and state why.

### **Human Rights, Children's Rights**

Additionally, demonstrate here that the impact on **Human and/or Children's Rights** arising from the policy has been considered.

### **Human Rights**

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

- Article 2: [Right to life](#)
- Article 3: [Freedom from torture and inhuman or degrading treatment](#)
- Article 4: [Right to liberty and security](#)
- Article 5: [Freedom from slavery and forced labour](#)
- Article 6: [Right to a fair trial](#)
- Article 7: [No punishment without law](#)
- Article 8: [Respect for your private and family life, home and correspondence](#)
- Article 9: [Freedom of thought, belief and religion](#)
- Article 10: [Freedom of expression](#)
- Article 11: [Freedom of assembly and association](#)
- Article 12: [Right to marry and start a family](#)
- Article 14: [Protection from discrimination in respect of these these rights and freedoms](#)
- Article 1 of Protocol 1: [Right to peaceful enjoyment of your property](#)
- Article 2 of Protocol 1: [Right to education](#)
- Article 3 of Protocol 1: [Right to participate in free elections](#)

	<p>(Article 1 of Protocol 13 is: Abolition of the death penalty)</p> <p>Each of the above links takes you to explanations and examples provided by the EHRC. Further, the <a href="#">EHRC</a> and the <a href="#">Ministry of Justice</a> both provide guides for public authorities.</p> <p><b>Children’s Rights (UNCRC)</b> All children and young people up to the age of 18 years have all the rights in the Convention. Some groups of children and young people - for example those living away from home, and young disabled people - have additional rights to make sure they are treated fairly and their needs are met.</p> <p>Every child in the UK has been entitled to over 40 specific rights. These include:</p> <ul style="list-style-type: none"> <li>▪ The right to life, survival and development</li> <li>▪ The right to have their views respected, and to have their best interests considered at all times</li> <li>▪ The right to a name and nationality, freedom of expression, and access to information concerning them</li> <li>▪ The right to live in a family environment or alternative care, and to have contact with both parents wherever possible</li> <li>▪ Health and welfare rights, including rights for disabled children, the right to health and health care, and social security</li> <li>▪ The right to education, leisure, culture and the arts</li> <li>▪ Special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation</li> </ul> <p>The rights included in the convention apply to all children and young people, with no exceptions.</p> <p>The above and more information can be found at <a href="#">Direct Gov</a>.</p>
<p><b>Q3</b> Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes/No</p> <p>Use your evidence from Q2 to state why</p>
<p><b>Q4</b></p>	<p>Yes/No</p>



<b>Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?</b>	If the answer here is 'yes', then it is necessary to go ahead with a Full Equality Impact Analysis. You should also consider a Full Equality Impact Analysis if your decision is likely to be of high relevance to equality, and/or be of high public interest.
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**Initial Screening Equality Impact Analysis Tool**

<b>Section 01</b>	<b>Details of Initial Equality Impact Screening Analysis</b>
<b>Financial Year and Quarter</b>	2010 / 2011 – Q4
<b>Name of policy, strategy, function, project, activity, or programme</b>	Housing Development Company
<b>Q1 What are you looking to achieve?</b>	<p>The Council recognises that there is an imbalance of tenures in the borough with a high proportion of both social (32 per cent) and private (23.4 per cent) rented accommodation and a low percentage of homeownership (44 per cent) when compared to London and England averages. (Borough Profile, 2010)</p> <p>The Quarterly House Price Index produced by the Land Registry puts the average house price in Hammersmith and Fulham, as the 2<sup>nd</sup> highest in London and the 4<sup>th</sup> highest in the England, at £472,000 (Jan, 2010). A similar picture exists in the private rental sector with the average weekly rental for a three bedroom property costing over £500p/w. (Borough Profile, 2010)</p> <p>The very high cost of market housing both for owner occupation and for private rent impacts on who can afford to live in the Borough. The household income required to rent a 2 bedroom property (lowest quartile rent) in the Borough is £56,100 and to purchase (lowest quartile market purchase) is £91,400. It is estimated that 58 per cent of younger working households (age 20-39 years) in H&amp;F cannot afford to buy a 2/3 bedroom dwelling and private sector rents to earned income ratios are over 30 per cent. (Local Development Framework, 2010)</p> <p>In the social rented sector the average weekly rental for a property with the equivalent number of bedrooms (3) is in line with the London average of circa £80p/w. (Borough Profile, 2010) The disparity between the market rate and the social rented housing costs and the needs based letting criteria used in the social housing sector creates mobility issues and limited housing options for low to middle income groups within the borough. As a consequence these groups are poorly represented creating a</p>

relatively polarised population. Furthermore, over 8 per cent of the population of the Borough lives in overcrowded conditions, disproportionately represented in the social rented sector. (Borough Profile, 2010)

The Council has an aspiration to achieve new affordable housing as part of a comprehensive housing asset management strategy for its estates and land ownership. Current stock, excluding social rented, is circa 2 per cent of the total housing stock. It is proposed that the Council proceed to establish two corporate vehicles. The first vehicle would fund and contract to develop new and affordable housing and the second would be a Company with charitable aims registered with the Financial Services Authority for retaining the resulting affordable housing.

The creation of these two companies would enable the Council to achieve the following objectives and address the problem of housing affordability and reduced mobility for low and middle income groups:

Sale/development of properties:

- To enable the Council to maximise financial return on the sale/development of properties.
- To enable the Council to retain any affordable housing that is developed in such schemes within its portfolio.
- To give the Council greater control over the design of the scheme and ensure it delivers what the Council wants in the built environment

The role and governance of these companies will be subject to the general and specific equality duties introduced by the Equalities Act 2010. It will be embedded within the corporate strategy and policies of both companies. This means that both companies will have to have regard to the need to eliminate discrimination, advance equalities of opportunity and foster good relations when undertaking any functions.

The impact of establishing these two companies will be considered against the nine strands of equality below identifying whether the project will have a positive neutral or negative effect and to what extent.

This will be indicative at this stage and each individual site entered into either housing company will be subject to a detailed business plan and EIA assessment.

<b>Q2 Who in the main will</b>	Age	The development of both companies will be in compliance with the duty to which they are subject. In particular the Council recognises	+	M
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<b>benefit?</b>		<p>the:</p> <ul style="list-style-type: none"> <li>Positive benefit for those on lower and mid-income to move into homeownership or provide more affordable housing products.</li> </ul>		
	Disability	<p>The development of both companies will be in compliance with the duty to which they are subject. In particular the Council notes:</p> <ul style="list-style-type: none"> <li>That all new homes will be required to be built to life time homes standard</li> <li>In line with planning policy that 10 per cent of the properties to be wheelchair accessible, or easily adaptable for residents that are wheelchair users</li> </ul>	+	L
	Gender reassignment	<p>The development of both companies will be in compliance with the duty to which they are subject.</p>	+	L
	Marriage and Civil Partnership	<p>The development of both companies will be in compliance with the duty to which they are subject.</p>	+	L
	Pregnancy and maternity	<p>The development of both companies will be in compliance with the duty to which they are subject.</p>	+	L
	Race	<p>The development of both companies will be in compliance with the duty to which they are subject.</p>	+	L
	Religion/belief (including non-belief)	<p>The development of both companies will be in compliance with the duty to which they are subject.</p>	+	L

	Sex	The development of both companies will be in compliance with the duty to which they are subject.	+	L
	Sexual Orientation	The development of both companies will be in compliance with the duty to which they are subject.	+	L
<p><b>Human Rights and Children's Rights</b></p> <p>The development and operation of both companies will not affect Human Rights, as defined by the Human Rights Act 1998 or Children's Rights, as defined by the UNCRC (1992).</p>				
<p><b>Q3</b> Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	Yes, through increased housing opportunities within the Borough, in particular affordable homes.			
<p><b>Q4</b> 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>	No			

### Initial Screening Equality Impact Analysis Guidance

<b>Section 01</b>	<b>Details of Initial Equalities Impact Screening Analysis</b>
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<p><b>Name of policy, strategy, function, project, activity, or programme</b></p>	<p>A <b>Policy</b> 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 <b>Strategy</b> 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 <b>Function</b> refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A <b>Project</b> 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 <b>Activity</b> is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A <b>Programme</b> 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><b>Q1</b> <b>What are you looking to achieve?</b></p>	<p>For example this might help to implement outcomes identified in policies such as the <a href="#">Single Equality Scheme</a>, <a href="#">Disability Equality Scheme</a>, <a href="#">other EIAs</a> in your service department, or in another department that your service/service users also interact with and draw down services from, <a href="#">Corporate Plan</a>, <a href="#">LAA Targets</a>, CAA Aims, <a href="#">UDP</a>, or <a href="#">JSNA</a>.</p>
<p><b>Q2</b> <b>Who in the main will benefit?</b></p>	<p>Hereafter, 'policy' means policy, strategy, function, project, activity, or programme</p> <p><b>Disability</b> Service providers also have an anticipatory duty to make reasonable adjustments for disabled people. These two duties frequently overlap and it is sensible to consider them together. For example, can you:</p> <ul style="list-style-type: none"> <li>▪ Provide accessible communications?</li> <li>▪ Change how you collate and use data?</li> <li>▪ Revise how you involve service users?</li> </ul> <p>Analyse the impact of the policy on the <a href="#">protected characteristics</a> with due regard to the Public Sector Equality Duty.</p>

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 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

### Low

- 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

Use your reasoning to determine whether the impact will be positive, neutral, or negative. There are three possible outcomes:

- **Positive:** The EIA shows the policy is not likely to result in adverse impact for any protected characteristic and does advance equality of opportunity, and/or fulfils PSED in another way
- **Neutral:** The EIA shows the policy, strategy, function, project or activity is not likely to result in adverse impact for any protected characteristic and does not advance equality of opportunity, and/or fulfils PSED in another way
- **Negative:** The EIA shows the policy, strategy, function, project or activity is likely to have an adverse impact on a particular protected characteristic(s) and potentially does not fulfil PSED, or the negative impact will be mitigated through another means.

Should your policy not be applicable, you must note this and state why.

## Human Rights, Children's Rights

Additionally, demonstrate here that the impact on **Human and/or Children's Rights** arising from the policy has been considered.

### Human Rights

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

- Article 2: [Right to life](#)
- Article 3: [Freedom from torture and inhuman or degrading treatment](#)
- Article 4: [Right to liberty and security](#)
- Article 5: [Freedom from slavery and forced labour](#)
- Article 6: [Right to a fair trial](#)
- Article 7: [No punishment without law](#)
- Article 8: [Respect for your private and family life, home and correspondence](#)
- Article 9: [Freedom of thought, belief and religion](#)
- Article 10: [Freedom of expression](#)
- Article 11: [Freedom of assembly and association](#)
- Article 12: [Right to marry and start a family](#)
- Article 14: [Protection from discrimination in respect of these these rights and freedoms](#)
- Article 1 of Protocol 1: [Right to peaceful enjoyment of your property](#)
- Article 2 of Protocol 1: [Right to education](#)
- Article 3 of Protocol 1: [Right to participate in free elections](#)

(Article 1 of Protocol 13 is: Abolition of the death penalty)

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.

### Children's Rights (UNCRC)

All children and young people up to the age of 18 years have all the rights in the Convention. Some groups of children and young people - for example those living away from home, and young disabled people - have additional rights to make sure they are treated fairly and their needs are met.

Every child in the UK has been entitled to over 40 specific rights. These include:



	<ul style="list-style-type: none"> <li>▪ The right to life, survival and development</li> <li>▪ The right to have their views respected, and to have their best interests considered at all times</li> <li>▪ The right to a name and nationality, freedom of expression, and access to information concerning them</li> <li>▪ The right to live in a family environment or alternative care, and to have contact with both parents wherever possible</li> <li>▪ Health and welfare rights, including rights for disabled children, the right to health and health care, and social security</li> <li>▪ The right to education, leisure, culture and the arts</li> <li>▪ Special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation</li> </ul> <p>The rights included in the convention apply to all children and young people, with no exceptions.</p> <p>The above and more information can be found at <a href="#">Direct Gov</a>.</p>
<p><b>Q3</b> Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes/No</p> <p>Use your evidence from Q2 to state why</p>
<p><b>Q4</b> 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 a Full Equality Impact Analysis. You should also consider a Full Equality Impact Analysis if your decision is likely to be of high relevance to equality, and/or be of high public interest.</p>



### Equality Impact Analysis Initial Screening Tool with Guidance

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one– with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 6<sup>th</sup> April 2011 onwards. It is designed to help you determine whether you may need to do a Full EIA. If you already know that your decision is likely to be of high relevance to equality, and/or be of high public interest, you should contact the Opportunities Manager, as s/he may recommend moving directly to a Full EIA.

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) or ext 3430.

#### Initial Screening Equality Impact Analysis Tool

<b>Section 01</b>	<b>Details of Initial Equality Impact Screening Analysis</b>
<b>Financial Year and Quarter</b>	2011-12 / Quarter 1
<b>Name of policy, strategy, function, project, activity, or programme</b>	New, Housing Capital Programme 2011/12
<b>Q1 What are you looking to achieve?</b>	The programme seeks to ensure that the Council can continue to provide social rented homes of a good standard; fulfil the Council's statutory obligations as a social housing provider; protect the health, safety and well-being of residents; and preserve the integrity of the housing stock.
<b>Q2 Who in the main will</b>	Hammersmith and Fulham's social housing stock comprises nearly 13,000 homes, a significant proportion of which are situated in the borough's most deprived areas. Although there is a correlation

Tool and Guidance updated for new PSED from 06.04.2011

<b>benefit?</b>	<p>between social housing tenancy and many aspects of disadvantage, and while the programme may alleviate some symptoms, it is not expected that particular people or groups will be affected more than others. The exceptions are age and disability where a specific projects and programmes will benefit elderly and/or disabled tenants.</p> <p><b>Information: Protected characteristics and PSED</b></p> <p>The public sector equality duty (PSED) states that in the exercise of our functions, we must have due regard to the need to:</p> <ul style="list-style-type: none"><li>▪ Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited under the Act;</li><li>▪ Advance equality of opportunity between people who share a protected characteristic and those who do not; and</li><li>▪ Foster good relations between people who share a protected characteristic and those who do not.</li></ul> <p>Having due regard for advancing equality involves:</p> <ul style="list-style-type: none"><li>▪ Removing or minimising disadvantages suffered by people due to their protected characteristics;</li><li>▪ Taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and</li><li>▪ Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low</li></ul> <p>The Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.</p>
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	Age	<p>The programme includes various projects specific to sheltered housing, that is accommodation specifically designed or adapted for people aged 60 years or over:</p> <p><u>Sheltered housing windows</u>: It is proposed to replace the existing windows at five sheltered housing schemes with new double-glazed units. The new windows will be more energy-efficient, better ventilated, be more easily operated, and provide greater security to this vulnerable client group. A further benefit will be reduced heating bills.</p> <p><u>Warden call system upgrade</u>: Sheltered flats and the communal areas of schemes are fitted with an emergency alarm call system so that residents can get emergency help at any time of the day or night. The system is linked to the council's Careline service, which operates 24 hours a day, every day of the year. It is proposed to replace the existing analogue system with a digital network thus improving the long-term reliability of the service.</p> <p><u>Fire Alarm Upgrade</u>: The existing fire alarms in sheltered housing schemes will be upgraded to ensure the continued early detection of fire and to reduce the level of false alarms.</p> <p><u>Lift modernisation</u>: The programme includes projects to modernise passenger lifts serving blocks on various housing estates. These works will mean that lifts are temporarily out of service and this may be of particular inconvenience to elderly residents or residents with young children. Prior to works, consultation with residents will be undertaken and alternative arrangements for vulnerable residents will be considered. In exceptional circumstances this may entail a temporary decant while service is interrupted. However, in the longer term, the works will improve the reliability of the affected lifts. This project is therefore analysed as having both positive and negative impacts, with the positive outweighing the short-term negative impacts</p>	+	M
	Disability	<p><u>Disabled Adaptations</u>: The programme includes a budget of £800k for disabled adaptations. These are works that can help give tenants more freedom into and around their home and to access essential</p>	+	M

		<p>facilities within it. Adaptations can range from minor works such as the provision of grab rails or stair rails to major improvements such as the installation of stairlifts, ramps or walk-in showers. Eligibility for equipment or adaptations is assessed under the Fair Access to Care Services (FACs) criteria. Major adaptations are subsequently assessed by the Council's Occupational Therapist and will be appropriate to meet the needs of tenants with a permanent or substantial disability.</p> <p><u>Lift modernisation</u>: The programme includes projects to modernise passenger lifts serving blocks on various housing estates. These works will mean that lifts are temporarily out of service and this may be of particular inconvenience to residents with impaired mobility. However, in the longer term, the works will improve the reliability of these lifts. In addition, major refurbishment of lifts will include any necessary works to ensure DDA compliance.</p> <p><u>Digital TV Reception</u>: The programme includes the installation of digital television reception systems to various blocks. This is necessary to ensure continued television reception after the analogue signal is switched off in the London area in 2012. The new systems will mean that residents will have access to a variety of digital services. Such services may include subtitles for the hard of hearing and audio description for the visually impaired.</p>	-	L
			+	M
				+
	Gender reassignment	The Housing Capital Programme 2011/12 does not contain any specific provisions for transitioning or transgender people, though they would benefit from all of the proposed spend on projects for all general works.	/	N/A
	Marriage and Civil Partnership	<p>Information: The law does not require service providers to take into account the impact of what they do on married people and civil partners. The law does require public authorities to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status.</p> <p>The Housing Capital Programme 2011/12 is not applicable to this protected characteristic in this case</p>	/	N/A

	Pregnancy and maternity	<p>Analysis of impact on pregnancy and maternity including due regard to PSED (above).</p> <p>The programme includes projects to modernise passenger lifts serving blocks on various housing estates. These works will mean that lifts are temporarily out of service and this may be of particular inconvenience to pregnant women or women who have just given birth.</p>	-	M
	Race	The Housing Capital Programme 2011/12 does not contain any specific provisions for race groups, though all residents would benefit from all of the proposed spend on projects for all general works.	/	N/A
	Religion/belief (including non-belief)	The Housing Capital Programme 2011/12 does not contain any specific provisions for religious / non-religious groups, though all residents would benefit from all of the proposed spend on projects for all general works	/	N/A
	Sex	<p>The Housing Capital Programme 2011/12 does not contain any specific provisions for men or women, though all residents would benefit from all of the proposed spend on projects for all general works.</p> <p>Men and women with caring responsibilities for small children, for example, would be affected by the lift maintenance project. These works will mean that lifts are temporarily out of service and this may be of particular inconvenience to residents with caring responsibilities.</p> <p>However, in the longer term, the works will improve the reliability of these lifts. In addition, major refurbishment of lifts will include any necessary works to ensure DDA compliance, which would benefit those with buggies and prams, in addition to disabled people.</p> <p>Women who are pregnant or who have just given birth would be affected by the lift maintenance project. This is outlined above.</p>	/	N/A
			-	L
			+	M

	Sexual Orientation	The Housing Capital Programme 2011/12 does not contain any specific provisions for lesbian, gay, bisexual, or heterosexual people, though all residents would benefit from all of the proposed spend on projects for all general works	/	N/A
<p><b>Human Rights and Children's Rights</b></p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998? No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? No</p>				
<p><b>Q3</b> Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes</p> <p>Various projects in the proposed programme will make a positive contribution to equalities by delivering physical improvements to buildings, amenities and services which will particularly benefit elderly residents, those with caring responsibilities, women who are pregnant or who have just given birth, and residents with disabilities.</p>			
<p><b>Q4</b> 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>			



### Equality Impact Analysis Full Tool with Guidance

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one– with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 6<sup>th</sup> April 2011 onwards. It is designed to help you analyse decisions of high relevance to equality, and/or of high public interest

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) or ext 3430.

### Equality Impact Analysis – Housing Estate Investment Plan

The analysis below provides a provisional guide on the impact on the key equality groups of the policy in its current form. In relation to the framework for area-based improvement, a further analysis will be produced following statutory consultation with tenants on this part of the policy. In relation to asset-based limited disposal of HRA voids, the analysis will be finalised in time for publication on agenda for the Cabinet meeting considering it for adoption.

#### Full Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2011/12, Q1
Name and details of policy, strategy, function, project, activity, or programme	<p><b>Housing Estate Improvement Plan</b></p> <p>This is a policy framework to establish improvement and investment strategies for housing estates in the borough and the Council’s housing stock in general.</p>
Lead Officer	Name: Ian Ruegg

Tool and Guidance updated for new PSED from 06.04.2011



	Position: Enabling Manager Email: <a href="mailto:ian.ruegg@lbhf.gov.uk">ian.ruegg@lbhf.gov.uk</a> Telephone No: 020 8753 1722
<b>Date of completion of final EIA</b>	6 <sup>th</sup> April 2011

<b>Section 02</b>	<b>Scoping of Full EIA</b>
<b>Plan for completion</b>	<p>The EIA on the framework for area-based improvements will be completed following statutory consultation with tenants. Approval to undertake the statutory consultation is expected to be granted by Cabinet on 18th April 2011. Specific action plans for individual estates are outside the scope of this EIA. The equalities impact of these individual action plans will be considered as required at the time they are brought forward.</p> <p>The EIA on the asset-based approach to limited HRA voids disposal policy is set out below.          Resources: Data and policy          Lead Officer: Ian Ruegg</p>
<b>What is the policy, strategy, function, project, activity, or programme looking to achieve?</b>	<p><u>Area-based Improvements</u>          This proposed policy is designed to enable area-based methods of improvements to be applied to the Council's neediest housing estates. It is a borough-wide policy framework proposal, with proposed process and criteria for identifying estates for improvement, the types of methods backed by independent valuation which could potentially be applied, and the broad success measures and the monitoring arrangements that could be used. The success measures further the borough's wider community strategy goals. The framework proposes to require that any action plan for an estate designated as in need of improvement be approved by Cabinet subject to consultation with local residents.</p> <p>The area-based improvement framework is subject to consultation with Council tenants as required in law under s.105 Housing Act 1985.</p> <p><u>Asset-Based Limited Voids Disposal</u>          This policy puts in place additional funding arrangements for ongoing investment in the Council's housing stock and capital regeneration activities, including the area-based improvement programme and investment required to meet housing need. In particular, it revises and introduces a number of new conditions to the Council's current Limited Voids disposals policy in order to meet investment needs</p>

over the coming decades. The law, under Section 105 Housing Act 1985 does not require consultation with Council tenants on this proposal

Age	<p><u>Area-based Improvements</u></p> <p>The proposed policy of area-based intervention is aimed at improving the neediest Council estates and the lives and living environment of their residents. Many children and young people as well as elderly residents live on Council estates and would therefore be directly in line to benefit from expected gains.</p> <p>High impact can be expected for children and young people. Complete figures for the child population in council housing in the borough is not available. However, almost 80% of all family-sized accommodation (i.e. 2 bedrooms or more) in the Council's stock is on estates, and so it follows that the proposed policy requirement for neighbourhoods to encompass housing estates should mean improvement and investment flows to the parts of the stock where children and young people are most likely to live.</p> <p>Among the particular area-based estate improvement methods that could benefit children and young people are: support to raise educational standards; access to employment and training; health and well-being initiatives; and outreach to reduce overcrowding.</p> <p>Medium impact can be expected for older residents given that almost a third (28%) of Council tenants are aged 65 years and over, and almost two-thirds (61%) of these reside on Council estates. Health and well-being initiatives, as well as outreach services are among the most obvious examples of where positive impacts can be expected. Older residents can also be expected to benefit from area-based estate improvement methods which reduce crime and ASB as in the borough's last two Annual Residents' Survey older residents reported feeling less safe outside at night than younger residents.</p> <p>Estate action plans and the specific form of improvement packages will be equality impact assessed on a case by case basis, however</p>	+	H
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		<p>there is no indication that the proposed improvement methods per se - e.g. mixing tenures, physical and environmental improvements works – would have an adverse impact on the basis of age.</p> <p>In terms of mixing tenures, increasing the number of low cost home ownership opportunities should enable more young people to become first-time buyers, as the average age of a first-time buyer without parental assistance has been rising, with the average age now 37 (source: Home Builders Federation, October 2010).</p> <p>Older first-time buyers nearing the end of their earning capacity may face obstacles in obtaining a mortgage. However, for older people who are existing home-owners and who may find it equally difficult to obtain a mortgage, low-cost home ownership can provide opportunities. For example, this could be in terms of downsizing for those who are finding it difficult to manage a large home, and who may want to release equity to meet care costs or to support their children to purchase a home. Similarly, low cost home ownership could enable moves for existing older home owners in inappropriate housing, for example due to floor level or internal stairs. In both these scenarios existing older home owners could potentially make an outright purchase of a portion of the property (as little as 25%), and in this way circumvent the need to obtain a mortgage. In addition, special shared ownership schemes administered by housing associations have been devised specifically for people over 55 years old who waive the rental element on the final quarter, once 75% of the property has been purchased. One advantage of the policy being proposed is that the marketing and sale of properties for shared ownership will be undertaken by housing associations. This should mean older residents are able to benefit from the sector's expertise generally, if not also in this scheme in particular.</p> <p>Consultation on the policy will ensure it is accessible – e.g. in formats preferred by different age groups - so that all Council tenants can learn of the proposals and convey their views. Representations will be accepted orally and in writing, by post, telephone, on-line and</p>		

		<p>through third party representatives which should remove barriers to participation for people who are house-bound or have trouble with mobility.</p> <p><u>Asset-Based Limited Voids Disposal</u></p> <p>Achieving additional capital investment into the Council housing stock across the borough through limited voids disposal will be of benefit to all Council tenants and their households, which encompass both the young and the old. Use of these receipts to acquire large family units or to fund capital schemes that alleviate overcrowding could also be beneficial to children and young people as they are often members of these households. Schemes that enable grown-up children to move from overcrowded Council tenancies, which are another potential use of the receipt, could also be of benefit to tenants, generally older people, who would have potentially more space.</p>		
	Disability	<p><u>Area-based Improvements</u></p> <p>The proposed policy of area-based intervention is aimed at improving the neediest Council estates and the lives and living environment of their residents. People with disabilities and physical or mental ill health are disproportionately represented in Council housing. Complete figures are not available, however the majority of Council housing estates in the scope of the proposed policy (i.e. with 100 or more Council tenants) all fall within those parts of the borough with the highest incidence of health deprivation and disability. People with health problems and/ or disabilities could be more likely to benefit from the expected gains, should the policy be adopted.</p> <p>Disabled residents can be expected to benefit directly from area-based estate improvement methods, if they were implemented, to reduce crime and ASB. This is because the borough's last two annual residents' surveys of people with disabilities reported feeling less safe outside both in the day and at night than people without disabilities.</p>	+ and -	H

	<p>Disabled residents of working age in the borough could derive particular benefits from the proposed training and employment initiatives. This is because disabled people are proportionately less likely to be in employment than people without disabilities: around 46% of working aged people with disabilities have jobs; the employment rate for the general population is 65% (source - ONS data).</p> <p>Consultation on the policy will ensure it is accessible – e.g. takes place in physically accessible locations, literature is available in a range of formats - so that all Council tenants can learn of the proposals and convey their views. Representations will be accepted orally and in writing, by post, telephone, on-line and through third party representatives which should remove barriers to participation for people with mobility impairments.</p> <p>Estate action plans and the specific form of proposed improvement packages will have to be equality impact assessed on a case by case basis however there is no indication that the proposed improvement methods - e.g. mixing tenures, physical and environmental improvements works - disadvantage people with disabilities on principle.</p> <p>While there is no indication that the proposed improvement methods will in principle disadvantage disabled people or those with physical or mental ill health, it is known that this group faces particularly barriers to accessing and retaining employment. In turn, lack of employment may impact on the ability of disabled people to access new shared ownership opportunities; it may also prevent moves to those estates selected for improvement that adopt an approach of prioritising allocations to working households.</p> <p>People with disabilities do become home owners. The Council has helped 16 households from this group to buy a home since 2007.</p>		
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	<p>Data from 2010 shows 99 people with disabilities are active members on the Council's Home Buy Register.</p> <p>Results-driven outreach employment and training services may lessen the adverse effects in relation to securing and keeping employment and the ability to access low cost home ownership.</p> <p>The council is currently delivering a number of employment initiatives that provide paid work, (and, in the case of apprenticeships, training and qualifications), to enable residents to sustain employment. These initiatives have been particularly successful in recruiting disadvantaged groups including those described as 'adults with moderate to severe learning disabilities' by the PSA 16 categorization. Whilst the number is low, 23% of the 2010 Business Apprenticeship scheme and 7% of the LBHF Future Jobs Fund employees are from this group.</p> <p>In addition, to this Hammersmith and Fulham Action on Disability (HAFAD) and H&amp;F Mencap receive council funding to deliver services directly to residents with disabilities and to raise awareness amongst employers of the benefits of recruiting people with disabilities. LBHF Connexions also provides 'access to work' services to disabled residents up to the age of 24.</p> <p>The changes to the mainstream employment support with the introduction of the 'single work programme' this year is designed to ensure that the most disadvantaged receive most support by incentivising service providers with additional payments for securing and sustaining employment for these groups.</p> <p><u>Asset-Based Limited Voids Disposal</u></p> <p>Achieving additional capital investment into the Council housing stock across the borough through limited voids disposal will be of benefit to all Council tenants, which as has been mentioned has a significant</p>		
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		<p>proportion of people with physical and mental ill health. In terms of increasing disposals and its impact on housing need, the main pressures are around large-family units. The supply of ground floor properties across bedroom sizes is well-distributed. The impact on disabled people or those needing to move for reasons of ill health, as opposed to more space is, therefore, expected to be neutral.</p>		
	Gender reassignment	<p><u>Area-based Improvements</u></p> <p>There is very little data on gender re-assignment of Council tenants or members of their household. That said, the effects of this policy are expected to be neutral in terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain on account of changing gender from male to female or vice versa or at partial stages in that process.</p> <p>Consultation on the policy will endeavour to ensure that residents are addressed by the name on current Council records and where referred to in the third person by the correct use of 'he' or 'she'.</p> <p>Estate action plans and the specific form of proposed improvement packages will have to be equality impact assessed on a case by case basis however there is no indication that the proposed improvement methods - e.g. mixing tenures, physical and environmental improvements works - disadvantage people undergoing gender re-assignment.</p> <p><u>Asset-Based Limited Voids Disposal</u></p> <p>The effects of this approach are expected to be neutral in terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain on account of undergoing gender re-assignment.</p>	neutral/+	L

	<p>Marriage and Civil Partnership</p>	<p><u>Area-based Improvements</u></p> <p>The Council has limited data on the marital status of its tenants or members of their households. That said, the effects of this policy are expected to be neutral in terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain on account of whether they are married, single, divorced, cohabiting or in a civil partnership.</p> <p>Estate action plans and the specific form of proposed improvement packages will have to be equality impact assessed on a case by case basis however there is no indication that the proposed improvement methods - e.g. mixing tenures, physical and environmental improvements works - have either a positive or negative impact on this protected characteristic in principle. For example, in relation to tenure diversity there is no evidence of mortgage applications being declined on grounds of marital status.</p> <p><u>Asset-Based Limited Voids Disposal</u></p> <p>Those with a housing need who are both single in terms of marital status and who are also a single person household are likely to be affected by a net loss of studio and 1 bedroom accommodation. In addition childless married or cohabiting or civil partnership couples are equally likely to be affected. Studios and 1 bed units are, however, already in relatively plentiful supply to meet housing need compared to larger properties, as evidenced in the analysis of the need and supply of social rented housing in the borough that accompanies the report (Appendix 3). Therefore, while there will be a loss of smaller units for letting the effect of this is not likely to be significant. It is anticipated that when weighed in the balance the overall cost/ benefit of losing smaller units versus the investment gains from the disposal receipts should result in varying net gains. For example, receipts may potentially be used to support overcrowded adult households living with their parents to purchase or rent their own home.</p>	<p>neutral and +</p>	<p>L</p>
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	Pregnancy and maternity	<p><u>Area-based Improvements</u></p> <p>The Council has limited data on the proportion of its tenants or members of their households in this equalities category. The effects of this policy are expected to be neutral in terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain on account of being pregnant or being in the 26 weeks period post- birth of the child. whether they are married, single, divorced, cohabiting or in a civil partnership.</p> <p>Consultation on the policy will ensure it is accessible so that all Council tenants can learn of the proposals and convey their views. Representations will be accepted orally and in writing, by post, telephone, on-line and through third party representatives which should remove barriers to participation for individuals who may find difficulty travelling with a new-born child or be in the late stages of pregnancy.</p> <p>Estate action plans and the specific form of proposed improvement packages will have to be equality impact assessed on a case by case basis however there is no indication that the proposed improvement methods - e.g. mixing tenures, physical and environmental improvements works - have either a positive or negative impact on this protected characteristic in principle. For example, in relation to tenure diversity, the Equality Act 2010 makes it unlawful for banks and financial services to refuse a mortgage on grounds of pregnancy or maternity. Women who can demonstrate they have the long-term means to manage a mortgage but who are currently on Statutory Maternity Pay (SMP) or maternity-related reduced pay from their employer may also argue that their standard salary should be used by mortgage providers in calculating affordability.</p>	neutral	L

		<p><u>Asset-Based Limited Voids Disposal</u> The effects of this approach are expected to be neutral in terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain on account of either pregnancy or maternity.</p>		
	Race	<p><u>Area-based Improvements</u> The proposed policy of area-based intervention is aimed at improving the neediest Council estates and the lives and living environment of their residents. Black and ethnic minority groups are disproportionately represented in Council housing. For illustration, 40% of all council tenants identify themselves as from black and ethnic minority groups .The majority of these tenants (66% of the 40%) live on Council estates.</p> <p>Council tenants who classify themselves as British are also more likely to be tenants of Council estates – 76% of this group live on Council estates rather than elsewhere in the stock - so this policy will also benefit the majority of this group as well. (The classification ‘British’ appears as one of a range of national and racial groupings within this data set. ‘White British’ tenants are more likely to identify with the category ‘British’ rather than the other possible options on the list. ‘British’ may also include those black British tenants and British tenants from ethnic minorities who prefer to identify themselves by nationality rather than racial characteristics.)</p> <p>Among the proposed area-based methods that could particularly benefit black and ethnic minority residents are:</p> <ul style="list-style-type: none"> <li>- support to raise educational standards (pupils not categorised as white accounted for more than half the pupils with Special Educational Needs in the borough’s primary schools – source: Borough Profile, 2010));</li> <li>- access to employment and training (just over 40% of those of working age classified as being in an ethnic minority are in</li> </ul>	+ and -	H

		<p>paid employment, compared to 74% of those of working age classified as being white – source ONS data));</p> <ul style="list-style-type: none"> <li>- outreach to reduce overcrowding (those recorded in ethnicity categories other than White British make up the majority of households in housing need in the borough, in December 2010 accounting for 46% of urgent cases (Band A), 52% of severe cases (Band B) and 66% of cases with some housing need (Band C));</li> <li>- access to low-cost home ownership opportunities (an up to date ethnic breakdown of average household income in the borough is not available, however those with an income of £30k or more per annum, in other words well above the threshold to access low cost home ownership opportunities accounted for 32.2% of tenants on the Council's largest estates (around 54% of tenants on the Council's largest estates have a household income above the entry income threshold for low cost home ownership of £19k). (source: CACI Paycheck 2010) This group is likely to include many households from black and ethnic minority backgrounds who would not otherwise be in a position to own their own home given the high representation of such households in the ethnic profile of Council estates, even allowing for a relatively lower employment rate amongst ethnic minorities.</li> </ul> <p>Estate action plans and the specific form of improvement packages will have to be equality impact assessed on a case by case basis, however there is no indication that the improvement methods - e.g. mixing tenures, physical and environmental improvements works - disadvantage black or ethnic minority groups on principle.</p> <p><u>Asset-Based Limited Voids Disposal</u> Achieving additional capital investment into the Council housing stock through limited voids disposal will be of benefit to all Council tenants, which as has been mentioned has a significant black and ethnic minority profile.</p>		
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		<p>Disposal of more units will entail a net loss in properties available to meet housing need and as has been mentioned, the majority of people in housing need in the borough are in categories other than 'white British'. An important consideration in assessing the impact of this loss is the fact that the policy lowers the open market value threshold for triggering disposals and tiers these thresholds by bedroom size. The policy also lowers the refurbishment value for triggering a disposal. This new approach means studios and 1 bedrooms are more likely to be sold than was previously the case. The highest demand for studios and 1 bed units is from white British households. Studios and 1 bed units are, however, already in relatively plentiful supply to meet housing need compared to larger properties, as evidenced in the analysis of the need and supply of social rented housing in the borough that accompanies the report (Appendix 3). Therefore, while there will be a loss of smaller units for letting the effect of this is not likely to be significant. It is anticipated that when weighed in the balance the overall cost/ benefit of losing smaller units versus the investment gains from the disposal receipts should result in varying net gains for tenants and their households across different race groups.</p> <p>The analysis of the need and supply of social rented housing indicates however that the supply of larger properties is less plentiful. In terms of the demand for these properties, households from Black backgrounds are more likely to have a housing need for properties of 4 bedrooms or more (13%), compared to those households from Asian backgrounds (8%), and those households from White and Mixed backgrounds (3%) (Source: Hammersmith and Fulham Housing Market Assessment, December 2010). Therefore, if there is a net loss from the stock of larger properties this could have an adverse differential impact on households from a Black and Asian background (it should be noted here that in terms of actual households those needing 4 bedrooms or more compared to those waiting in the lower bedroom categories are relatively few in number).</p>		
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		<p>A number of elements are built into the policy to provide checks and balances designed to mitigate against these impacts:</p> <ol style="list-style-type: none"> <li>1. The policy includes provision to retain dwellings for which there is an exceptional need either in the present or the near future (6 months into the future for properties of 4 bedrooms or more). Where disposals are approved these will be on the basis of a prior report from the Director of Housing and Regeneration demonstrating there is no exceptional need for the dwelling.</li> <li>2. The policy makes provision for factors of housing demand to be considered when deciding on disposal, for example whether the dwelling is required to meet an urgent or very severe housing need which cannot be met through existing stock or provision. (Where disposals are approved the policy requires that these be on the basis of a prior report from the Director of Housing and Regeneration evidencing that these factors have been given due consideration.)</li> <li>3. The policy makes provision to retain a given dwelling, typically a small unit, where this may facilitate a tenant to downsize and release a large family-unit.</li> <li>4. The policy makes provision to use receipts to acquire replacement stock, which can include larger family sized units, and to fund capital initiatives which address overcrowding and housing need, for example, enlarging properties through lateral conversions, or providing grants to enable mobility from the social rented sector into home ownership.</li> </ol>		
	Religion/belief (including non-belief)	<p><u>Area-based Improvements</u></p> <p>There is very little data on the religious persuasion of Council tenants. As a group Council tenants are ethnically diverse from which it might be inferred that a broad cross-section of world religions are represented in the tenant population. Ethnicity and nationality are not inevitable markers however of a particular faith or of belief or non-belief for that matter.</p> <p>That said, the effects of this policy are expected to be neutral in</p>	neutral	L

		<p>terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain on account of holding a particular religious belief or the lack of one.</p> <p>Consultation on the policy will ensure it is accessible – e.g. where there are events that these do not clash with religious festivals - so that all Council tenants can learn of the proposals and convey their views. Representations will be accepted from third party representatives.</p> <p>Estate action plans and the specific form of proposed improvement packages will have to be equality impact assessed on a case by case basis however there is no indication that the proposed improvement methods - e.g. mixing tenures, physical and environmental improvements works – have either a positive or negative impact on this protected characteristic in principle. For example, in relation to tenure diversity there are specific religiously sanctioned financial products to assist purchase for those whose religious obligations are not facilitated by the mainstream mortgage market, e.g. ‘Sharia’ mortgages.</p> <p><u>Asset-Based Limited Voids Disposal</u></p> <p>The effects of this approach are expected to be neutral in terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain on account of holding a particular religious belief or the lack of one. For example, it has been noted that a net loss of larger sized properties could differentially impact on black and Asian households. However, there is no obvious religious co-relative in relation to black and Asian households in this instance, say for example, a religious prohibition on birth control behind the disproportionate number of black and Asian households needing larger family sized homes. There is therefore no evidence to indicate an additional adverse impact stemming from religion.</p>		

	Sex	<p><u>Area-based Improvements</u></p> <p>The proposed policy of area-based intervention is aimed at improving the neediest Council estates and the lives and living environment of their residents. 61% of Council tenants are women, the vast majority of whom (78% of the 61%) live on Council estates and could therefore benefit from the expected gains, e.g. better resident satisfaction and area popularity, reductions in crime and ASB, support into employment and training, reductions in overcrowding, and so on.</p> <p>Women could be expected to benefit from area-based estate improvements that reduce crime and ASB given in the borough's last two Annual Residents' Survey women reported feeling less safe outside at night than men.</p> <p>Men of working age from black and ethnic minority backgrounds are proportionately less likely to be in employment than other groups when considered in terms of race and gender and, therefore, could be more likely to benefit from proposed training and employment initiatives.</p> <p>Consultation on the policy will ensure it is accessible – e.g. timing events not to clash with the school run - so that all Council tenants can learn of the proposals and convey their views.</p> <p>Estate action plans and the specific form of improvement packages will have to be equality impact assessed on a case by case basis however there is no indication that the improvement methods - e.g. mixing tenures, physical and environmental improvements works - disadvantage men or women in principle.</p> <p>For example, in relation to accessing low-cost home ownership, in</p>	+	H

	<p>terms of income an up to date breakdown of average household income in the borough by gender is not available. However those with an income of £30k or more per annum, in other words well above the threshold to access low cost home ownership opportunities accounted for 32.2% of tenants on the Council's largest estates (around 54% of tenants on the Council's largest estates have a household income above the entry income threshold for low cost home ownership of £19k). (source: CACI Paycheck 2010) This group is likely to include many women given they represent the majority of tenants, even allowing for a relatively lower employment rate in the borough for women than for men (60.1% of women aged 16-64 are in paid work compared to 70.1% of men of the same age (source: CACI Paycheck 2010 ))</p> <p>Nationally, the gender pay gap varies according to age. For example, women aged 20-29 earn more than men the same age when either full-time or part-time employment are compared. The gender pay gap also varies depending generally on whether work is full-time or part-time, with men earning more in the former and women earning more in the latter. It also varies according to occupation. The gender pay gap for full-time employees in professional occupations is slight, as narrow as 1.6%, while there is a gulf in skilled trades with the pay gap as wide as almost 32%. When looked at across all employment the pay gap, though decreasing, continues to favour men. That said, variation between ages, occupation and in the size of the gap make it difficult to contend that either women or men will generally have more difficulty in purchasing a home on account of gender income disparities. (source: ONS, 2010)</p> <p><u>Asset-Based Limited Voids Disposal</u> Achieving additional capital investment into the Council housing stock across the board through limited voids disposal will be of benefit to all Council tenants, of whom many are women-led households, through reinvestment of the receipts realised..</p> <p>Use of receipts to meet housing need should act as a counterweight</p>		
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		<p>to the rise in disposals and loss of properties available for letting. Introducing bedroom-based thresholds for disposal should also mean that more small size units are disposed, a more manageable loss in relation to addressing housing need in the borough. Use of these receipts to acquire large family units or to fund capital schemes that alleviate overcrowding will be beneficial to women as they are often the head of large family households.</p>		
	<p>Sexual Orientation</p>	<p><u>Area-based Improvements</u>  The Council has limited data on the breakdown of its tenants and their household members by sexual orientation. That said, the effects of this policy are expected to be neutral in terms of this characteristic, with nothing on the face of it to suggest a tenant or members of their household stand to lose or gain purely on account homosexual, heterosexual or bi-sexual.</p> <p>Consultation on the policy will ensure it is accessible so that all Council tenants can learn of the proposals and convey their views. Representations will be accepted from third party representatives.</p> <p>Estate action plans and the specific form of proposed improvement packages will have to be equality impact assessed on a case by case basis however there is no indication that the proposed improvement methods - e.g. mixing tenures, physical and environmental improvements works – have either a positive or negative impact on this protected characteristic in principle.</p> <p><u>Asset-Based Limited Voids Disposal</u>  Achieving additional capital investment into the Council housing stock through limited voids disposal will be of benefit to all Council tenants, whatever their sexuality.</p>	<p>neutral</p>	<p>L</p>

	<p><b>Human Rights and Children's Rights</b></p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998?</p> <p>Area Based Improvements</p> <p>Yes: Article 6: Right to a fair trial (to have your views heard), Article 8 (Right to respect for your family life, home and correspondence), Article 14 (Right to freedom from discrimination in respect of these rights and freedoms), Article 1 of Protocol 1 (Right to peaceful enjoyment of your property). It is considered that these would be positively impacted by the proposed policy, which will be consulted on.</p> <p>Asset-Based Limited Voids Disposal</p> <p>Only vacant properties so no human rights impacts.</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)?</p> <p>Area Based Improvements</p> <p>Yes:</p> <ul style="list-style-type: none"> <li>▪ The right to life, survival and development</li> <li>▪ The right to have their views respected, and to have their best interests considered at all times</li> </ul> <p>It is considered that these would be positively impacted by the proposed policy, which will be consulted on</p> <p>Asset-Based Limited Voids Disposal</p> <p>Only vacant properties so no human rights impacts.</p>
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Section 03	Analysis of relevant data and/or undertake research
Documents and data reviewed	<ul style="list-style-type: none"> <li>- Equalities data on Council tenants and stock breakdown by bedroom size March 2011</li> <li>- Housing demand summary by banding and ethnicity, (LBHF, I-world, December 2010)</li> <li>- Hammersmith and Fulham Annual Residents' Survey 2010</li> <li>- Hammersmith and Fulham Annual Residents' Survey 2009</li> <li>- Annual Population Survey, Office for National Statistics (Office for National Statistics) (March 2011)</li> <li>- Hammersmith and Fulham Borough Profile 2010</li> <li>- Hammersmith and Fulham Housing Market Assessment, December 2010</li> <li>- CACI Paycheck 2010 data on household incomes on the Council's 20 largest estates</li> <li>- Broken Ladder: A Report into the Affordability Gap Faced by First-Time Buyers (Home Builders Federation, October 2010)</li> <li>- 'Provision of goods, facilities and services to Trans people: Guidance for Public Authorities in meeting your equality duties and human rights obligations', (Equality and Human Rights</li> </ul>

	<p>Commission, 2009)</p> <ul style="list-style-type: none"> <li>- 'Earnings – Full Time Gender Pay Gap Narrows', 8/12/10 (Office for National Statistics website)</li> </ul>
<b>New research</b>	No new research was undertaken. A consultation on the proposed Area Based Improvements Policy will be undertaken.

<b>Section 04</b>	<b>Undertake and analyse consultation</b>
<b>Consultation</b>	A consultation on the proposals for area-based improvements Policy will be undertaken No consultation is required for the asset-based approach to limited voids disposal.
<b>Analysis</b>	What did you learn from your consultation about your proposed or existing policy relation to the protected characteristics and/or human and children's rights? The consultation required has yet to take place on the area based estate improvement policy.

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	What has your consultation and analysis of data shown? Is there evidence of lawful and/or unlawful discrimination? The analysis that has been undertaken does not indicate lawful or unlawful discrimination. In relation to area-based improvements it shows a potential adverse differential impact to accessing low cost home ownership by people with disabilities due to barriers to entering and retaining employment. In relation to asset-based limited HRA void disposals it shows a potential adverse differential impact for BME households in relation to the availability of larger family-sized dwellings.

<b>Section 06</b>	<b>Reducing any adverse impacts</b>
<b>Outcome of Analysis</b>	<p>Include any specific actions you have identified that will remove or mitigate against the risk of unlawful discrimination.</p> <p><u>Area-based improvements</u></p> <ul style="list-style-type: none"> <li>- <u>results-driven outreach employment services</u></li> <li>- <u>help for people with disabilities to find and stay in jobs</u></li> <li>- <u>Estate action plans and the specific form of improvement packages to be equality impact assessed on a case by case basis with specific mitigation measures devised as and where</u></li> </ul>

	<p style="text-align: center;"><u>required</u></p> <p><u>Asset-based limited voids disposal</u></p> <ul style="list-style-type: none"> <li>-provision to retain dwellings for which there is an exceptional need either in the present or the near future (6 months into the future for properties of 4 bedrooms or more). Where disposals are approved these will be on the basis of a prior report from the Director of Housing and Regeneration demonstrating there is no exceptional need for the dwelling.</li> <li>- provision for factors of housing demand to be considered when deciding on disposal, for example whether the dwelling is required to meet an urgent or very severe housing need which cannot be met through existing stock or provision. (Where disposals are approved the policy requires that these be on the basis of a prior report from the Director of Housing and Regeneration evidencing that these factors have been given due consideration.)</li> <li>- provision to retain a given dwelling, typically a small unit, where this may facilitate a tenant to downsize and release a large family-unit.</li> <li>- provision to use receipts to acquire replacement stock, which can include larger family sized units, and to fund capital initiatives which address overcrowding and housing need, for example, enlarging properties through lateral conversions, or providing grants to enable mobility from the social rented sector into home ownership.</li> </ul>
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Section 07	Action Plan					
Action Plan	Issue identified	Action (s) to be taken	When	Lead officer	Expected outcome	Date added to business/service plan
	Accessing low cost home ownership by people with disabilities	Implement planned support as detailed in Section 6	2011/12	Gurnam Selvarajah	Disabled households offered support to retain and access employment	

	Availability of larger family sized dwellings for BME households	Stock replacement is considered on a case by case basis	On going	Ian Ruegg	Suitable stock is procured or stock that meets need is secured	
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<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Chief Officer sign-off</b>	Name: Nick Johnson Position: Email: Telephone No:
<b>Key Decision Report</b>	Date of report to Cabinet/: 18/4/11 Confirmation that key equalities issues found here have been included: Yes/No
<b>Opportunities Manager for advice and guidance only</b>	Name: Carly Fry Position: Opportunities Manager Date advice / guidance given: 29.03.2011 Email: <a href="mailto:PEIA@lbhf.gov.uk">PEIA@lbhf.gov.uk</a> Telephone No: 020 8753 3430

### Full Equality Impact Analysis Guidance

<b>Section 02</b>	<b>Scoping of EIA</b>
<b>What is the policy, strategy, function, project, activity, or programme looking to achieve?</b>	Hereafter, 'policy' means policy, strategy, function, project, activity, or programme  <b>Disability</b> Service providers also have an anticipatory duty to make reasonable adjustments for disabled people. These two duties frequently overlap and it is sensible to consider them together. For example, can you: <ul style="list-style-type: none"> <li>▪ Provide accessible communications?</li> <li>▪ Change how you collate and use data?</li> <li>▪ Revise how you involve service users?</li> </ul>

Analyse the impact of the policy on the [protected characteristics](#) with due regard to the Public Sector Equality Duty.

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/children's 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 general duty, and/or to human/children's rights
- There is some evidence that some groups are (or could be) differently affected by it
- There is some public concern about it

### Low

- The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human/children's rights
- There is little evidence that some groups are (or could be) differently affected by it
- There is little public concern about it

Use your reasoning to determine whether the impact will be positive, neutral, or negative. There are three possible outcomes:

- **Positive:** The EIA shows the policy is not likely to result in adverse impact for any protected characteristic and does advance equality of opportunity, and/or fulfils PSED in another way
- **Neutral:** The EIA shows the policy, strategy, function, project or activity is not likely to result in adverse impact for any protected characteristic and does not advance equality of opportunity, and/or fulfils PSED in another way
- **Negative:** The EIA shows the policy, strategy, function, project or activity is likely to have an adverse impact on a particular protected characteristic(s) and potentially does not fulfil PSED, or the negative impact will be mitigated through another means.

Should your policy not be applicable, you must note this and state why.

### **Human Rights, Children's Rights**

Additionally, demonstrate here that the impact on **Human and/or Children's Rights** arising from the policy has been considered.

### **Human Rights**

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

- Article 2: [Right to life](#)
- Article 3: [Freedom from torture and inhuman or degrading treatment](#)
- Article 4: [Right to liberty and security](#)
- Article 5: [Freedom from slavery and forced labour](#)
- Article 6: [Right to a fair trial](#)
- Article 7: [No punishment without law](#)
- Article 8: [Respect for your private and family life, home and correspondence](#)
- Article 9: [Freedom of thought, belief and religion](#)
- Article 10: [Freedom of expression](#)
- Article 11: [Freedom of assembly and association](#)
- Article 12: [Right to marry and start a family](#)
- Article 14: [Protection from discrimination in respect of these these rights and freedoms](#)
- Article 1 of Protocol 1: [Right to peaceful enjoyment of your property](#)
- Article 2 of Protocol 1: [Right to education](#)
- Article 3 of Protocol 1: [Right to participate in free elections](#)

(Article 1 of Protocol 13 is: Abolition of the death penalty)

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.

### **Children's Rights (UNCRC)**

All children and young people up to the age of 18 years have all the rights in the Convention. Some groups of children and young people - for example those living away from home, and young disabled people - have additional rights to make sure they are treated fairly and their needs are met.

	<p>Every child in the UK has been entitled to over 40 specific rights. These include:</p> <ul style="list-style-type: none"> <li>▪ The right to life, survival and development</li> <li>▪ The right to have their views respected, and to have their best interests considered at all times</li> <li>▪ The right to a name and nationality, freedom of expression, and access to information concerning them</li> <li>▪ The right to live in a family environment or alternative care, and to have contact with both parents wherever possible</li> <li>▪ Health and welfare rights, including rights for disabled children, the right to health and health care, and social security</li> <li>▪ The right to education, leisure, culture and the arts</li> <li>▪ Special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation</li> </ul> <p>The rights included in the convention apply to all children and young people, with no exceptions.</p> <p>More information on UNCRC can be found at <a href="#">Direct Gov</a>.</p>
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<b>Section 03</b>	<b>Analysis of relevant data and/or undertake relevant research</b>
<b>Documents and data reviewed</b>	<p>Examples:</p> <ul style="list-style-type: none"> <li>▪ Previous EIAs</li> <li>▪ <a href="#">Single Equality Scheme</a></li> <li>▪ <a href="#">Disability Equality Scheme</a></li> <li>▪ <a href="#">Corporate Plan</a></li> <li>▪ <a href="#">LAA Targets</a></li> <li>▪ <a href="#">UDP</a></li> <li>▪ <a href="#">JSNA</a></li> <li>▪ <a href="#">LBHF Consultations</a></li> <li>▪ <a href="#">Deprivation information</a></li> <li>▪ <a href="#">Census info on population</a></li> <li>▪ <a href="#">Ward Profiles</a></li> <li>▪ <a href="#">CRAIG</a> information, including <a href="#">local plans and research</a></li> <li>▪ <a href="#">Council</a> or External Studies or <a href="#">Research</a> (inc. for hidden populations such as LGBT)</li> <li>▪ Service Monitoring Reports (qualitative and quantitative)</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Consultation/focus group feedback (inc. feedback from users and/or organisations that represent users)</li> <li>▪ Complaints and Comments</li> <li>▪ Monitoring information (inc. service equality or workforce monitoring etc).</li> <li>▪ Information from formal audits</li> <li>▪ Previous customer research and satisfaction surveys – such as the <a href="#">Annual Resident's Satisfaction Survey</a> and <a href="#">Place Survey</a></li> <li>▪ Staff Surveys, opinions and information from Trade Unions (contact <a href="#">Organisation Development</a>)</li> <li>▪ Workforce monitoring: contact the <a href="#">TRENT</a> team and/or see <a href="#">HR Statistics</a> for LBHF</li> <li>▪ Contract monitoring reports</li> <li>▪ Press coverage</li> <li>▪ Feedback from focus groups, area panels or forums, etc</li> <li>▪ Feedback from individuals or organisations representing the interests of key target groups or similar</li> <li>▪ The knowledge, technical advice, expertise and experience of the people assisting in the completion of the EIA</li> <li>▪ Academic, qualitative and quantitative research, including findings from other councils. (There are many institutions that carry out this kind of research and it is not possible to list them here. Those such as <a href="#">IESR</a> and <a href="#">IFS</a> focus on economics, as examples)</li> <li>▪ Outcomes of Judicial Reviews/<a href="#">Judgements</a></li> </ul> <p>Assess your sources against the protected characteristics and the aims of your policy in order to plan your consultation.</p>
<b>New research</b>	If you find that you need to undertake new research, please contact the Opportunities Manager
<b>Section 04</b>	<b>Analyse or undertake consultation</b>
<b>Consultation</b>	<p>The specific duties assume the need to undertake engagement as they state that public bodies must publish information about the engagement they have undertaken with persons with an interest in furthering the aims of the equality duty.</p> <p>The specific duties do not set out how or when we should engage and consult. This means that your consultation will need to be proportionate to the decision that is being taken.</p> <p>You may wish to draft the EIA and make it available alongside the policy that you are consulting on,</p>

	<p>during consultation, in order to gain feedback.</p> <p>The EHRC has produced a <a href="#">guide to consultation</a>, and <a href="#">general guidance</a>. These may help you.</p> <p>Design your consultation with the <a href="#">Involving Residents Policy</a> in mind and in line with the Council's <a href="#">Consultation Guidelines</a>. <a href="#">Community Liaison</a> also have a list of community and voluntary organisations in the borough (<a href="#">officer details</a>).</p>
<b>Analyse</b>	<p>What did you find in your consultation about your proposed or existing policy in relation to the protected characteristics? What were their experiences and/or needs, and how do these relate to outcomes/your proposed or existing policy?</p>

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	<p>In assessing the impact(s) on protected characteristics, including where people are represented in more than one, consider whether there is potential for it to result in unlawful discrimination, or a less favourable impact on any protected characteristic, or if an opportunity to promote equality has been missed.</p> <p>To do this, you need to analyse your evidence and whether what you have found indicates direct or indirect discrimination. You must consider the relevance of your policy to the protected characteristics, and the weight given to each of these (including where people are represented in more than one).</p> <p><b>Direct discrimination</b> This is where a person, or group of people, are treated less favourably than others in the same circumstances on the grounds of a protected characteristic.</p> <p><b>Indirect discrimination</b> This is where a requirement or condition is applied to all individuals or groups equally, but which is such that:</p> <ul style="list-style-type: none"> <li>▪ The proportion of one group who can comply is considerably smaller than those of another group who can also comply with it</li> <li>▪ It cannot be shown to be justifiable</li> <li>▪ It is to the disadvantage of that group because they cannot comply with it</li> </ul> <p><b>Relevance and Proportionality</b></p>

	<p>The weight given to each protected characteristic should be proportionate to its relevance to the policy. for example, the London Borough of Ealing lost a case in which the Judge considered that they had not taken the relevance of race and gender into account when redesigning the funding criteria for domestic violence services. Part of the Judgement stated:</p> <p><i>Ealing observed that the largest proportion of domestic violence in its borough was suffered by white European women. But that statistic was meaningless and irrational unless compared with the fact that 58 per cent of the female population of Ealing during the same period consisted of white European women. As the documents show, 28 per cent of domestic violence was suffered by Indian, Pakistani and other Asian women. That statistic is of vital importance when one considers that those groups made up only 8.7 per cent of the population within Ealing. In those circumstances it is plain from the statistics available to Ealing that a very large proportion of women from that background suffered from domestic violence in comparison to white European women.</i></p> <p><i>Had Ealing appreciated that the important focus of their attention should be upon the proportion of black minority ethnic women within the borough and consideration of how high a proportion of those women suffered from domestic violence, it could never have reached the conclusion that there was no correlation between domestic violence and ethnicity. Any such conclusion was, in my judgment, perverse.</i></p> <p><a href="#">[2008] EWHC 2062 (Admin)</a></p>
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<b>Section 06</b>	<b>Reducing any adverse impacts</b>
<b>Outcome of Assessment</b>	<p>From your assessment of impacts and outcomes, identify any specific actions that will remove or mitigate against the risk of unlawful discrimination in the delivery and implementation of your policy.</p> <ul style="list-style-type: none"> <li>▪ If the policy/strategy or service affects people adversely, can this be justified? Can an adverse impact be overcome?</li> <li>▪ Where the adverse impact is unlawful the policy/strategy or service must be changed – identify another way to meet objectives.</li> <li>▪ Will changes to reduce adverse impact be significant? If so consultation will usually need to be undertaken.</li> </ul> <p>Where it is perceived that the needs of two service users could conflict, you must ensure:</p> <ul style="list-style-type: none"> <li>▪ Firstly, that both are treated with dignity and respect; and</li> </ul>

- Secondly, that each treats each other with dignity and respect

For further help please view the intranet, EHRC [website](#), or contact the Opportunities Manager at:

[PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk)

020 8753 3430

<http://theintranet/Departments/Finance%5Fand%5FCorporate%5FServices/Equality%5Fand%5FDiversity/>