

Equality Impact Assessments (EIA)

18 July 2011

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Equality Impact Analysis Full Tool with Guidance

Overview

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 5th April 2011 onwards. It is designed to help you analyse decisions of high relevance to equality, and/or of high public interest.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report (section 08 of this tool) and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

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 or ext 3430.

Full Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2011 / 01
Name and details of policy, strategy, function, project, activity, or programme	<p>Award of a Framework Agreement for Agency Worker Services</p> <p>H&F are leading on this contract. LB Harrow are partners with other councils to join at a later stage.</p>
Lead Officer	<p>Name: Val Ayton Position: Corporate Resourcing Manager Email: Valerie.Ayton@lbhf.gov.uk Telephone No: 0208 753 2449</p>
Date of completion of final EIA	24/05/2011

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Section 02	Scoping of Full EIA
Plan for completion	<p>Timing: May 2011 Resources: Lead Officer: Val Ayton</p>
What is the policy, strategy, function, project, activity, or programme looking to achieve?	<p>The contract for provision of Temporary Agency Workers represents an important component of the Council's workforce resource enabling it to 'flex' in line with peaks and troughs of overall workloads during the year.</p> <p>In order to seek greater efficiencies, it was considered that a collaborative approach, where a number of councils could participate and join a framework for the provision of these services, would provide the best opportunity for securing the most cost effective service in the future. Consequently senior officers sought interest from their counterparts in London in joining the Framework and the Council is currently working in partnership with LB Harrow in undertaking this procurement exercise to establish the Framework. Further interest has been expressed by other boroughs to join as their current contractual arrangements expire.</p>

Human Rights and Children's Rights

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

No

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

No

Section 03

Analysis of relevant data and/or undertake research

Documents and data reviewed

The Pre-Qualification Questionnaire used to shortlist the interested companies had a section on corporate values which included:

- Does the Supplier have an equal opportunities and diversity policy? If 'yes', please enclose a copy
- Does the Supplier and/or its named supply chain members (sub-contractors) require its staff to receive training on equal opportunities and diversity? If yes, please provide details below
- In the last three years has any finding of unlawful discrimination in the employment field been made against the Supplier and/or its named supply chain members (sub-contractors) by the employment tribunal, the employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction?
- If yes, what steps have been taken by the Supplier and/or its named supply chain members (subcontractors) as a result of that finding?
- Does the Supplier have a specific disability policy?
- If 'yes', please enclose a copy

The 3 service providers appointed, all met the equalities criteria above.

See also the recruitment advertising EIA which covers the policy & procedure for advertising and redeployment.

Workforce Data

Last 2 year's commentary

- Women make up 70% of the workforce but representation at SMG grade is only at 38%
- Disabled employees only make up 2% of the workforce which is not representative of both Borough and London population
- Workers in the 16-25 age group only make up 6% of the workforce which is lower than both borough and

London population

- BME make up 31% of the workforce but representation at SMG grade is only at 10%

The council has reported on the success rates of applicants by ethnicity, gender, age and disability annually for the last two years as shown in the tables below.

Recruitment data

	Male	Female	White	BME	Disabled	Not Disabled
2009/10						
Applicants	57%	43%	35%	65%	3%	97%
Shortlisted	68%	32%	44%	56%	2%	98%
Successful	37%	63%	69%	31%	1%	99%
2008/09						
Applicants	41%	59%	48%	52%	3%	97%
Shortlisted	41%	59%	58%	42%	5%	95%
Successful	38%	62%	64%	36%	5%	95%

	16-25	26-35	36-45	46-55	56 plus
2009/10					
Applicants	19%	38%	26%	14%	3%
Shortlisted	16%	36%	28%	16%	3%
Successful	11%	47%	27%	14%	3%
2008/09					
Applicants	8%	45%	26%	17%	4%
Shortlisted	7%	45%	22%	21%	5%
Successful	9%	48%	22%	17%	4%

- By age, there are no noticeable differences at different stages of the application with the exception of 26-35 age group who show a slightly better chance of success in 2009/10
- Applications from men increased significantly in 2009/10 bypassing women applications. However, significant disparities are evident for men shortlisted and those who were successful. On the other hand, women have a less likely chance of being shortlisted but a significantly higher chance of success
- Applications from disable applicants are not representative of both council and London populations
- For the second year running, more BME applicants apply but their chances of being short listed and

	successful are significantly lower in comparison to white applicants
New research	This is an on-going service. No new research is available or required

Section 04	Undertake and analyse consultation
Consultation	This is an existing function of the council therefore no consultation has been completed for this impact assessment.
Analysis	Not applicable

Section 05	Analysis of impact and outcomes										
Analysis	Issue	Impact	Group impacted								
			Age	Disability	Ethnicity	Gender	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Religion	Sexual Orientation
	1. Pre-Qualification Questionnaire. All awarded companies have been equality assessed through the procurement process and have Equal Opportunities Policies in place	Positive	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2. Contract Management Even though the work is contracted out, All contractors must adhere with the council's policy on recruitment and selection and this will be	Positive	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

	monitored through the contract management process										
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Section 06	Reducing any adverse impacts										
Outcome of Analysis	<p>This assessment has identified positive impacts on equality.</p> <p>The council must ensure that all candidates regardless of background have the same opportunities to apply for and be considered for job vacancies. This applies equally to external companies managing elements of the recruitment process as to council officers. No detrimental impact is anticipated on any applicant. Equal Opportunities monitoring will continue to be carried out in the same way, with the number of applicants, candidates taken through to the assessment centre, candidates put forward for interviews and appointed will be counted and monitored. Through monitoring of equal opportunities forms and short-listing and appointment statistics we would be able to pick up anyone disadvantaged as a result of the service. Any complaints by applicants or managers would be logged and reported through the regular meetings with the providers.</p> <p>The framework partners will meet regularly with providers and any persistent non compliance issues may result in termination of contract.</p>										

Section 07	Action Plan													
Action Plan	<table border="1"> <thead> <tr> <th style="background-color: #f4a460;">Action</th> <th style="background-color: #f4a460;">Responsibility</th> <th style="background-color: #f4a460;">Timeline</th> <td colspan="2"></td> </tr> </thead> <tbody> <tr> <td>Equalities will be monitored through the contract management process.</td> <td>Contract management officers</td> <td>Duration of contract</td> <td colspan="2"></td> </tr> </tbody> </table>				Action	Responsibility	Timeline			Equalities will be monitored through the contract management process.	Contract management officers	Duration of contract		
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Equalities will be monitored through the contract management process.	Contract management officers	Duration of contract												

Section 08	Agreement, publication and monitoring			
Chief Officer sign-off	Name: Debbie Morris Position: Assistant Director HR Email: Debbie.Morris@lbhf.gov.uk			

	Telephone No: 0208 753 3068
Key Decision Report	Date of report to Cabinet/Cabinet Member: XX / XX / XX Confirmation that key equalities issues found here have been included: Yes/No
Opportunities Manager for advice and guidance only	Name: Lillian Magero Position: Senior Equalities Consultant Date advice / guidance given: 06/06/11 Email: Lillian.magero@lbhf.gov.uk Telephone No: 0208 753 2355

Full Equality Impact Analysis Guidance

Section 02	Scoping of EIA
What is the policy, strategy, function, project, activity, or programme looking to achieve?	<p>Hereafter, 'policy' means policy, strategy, function, project, activity, or programme</p> <p>Disability 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"> ▪ Provide accessible communications? ▪ Change how you collate and use data? ▪ Revise how you involve service users? <p>Analyse the impact of the policy on the protected characteristics with due regard to the Public Sector Equality Duty.</p> <p>Use your reasoning in order to determine whether the policy will be of high, medium or low relevance to the protected characteristics. What do we mean by these terms?:</p> <p>High</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human/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 <p>Medium</p>

- 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

Documents and data reviewed

Analysis of relevant data and/or undertake relevant research

Examples:

- Previous EIAs
- [Single Equality Scheme](#)
- [Disability Equality Scheme](#)
- [Corporate Plan](#)
- [LAA Targets](#)
- [UDP](#)
- [JSNA](#)
- [LBHF Consultations](#)
- [Deprivation information](#)
- [Census info on population](#)
- [Ward Profiles](#)
- [CRAIG](#) information, including [local plans and research](#)
- [Council](#) or External Studies or [Research](#) (inc. for hidden populations such as LGBT)
- Service Monitoring Reports (qualitative and quantitative)
- Consultation/focus group feedback (inc. feedback from users and/or organisations that represent users)
- Complaints and Comments
- Monitoring information (inc. service equality or workforce monitoring etc).
- Information from formal audits
- Previous customer research and satisfaction surveys – such as the [Annual Resident's Satisfaction Survey](#) and [Place Survey](#)
- Staff Surveys, opinions and information from Trade Unions (contact [Organisation Development](#))
- Workforce monitoring: contact the [TRENT](#) team and/or see [HR Statistics](#) for LBHF
- Contract monitoring reports
- Press coverage
- Feedback from focus groups, area panels or forums, etc
- Feedback from individuals or organisations representing the interests of key target groups or similar
- The knowledge, technical advice, expertise and experience of the people assisting in the completion of the EIA
- Academic, qualitative and quantitative research, including findings from other councils. (There are many

	<p>institutions that carry out this kind of research and it is not possible to list them here. Those such as IESR and IFS focus on economics, as examples)</p> <ul style="list-style-type: none"> ▪ Outcomes of Judicial Reviews/Judgements <p>Assess your sources against the protected characteristics and the aims of your policy in order to plan your consultation.</p>
New research	If you find that you need to undertake new research, please contact the Opportunities Manager

Section 04	Analyse or undertake consultation
Consultation	<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, during consultation, in order to gain feedback.</p> <p>The EHRC has produced a guide to consultation, and general guidance. These may help you.</p> <p>Design your consultation with the Involving Residents Policy in mind and in line with the Council's Consultation Guidelines. Community Liaison also have a list of community and voluntary organisations in the borough (officer details).</p>
Analyse	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?

Section 05	Analysis of impact and outcomes
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Analysis

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.

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).

Direct discrimination

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 and this treatment cannot be objectively and reasonably justified.

Indirect discrimination

This is where a requirement or condition is applied to all individuals or groups equally, but which is such that:

- The proportion of one group who can comply is considerably smaller than those of another group who can also comply with it
- It cannot be shown to be justifiable
- 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 \(Admin\)](#)

Section 06

Reducing any adverse impacts

Outcome of Assessment

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.

- If the policy/strategy or service affects people adversely, can this be justified? Can an adverse impact be overcome?
- Where the adverse impact is unlawful the policy/strategy or service must be changed – identify another way to meet objectives.
- Will changes to reduce adverse impact be significant? If so consultation may need to be undertaken.

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

020 8753 3430

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

3rd Sector Investment Fund: Health and Wellbeing Adults

IMPACT ON AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE and CIVIL PARTNERSHIP, PREGNANCY and MATERNITY, RACE, RELIGION/BELIEF, SEX and SEXUAL ORIENTATION

Low/Medium/High: This refers to how relevant decision to fund (or not) the organisation is to the protected characteristic affected
+ or – or / : This refer to whether the decision to fund (or not) the organisation will have a positive, negative, or neutral effect on the protected characteristic

Area: AGE			
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from all age groups.			
Negative impact: Possibly, the absence of specialist services targeting a particular age group may lead to them not having very specific needs met.			
How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered reaching residents across all age groups. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.			
Organisations recommended for funding – impact on AGE			
organisation		L / M / H	+ or -
Barons Court Project	Target beneficiary data suggests that this service will be accessed by 93% of adults aged between 18 and 64 who have mental health issues. In addition, many users already use this organisation's services as already operates in the borough.	High	+
Broadway Homelessness Support	Target beneficiary group are residents at risk of homelessness who predominantly aged between 18 and 64, reasonably reflecting the borough's profile.	High	+
Foundation 66 (ARP Charitable Services)	Target beneficiary data suggests that 34% of users aged between 25 and 40 and 54% of users aged between 50 and 64 will benefit from accessing this service.	High	+

Appendix 6a

H&F MENCAP	80% of users anticipated to access this service are anticipated to be users aged between 18 and 64. In addition, many users already use this organisation's services as already operates in the borough.	High	+
HAFAD	Target beneficiary data suggests that 86% of disabled users; supported via this service; to access mainstream services, will be aged between 18 and 64	High	+
Opportunity for all	Target beneficiary data suggests that 70% of users anticipated to access this HIV advice service; will be aged between 25 and 49.	High	+
West London Centre for Counselling	Target beneficiary data suggests that 96% of users aged between 18 and 64 will benefit from accessing this service. In addition, many users already use this organisation's service as it already operates in the borough. This service anticipates a high volume of users (1387 individuals over 4 years)	High	+

Organisations not recommended for funding – impact on AGE

Organisation

Advance	Service would target women predominantly aged between 18 and 25, however other provision which offers this type of support to women is available and therefore consider this to be negative and of low relevance to Age.	Low	-
Alzheimer's Society	There is existing provision in the LBHF dementia strategy for the borough in place to support younger adults who suffer from Dementia and so officers consider this to be negative and of low relevance to Age.	Low	-
Bishop Creighton House	The majority of anticipated users are all adults with learning disabilities. There is likely to be a negative impact on the users of this service, which is of medium relevance to all age groups over 18.	Medium	+
CITAS	The majority of users anticipated to access this service are aged between 18 to 25. Whilst there is likely to be a negative impact on this age group, there is existing provision for language, interpreting and advocacy services already provided in the borough, therefore this is considered to be negative and of	Low	-

Appendix 6a

	medium relevance		
Family Friends	Low number of users anticipated to benefit from this service (51 individual H&F residents). Majority of users anticipated are aged between 25 & 49. Whilst There is no other organisation set up to specifically provide befriending for parents in the home there are alternative parenting support type programmes available in the borough.	Low	-
Foundations UK	The majority of users anticipated are aged between 25 and 64 however there are a number of existing weight management services already available for residents therefore consider this to be negative and of low relevance to Age.	Low	-
Grove Neighbourhood Centre	The users anticipated to access this service are anticipated to be aged between 50 and 74. However 51% of the total number of users are either children or over 65, therefore impact is considered to be negative but the relevance to Age Medium/low in this service area (people under 18 are not covered by the Equality Act 2010 and so do not share Age as a protected characteristic). In addition, services that currently operate at the centre would be able to access alternative premises to provide activities to residents.	Medium/Low	-
H&F Caring for Carers Association	Application incomplete and therefore unable to accurately assess the impact of not funding this organisations service. In addition, a reasonable level of support for carers is already available through Carers Commissioning.	Low	-
H&F Mind	This service will be funded by H&F NHS therefore negative impact on age groups is considered to be minimal, and the relevance to Age low as service will commence without 3SIF funding.	Low	-
Hammersmith Community Gardens Association	The majority of anticipated users are aged between 18 and 64 however this organisation could adjust its existing service in order to accommodate these users enable them to access gardening type activities.	Low	-
Insights For Life	95% of users aged between 25 and 49 are anticipated to access this service; however existing parenting support is already available.	Low	-
Notting Hill Housing	The majority of anticipated beneficiaries are over 65. Also a range of services offering similar activities are already currently funded though 3SIF.	Low	-
Pamodzi	70% of beneficiaries anticipated to access this service are aged between 18 and 49 however this organisation already delivers this type of support as part of their existing service. Alternative provision offering HIV support and sexual health information is also already available.	Low	-

Princes' Trust	69% of anticipated beneficiaries are anticipated to be aged between 18 and 25 however this is an existing programme already provided by this organisation which could be extended to support H&F participants.	Low	-
QPR in the Community Trust	90% of beneficiaries are anticipated to be aged over 65 therefore relevance to age of not funding will be high in this area, however, there is also a range of alternative provision available to older people in the borough.	High	-
Staying Put Services	76% of beneficiaries are anticipated to be aged between 25 and 64; however a reasonable level of support for carers is already available through Carers Commissioning therefore negative impact to be considered low.	Low	-

Area: DISABILITY

Positive impact: All services recommended for funding are expected to be fully accessible. All services are expected to support service users to improve their physical and emotional wellbeing and to encourage healthy lifestyles. Services are expected to help reduce social isolation and increase access to social networks which is expected to have a positive effect on people with disabilities, in particular.

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need. Service outcomes for people disabilities will be monitored and discrepancies will be addressed as and when necessary. Monitoring data will identify the proportion of services being taken up by disabled residents. Where there appears to be a discrepancy between service take up by disabled people in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on DISABILITY

Organisation		L / M / H	+ or -
Barons Court Project	Figures submitted show that 94% of anticipated beneficiaries are likely to be disabled.	High	+
Broadway Homelessness Support	Figures submitted show that 32% of anticipated beneficiaries are likely to be disabled.	High	+
Foundation 66 (ARP Charitable Services)	Figures submitted show that 31% of anticipated beneficiaries will have mental health needs.	High	+
H&F MENCAP	Figures submitted show that 100% of anticipated beneficiaries will have learning disabilities.	High	+
HAFAD	Figures submitted show that 100% of target beneficiaries are likely to be disabled including 40% who are likely to have a long term condition.	High	+

Appendix 6a

Opportunity for all	Figures submitted show that 9% of anticipated users will have a disability. This service is expected to be fully accessible.	Low	+
West London Centre for Counselling	Figures submitted show that 4% of anticipated beneficiaries are likely to be disabled although this service is expected to be to be fully accessible. However, this service offers counselling type services to prevent mental health problems, which can escalate and become more serious, and even become a disability.	Moderate	+

Organisations not recommended for funding – impact on DISABILITY

Organisation		L / M / H	+ or -
Advance	Figures submitted show that 67% of anticipated beneficiaries are likely to have mental health needs.	Medium	-
Alzheimer’s Society	Figures submitted show that 79% of anticipated beneficiaries are likely to have a disability of which 14% are likely to have a long term condition and 29% will have mental health needs. However a very low number of people with dementia under 65 are in the borough so negative impact considered to be low.	Low	-
Bishop Creighton House	Figures show that 100% of this services anticipated beneficiaries are likely to have learning disabilities, however there are services available in the borough for users with Learning disabilities.	Medium	+
CITAS	Figures submitted show that 59% of anticipated beneficiaries are likely to have a disability of which 35% are expected to have a long term condition. Whilst there is likely to be a negative impact on this group, there is existing provision for language, interpreting and advocacy services already provided in the borough, therefore there will be a negative impact but it is considered to be of low relevance to this group since there is alternative provision.	Low	-
Family Friends	A high proportion of users are anticipated to be disabled, but overall number of users to benefit is small (51 individuals over 4 years) in addition, this target group will already be known by similar existing services therefore it is of low relevance to this group but will have a negative impact.	Low	-
Foundations UK	90% of anticipated beneficiaries will have a long term condition however other services offering this type of weight management service including motivation and exercise are already available.	Medium	-
Grove Neighbourhood	A high proportion of users anticipated to access this service are likely to have a	Low	-

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Centre	disability however 51% of the total users are children or over 65. Impact is considered to be low in this area because services that currently operate at the centre would be able to use alternative premises in order to provide activities to residents.		
H&F Caring for Carers Association	Application incomplete and therefore unable to accurately assess the impact of not funding this organisations service. In addition, a reasonable level of support for carers is already available through Carers Commissioning.	Low	-
H&F Mind	Figure submitted show that 48% of anticipated beneficiaries are expected to have mental health needs however relevance to disability of not funding this service is considered to be low and negative but this service will be alternatively funded by H&F NHS.	Low	-
Hammersmith Community Gardens Association	Figures submitted shows that 30% of anticipated beneficiaries are likely to have a disability however this organisation could adjust its existing service in order to accommodate these users to enable them to access gardening type activities. Therefore not funding will have a negative impact but the relevance of this to disabled people is considered to be low.	Low	-
Insights For Life	Service is not proposing to specifically target disabled users.	Low	-
Notting Hill Housing	Figures submitted anticipates that 54% of users will be disabled however the majority of anticipated beneficiaries are over 65 therefore impact negative but relevance to disabled people of not funding considered low under this service area.	Low	-
Pamodzi	Figures submitted anticipates that 96% of users will be disabled including 64% who are expected to have a long term condition however the overall number of users to benefit is small (50 individuals) over a requested 1 year term of funding only. This organisation already delivers this type of support as part of their existing service. In addition, alternative provision offering HIV support and sexual health information is also already available	Low	-
Princes' Trust	46% of users are anticipated to be disabled however this is an existing programme already provided by this organisation which may be able to be extended to support H&F participants who are disabled.	Low	-
QPR in the Community Trust	Only 14% of beneficiaries are anticipated to be disabled. There is also a range of alternative provision available to older people in the borough.	Low	-
Staying Put Services	44% of anticipated users are likely to have a long term condition however a	Low	-

	reasonable level of support type services for carers is already available through Carers Commissioning impact negative but relevance to disabled people of not funding considered low under this service area.		
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Area: GENDER REASSIGNMENT

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are transitioning or who have transitioned. No applicants have applied to provide a service that particularly targets this group, and all applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (i.e. the health and wellbeing needs of trans people).

Organisations recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
Barons Court Project	N/A (see above)	N/A	
Broadway Homelessness Support	N/A (see above)	N/A	
Foundation 66 (ARP Charitable Services)	N/A (see above)	N/A	
H&F MENCAP	N/A (see above)	N/A	
HAFAD	N/A (see above)	N/A	
Opportunity for all	N/A (see above)	N/A	
West London Centre for Counselling	See comment under Sexual Orientation	N/A	

Organisations not recommended for funding – impact on GENDER REASSIGNMENT

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Organisation		L / M / H	+ or -
Advance	See comment under Sexual Orientation	N/A	
Alzheimer's Society	N/A (see above)	N/A	
Bishop Creighton House	N/A (see above)	N/A	
CITAS	N/A (see above)	N/A	
Family Friends	N/A (see above)	N/A	
Foundations UK	N/A (see above)	N/A	
Grove Neighbourhood Centre	N/A (see above)	N/A	
H&F Caring for Carers Association	N/A (see above)	N/A	
H&F Mind	N/A (see above)	N/A	
Hammersmith Community Gardens Association	N/A (see above)	N/A	
Insights For Life	N/A (see above)	N/A	

Notting Hill Housing	N/A (see above)	N/A	
Pamodzi	N/A (see above)	N/A	
Princes' Trust	N/A (see above)	N/A	
QPR in the Community Trust	N/A (see above)	N/A	
Staying Put Services	N/A (see above)	N/A	

Area: MARRIAGE AND CIVIL PARTNERSHIP

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically people who are married or living in civil partnerships. All applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding

Negative impact: n/a

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison

with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP

Organisation	Positive Impact	Negative Impact L / M / H	+ or -
Barons Court Project	N/A (see above)	N/A	
Broadway Homelessness Support	N/A (see above)	N/A	
Foundation 66 (ARP Charitable Services)	N/A (see above)	N/A	
H&F MENCAP	N/A (see above)	N/A	
HAFAD	N/A (see above)	N/A	
Opportunity for all	N/A (see above)	N/A	
West London Centre for Counselling	N/A (see above)	N/A	

Organisations not recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP

Organisation	Positive Impact	Negative Impact L / M / H	+ or -
Advance	N/A (see above)	N/A	
Alzheimer’s Society	N/A (see above)	N/A	

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Bishop Creighton House	N/A (see above)		
CITAS	N/A (see above)	N/A	
Family Friends	N/A (see above)	N/A	
Foundations UK	N/A (see above)	N/A	
Grove Neighbourhood Centre	N/A (see above)	N/A	
H&F Caring for Carers Association	N/A (see above)	N/A	
H&F Mind	N/A (see above)	N/A	
Hammersmith Community Gardens Association	N/A (see above)	N/A	
Insights For Life	N/A (see above)	N/A	
Notting Hill Housing	N/A (see above)	N/A	
Pamodzi	N/A (see above)	N/A	
Princes' Trust	N/A (see above)	N/A	
QPR in the Community Trust	N/A (see above)	N/A	
Staying Put Services	N/A (see above)	N/A	

Area: PREGNANCY AND MATERNITY

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically the needs of women who are pregnant or on maternity leave. All applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on PREGNANCY and MATERNITY

Organisation		L / M / H	+ or -
Barons Court Project	N/A (see above)	N/A	
Broadway Homelessness Support	N/A (see above)	N/A	
Foundation 66 (ARP Charitable Services)	N/A (see above)	N/A	
H&F MENCAP	N/A (see above)	N/A	
HAFAD	N/A (see above)	N/A	
Opportunity for all	N/A (see above)	N/A	
West London Centre for Counselling	N/A (see above)	N/A	

Organisations not recommended for funding – impact on PREGNANCY and MATERNITY			
Organisation		L /M / H	+ or -
Advance	N/A (see above)	N/A	
Alzheimer's Society	N/A (see above)	N/A	
Bishop Creighton House	N/A (see above)	N/A	
CITAS	N/A (see above)	N/A	
Family Friends	N/A (see above)	N/A	
Foundations UK	N/A (see above)	N/A	
Grove Neighbourhood Centre	N/A (see above)	N/A	
H&F Caring for Carers Association	N/A (see above)	N/A	
H&F Mind	N/A (see above)	N/A	
Hammersmith Community Gardens Association	N/A (see above)	N/A	
Insights For Life	N/A (see above)	N/A	
Notting Hill Housing	N/A (see above)	N/A	
Pamodzi	N/A (see above)	N/A	
Princes' Trust	N/A (see above)	N/A	
QPR in the Community Trust	N/A (see above)	N/A	
Staying Put Services	N/A (see above)	N/A	

Area: RACE			
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from BME groups.			
Negative impact: Possibly, the absence of specialist services targeting a particular ethnic community may lead to them not having very specific needs met (e.g. language, cultural customs)			
How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.			
Organisations recommended for funding – impact on RACE			
Organisation		L/M/H	+ or -
Barons Court Project	Figures submitted show that 37% of target beneficiaries are anticipated to be from BME communities across all wards. In addition, users from BME communities are already accessing this service.	High	+
Broadway Homelessness Support	Figures submitted show that 58% of target beneficiaries are likely to be from BME communities and 44% are likely to be from White communities reasonably reflecting the borough's profile.	High	+
Foundation 66 (ARP Charitable Services)	Figures submitted show that 26% of target beneficiaries are anticipated to be from BME communities reasonably reflecting the borough's profile.	Medium	+
H&F MENCAP	Figures submitted show that 55% of target beneficiaries are likely to be from BME communities and 45% are likely to be from White communities reasonably reflecting the borough's profile.	High	+
HAFAD	Figures submitted show that many of the users who are anticipated to access this service will be from BME communities. In addition, users from BME communities already access this service.	Medium	+
Opportunity for all	Figures submitted anticipate that 100% of target beneficiaries will be from BME communities.	High	+
West London Centre for	Figures show that 25% of anticipated users will be from BME communities across all wards.	Medium	+

Counselling			
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Organisations not recommended for funding – impact on RACE

Organisation		L / M / H	+ or -
Advance	Figures submitted show that 48% of anticipated beneficiaries are likely to be from BME communities. There is likely to be a negative impact on this group however impact considered to be low as other provision which offers this type of support to women is available through the PATHS Team.	Low	-
Alzheimer's Society	Figures submitted show that 3% of anticipated beneficiaries will be from BME communities. There is also a very low number of people with dementia under 65 are in the borough so negative impact considered to be low.	Low	-
Bishop Creighton House	A high proportion of anticipated beneficiaries are anticipated to be from BME communities however impact considered to be medium as other learning disability support type services are available.	Medium	-
CITAS	Figures submitted show that 89% of anticipated users will be from BME communities. Whilst there is likely to be a negative impact on this group, there is existing provision for language, interpreting and advocacy services already provided in the borough, therefore there will be a negative impact and the relevance to Race is considered to be Medium.	Medium	-
Family Friends	Figures submitted anticipate that 82% of users will be disabled, but overall number of users to benefit is small (51 individuals over 4 years) therefore there will be a negative impact and the relevance to Race is considered to be low.	Low	-
Foundations UK	Figures submitted anticipate that 42% of users will be from BME communities however other services offering this type of weight management service including motivation and exercise is already available via local and national organisations	Low	+
Grove Neighbourhood Centre	Figures submitted anticipate that 42% of users will be from BME communities. However 51% of the total users are children or over 65 therefore relevance to Race is considered to be low in this area. In addition, services that currently operate at the centre would be able to access alternative premises to provide activities to residents.	Low	-

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H&F Caring for Carers Association	Application incomplete – unable to assess impact on Race. In addition, a reasonable level of support for carers is already available through Carers Commissioning.	N/A	
H&F Mind	Figures submitted anticipate that 42% of users will be from BME communities however the relevance to Race of not funding this service is considered to be low and this service will be alternatively funded by H&F NHS.	Low	-
Hammersmith Community Gardens Association	Figures submitted anticipate that 46% of users will be from BME communities however this organisation could integrate these users into their existing service of supporting users to access gardening type activities, therefore there will be a negative impact and the relevance to Race is considered to be low.	Low	-
Insights For Life	Figures submitted anticipate that 34% of users will be from BME communities however negative impact considered to be minimal and the relevance to Race low, due to the extensive alternative sources of parent type support available.	Low	-
Notting Hill Housing	Figures submitted anticipate that 42% of users will be from BME communities. However a high proportion of the total users who expected to benefit from this service are over 65 therefore impact is considered to be low in this area.	Low	-
Pamodzi	Figures submitted anticipate that 100% of target beneficiaries will be African however overall number of users to benefit is small (50 individuals) over a requested 1 year term of funding only. This organisation already delivers this type of support as part of their existing service. In addition, alternative provision offering HIV support and sexual health information is also already available.	Low	-
Princes' Trust	Figures submitted anticipate that 61% of target beneficiaries will be from BME communities the majority of which will be Black Other, however this is an existing programme already provided by this organisation which may be able to be extended to support these participants.	Low	-
QPR in the Community Trust	The majority of anticipated users are White British. Minimal impact on BME communities. In addition, all users will be over 65 so negative impact considered to be low in this area. There is also a range of alternative provision available to older people in the borough	Low	-
Staying Put Services	Figures submitted anticipate that 61% of target beneficiaries will be from BME communities however a reasonable level of support type services for carers is already available through Carers Commissioning therefore there will be a negative	Low	-

	impact and the relevance to Race is considered to be low.		
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Area: RELIGION/BELIEF (including non-belief)

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups. No applications were received that proposed a service targeting specifically users of a specific religion, belief, or non-belief and all applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's.

Negative impact: Possibly, the absence of specialist services targeting a particular ethnic community may lead to them not having very specific needs met (e.g. language, cultural customs)

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation		L / M / H	+ or -
Barons Court Project	None of these organisations proposed to specifically target users of a specific religion, belief, or non-belief. All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups	N/A	
		N/A	
Broadway Homelessness Support		N/A	
Foundation 66 (ARP Charitable Services)			
H&F MENCAP			
HAFAD		N/A	

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Opportunity for all			
West London Centre for Counselling		N/A	

Organisations not recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation		L / M / H	+ or -
Advance	N/A (See Above)	N/A	
Alzheimer's Society	N/A (See Above)	N/A	
Bishop Creighton House	N/A (See Above)	N/A	
CITAS	N/A (See Above)	N/A	
Family Friends	N/A (See Above)	N/A	
Foundations UK	N/A (See Above)	N/A	
Grove Neighbourhood Centre	N/A (See Above)	N/A	
H&F Caring for Carers Association	N/A (See Above)	N/A	
H&F Mind	N/A (See Above)	N/A	
Hammersmith Community Gardens Association	N/A (See Above)	N/A	
Insights For Life	N/A (See Above)	N/A	
Notting Hill Housing	N/A (See Above)	N/A	
Pamodzi	Figures submitted anticipate that 30 targeted individuals will be from faith group Pentecostal Born-again Christians. Negative impact considered low because overall number of users to benefit is small (50 individuals) over a requested 1 year term of funding only. This organisation already delivers this type of support as part of their existing service.	Low	
Princes' Trust	N/A (See Above)	N/A	
QPR in the Community Trust	N/A (See Above)	N/A	

Staying Put Services	N/A (See Above)	N/A	
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Area: SEX

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including men and women

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (i.e. more women than men survive into old age, so services targeting over 75s are more likely to have a high number of female).

Organisations recommended for funding – impact on SEX

Organisation		L / M / H	+ or -
Barons Court Project	Figures submitted show significantly more male than female anticipated users to access this existing drop in service for users with mental health needs and for those who are homeless. This service also runs support groups specifically targeted at women.	Medium	+
Broadway Homelessness Support	Figures submitted show significantly more male than female users (85% male). This is for a continuation of an already existing service to support residents who are in poor physical or mental health and/or have a history of substance misuse or are at risk of homelessness. The higher percentage of male users who are anticipated to access this service is expected given the nature of the service.	Medium	+
Foundation 66 (ARP Charitable Services)	Figures submitted show significantly more male than female anticipated users; however this is expected given the nature of the service.	High	+
H&F MENCAP	Figures provided to support this application reasonably reflect the borough's profile (55% female, 45% male service users expected).	High	+
HAFAD	Figures provided to support this application reasonably reflect the borough's profile (55% male, 45% female service users expected).	High	+
Opportunity for all	Figures submitted show beneficiaries anticipated to access this service will be 50% male and 50% female; reasonably reflect the borough's profile	High	+
West London Centre for Counselling	Figures provided to support this application anticipate that users will be 31% male and 69% female. This is for a continuation of an already existing	High	+

	service to support residents.		
Organisations not recommended for funding – impact on SEX			
Organisation		L / M / H	+ or -
Advance	Whilst this service is anticipated to target 100% female users, impact is considered to be Medium as other provision which offers this type of support to women is available through the PATHS Team.	Medium	-
Alzheimer's Society	Figures submitted show beneficiaries anticipated to access this service will be 50% male and 50% female.	Low	-
Bishop Creighton House	Figures submitted show beneficiaries anticipated to access this service will be 60% male and 40% female.	Low	-
CITAS	Figures submitted show beneficiaries anticipated to access this service will be 25% male and 75% female.	Medium	-
Family Friends	Figures submitted show significantly more female than male anticipated users however overall number of users to benefit is small (51 individuals over 4 years) therefore there will be a negative impact on female users but the relevance to Sex is considered to be low.	Low	-
Foundations UK	Figures submitted show significantly more female than male anticipated users however there are other weight management type services available therefore there will be a negative impact but the relevance to Sex is considered to be Medium.	Medium	-
Grove Neighbourhood Centre	Figures submitted show beneficiaries anticipated to benefit from this service is 67% female and 33% male, and 51% of the total users are children or over 65 It is therefore considered that there will be a negative impact and that the relevance to Sex is low. In addition, services that currently operate at the centre would be able to access alternative premises to provide activities to residents.	Low	-
H&F Caring for Carers Association	Application incomplete – unable to assess impact on Race.	N/A	

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H&F Mind	This service is not proposing to specifically target either men or women.	Low	-
Hammersmith Community Gardens Association	Figures submitted show beneficiaries anticipated to access this service will be 49% male and 51% female. This organisation could integrate these users into their existing service of supporting users to access gardening type activities	Low	-
Insights For Life	Figures submitted show beneficiaries anticipated to access this service will be 72% male and 28% female. The relevance to Sex is considered low due to the extensive alternative sources of parent type support available (particularly for men), though there will be a negative impact in not funding.	Low	-
Notting Hill Housing	Figures submitted show beneficiaries anticipated to access this service will be 45% male and 55% female.	Low	-
Pamodzi	Figures submitted show beneficiaries anticipated to access this service will be 20% male and 80% female. There is likely to be a negative impact on female users however overall number of users to benefit is small (50 individuals) over a requested 1 year term of funding only. This organisation already delivers this type of support as part of their existing service therefore relevance to Sex is considered to be low.	Low	-
Princes' Trust	Figures submitted show significantly more male than female anticipated users. This is an existing programme already provided by this organisation which may be able to be extended to support these participants. There are also similar type services offering football type activities available.	Low	-
QPR in the Community Trust	Figures submitted show significantly more male than female anticipated users. Impact considered to be low because 100% of targeted beneficiaries will be over 65. There is a range of other similar provision that can be accessed by older males in the borough.	Low	-
Staying Put Services	Figures submitted show beneficiaries anticipated to access this service will be 50% male and 50% female, however a reasonable level of support type services for carers is already available through Carers Commissioning	Low	-

Area: SEXUAL ORIENTATION

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are heterosexual, lesbian, gay, or bisexual.

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (i.e. services targeted at LGB people's health and wellbeing needs).

Organisations recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
Barons Court Project	N/A	N/A	
Broadway Homelessness Support	N/A	N/A	
Foundation 66 (ARP Charitable Services)	N/A	N/A	
H&F MENCAP	N/A	N/A	
HAFAD	N/A	N/A	
Opportunity for all	N/A	N/A	
West London Centre for Counselling	Figures submitted to support this application anticipates that 12% of users will be from the LGBT community.	Medium	

Organisations not recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
Advance	Figures submitted to support this application anticipates that 13% of users will be from the LGBT community.	low	
Alzheimer's Society	N/A	N/A	

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CITAS	N/A	N/A	
Family Friends	N/A	N/A	
Foundations UK	N/A	N/A	
Grove Neighbourhood Centre	N/A	N/A	
H&F Caring for Carers Association	N/A	N/A	
H&F Mind	N/A	N/A	
Hammersmith Community Gardens Association	N/A	N/A	
Insights For Life	N/A	N/A	
Notting Hill Housing	N/A	N/A	
Pamodzi	N/A	N/A	

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Princes' Trust	N/A	N/A	
QPR in the Community Trust	N/A	N/A	
Staying Put Services	N/A	N/A	

3rd Sector Investment Fund: Safer Communities

IMPACT ON AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE and CIVIL PARTNERSHIP, PREGNANCY and MATERNITY, RACE, RELIGION/BELIEF, SEX and SEXUAL ORIENTATION

Low/Medium/High: This refers to how relevant a decision to fund (or not) the organisation is to the protected characteristic affected
+ or – or / : This refer to whether the decision to fund (or not) the organisation will have a positive, negative, or neutral effect on the protected characteristic

Area: AGE

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from all age groups.

Negative impact: Possibly, the absence of specialist services targeting a particular age group may lead to them not having very specific needs met.

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered reaching residents across all age groups. Monitoring data will identify the proportion of services being taken up by users of different age ranges. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on AGE

organisation		L / M / H	+ or -
Advance	Figures submitted with the application show that many women aged between 18 and 49 will benefit from accessing this service. In addition, many service users in this age range already use this organisation's services.	High	+
Broadway Homelessness Support	Target beneficiary data suggests that this service will offer support to Central and Eastern European Citizens between the ages of 18 and 64, reasonably reflecting the borough's profile. In addition this organisation already operates in the borough.	High	+
CALM	Figures submitted show that the majority of beneficiaries will be aged between 18 and 49 but also the uptake of services by users over the age of 50.	High	+
H&F Victim Support	Data provided suggests that this service will offer support to victims of crime of all ages. Many services users already access the organisation's services.	High	+

Outside Chance	Target beneficiary group are young people predominantly 14 to 19 year olds. 18% of children aged between 5 and 13 will also access the service. Those under 18 are not protected under the Equality Act in terms of Age	High	+
Standing Together Against Domestic Violence	Figures submitted with the application show that many women aged between 18 and 49 will benefit from accessing this service. In addition, many service users already use this organisation's services.	High	+
Wormwood Scrubs Community Chaplaincy	Support provided to ex offenders anticipating that users aged between 14 and 74 will access the service.	High	+

Organisations not recommended for funding – impact on AGE

Organisation		L / M / H	+ or -
Bishop Creighton House	This application was submitted under both this service area, and Homelessness & Home Safety. This service is expected to target users of all ages. Negative impact on age is considered to be low as the Home Safety service is recommended for funding under the Homelessness and Home Safety specification. There are also Home Improvement type services offered under other Home Improvement Agency Services.	Low	-
Community Advocacy Services	Service will target predominantly young Somali youths aged between 14 and 19, however range of alternative provision for this type crime prevention and education service is available.	Medium	-
DVIP	Relatively low number of users between the ages of 25 and 49 anticipated to benefit from this service.	Low	-
Met Police	Not funding this existing service possible negative impact in that the service may not be able to expand to accommodate the anticipated increase in uptake of 14 to 19 year olds.	Medium	-
Princes' Trust	Relatively low number of users anticipated to benefit from this service. Majority of users aged between 25 and 49. Currently not funded by 3SIF	Medium	-
Sporting Education	Number of users projected to access this service are predominantly aged between 14 to 19. Other local provision is available. Those under 18 are not protected under the Equality Act in terms of Age	Low	-

Thames Reach	Service will continue without 3SIF investment. Service is currently funded through homelessness directorate funding.	Low	-
Urban Partnership Group	low number of users anticipated to benefit from this service. Majority of users are male and aged between 25 and 49.	Low	+

Area: DISABILITY

Positive impact: All services recommended for funding are expected to be fully accessible. All services are expected to support service users to improve their physical and emotional wellbeing and to encourage healthy lifestyles. Services are expected to help reduce social isolation and increase access to social networks which is expected to have a positive effect on people with disabilities, in particular.

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their needs. Service outcomes for people disabilities will be monitored and discrepancies will be addressed as and when necessary. Monitoring data will identify the proportion of services being taken up by disabled residents. Where there appears to be a discrepancy between service take up by disabled people in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on DISABILITY

Organisation		L / M / H	+ or -
Advance	High - Figures submitted show that 100% of beneficiaries will be users with mental health needs.	High	+
Broadway Homelessness Support	High – 27% of potential beneficiaries are likely to be disabled people.	High	+
CALM	Medium – 13% of potential beneficiaries are likely to be disabled people	Medium	+
H&F Victim Support	Medium – 16% of potential beneficiaries are likely to be disabled people.	Medium	+
Outside Chance	Low – Service is not proposing to specifically target disabled children and young people.	Low	+
Standing Together Against Domestic Violence	Medium – 7% of potential beneficiaries are likely to be disabled people.	Medium	+
Wormwood Scrubs Community Chaplaincy	High – Figures show that a high number of beneficiaries will be disabled people. 26% will have a mental health need and 25% will have a physical disability.	High	+

Organisations not recommended for funding – impact on DISABILITY			
Organisation		L / M / H	+ or -
Bishop Creighton House	This application was submitted under both this service area, and Homelessness & Home Safety. Negative impact on Disability is considered to be low as the Home Safety service is recommended for funding under the Homelessness and Home Safety specification. There are also Home Improvement type services offered under other Home Improvement Agency Services.	Low	/
Community Advocacy Services	Service not proposing to specifically target disabled users	Low	/
DVIP	25% of potential beneficiaries are likely to be disabled.	Medium	-
Fulham FC Foundation	10% of potential beneficiaries are likely to be disabled people	Low	-
Met Police	7% of potential beneficiaries are likely to disabled people	Low	-
Princes' Trust	Service not proposing to specifically target disabled users	Low	/
Sporting Education	20% of potential beneficiaries are likely to be disabled users	Medium	-
Thames Reach	55% of potential beneficiaries are likely to be disabled users. However, the service will continue without 3SIF investment and so the decision not to fund will be of low relevance to disabled people. Service is currently funded through homelessness directorate funding.	Low	/
Urban Partnership Group	26% of potential beneficiaries are likely to be disabled users	Medium	-

Area: GENDER REASSIGNMENT

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are transitioning or have transitioned. No applicants have applied to provide a service that particularly targets this group, and all applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring

data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including trans people's take up, and gender identity

Organisations recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
Advance	N/A (see above)	N/A	N/A
Broadway Homelessness Support	N/A (see above)	N/A	N/A
CALM	N/A (see above)	N/A	N/A
H&F Victim Support	N/A (see above)	N/A	N/A
Outside Chance	N/A (see above)	N/A	N/A
Standing Together Against Domestic Violence	N/A (see above)	N/A	N/A
Wormwood Scrubs Community Chaplaincy	N/A (see above)	N/A	N/A

Organisations not recommended for funding – impact on GENDER REASSIGNMENT

Organisation	Positive Impact	L / M / H	+ or -
Bishop Creighton House	N/A (see above)	N/A	N/A
Community Advocacy Services	N/A (see above)	N/A	N/A
DVIP	N/A (see above)	N/A	N/A
Met Police	N/A (see above)	N/A	N/A

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Princes' Trust	N/A (see above)	N/A	N/A
Sporting Education	N/A (see above)	N/A	N/A
Thames Reach	N/A (see above)	N/A	N/A
Urban Partnership Group	N/A (see above)	N/A	N/A

Area: MARRIAGE AND CIVIL PARTNERSHIP

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically people who are married or in civil partnerships. All applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.

Negative impact: n/a

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP

Organisation		L / M / H	+ or -
Advance	N/A (see above)	N/A	/

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Broadway Homelessness Support	N/A (see above)	N/A	/
CALM	N/A (see above)	N/A	/
H&F Victim Support	N/A (see above)	N/A	/
Outside Chance	N/A (see above)	N/A	/
Standing Together Against Domestic Violence	N/A (see above)	N/A	/
Wormwood Scrubs Community Chaplaincy	N/A (see above)	N/A	/

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Organisations not recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP			
Organisation		L / M / H	+ or -
Bishop Creighton House	N/A (see above)	N/A	/
Community Advocacy Services	N/A (see above)	N/A	/
DVIP	N/A (see above)	N/A	/
Met Police	N/A (see above)	N/A	/
Princes' Trust	N/A (see above)	N/A	/
Sporting Education	N/A (see above)	N/A	/
Thames Reach	N/A (see above)	N/A	/
Urban Partnership Group	N/A (see above)	N/A	/

Area: PREGNANCY AND MATERNITY

Positive impact: : All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically the needs of women who are pregnant or on maternity leave. All applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on PREGNANCY and MATERNITY

Organisation	Impact	L / M / H	+ or -
Advance	N/A (see above)	N/A	/
Broadway Homelessness Support	N/A (see above)	N/A	/
CALM	N/A (see above)	N/A	/
H&F Victim Support	N/A (see above)	N/A	/
Outside Chance	N/A (see above)	N/A	/
Standing Together Against Domestic Violence	N/A (see above)	N/A	/
Wormwood Scrubs Community Chaplaincy	N/A (see above)	N/A	/

Organisations not recommended for funding – impact on PREGNANCY and MATERNITY

Organisation		L / M / H	+ or -
Bishop Creighton House	N/A (see above)	N/A	/
Community Advocacy Services	N/A (see above)	N/A	/
DVIP	N/A (see above)	N/A	/
Met Police	N/A (see above)	N/A	/
Princes' Trust	N/A (see above)	N/A	/
Sporting Education	N/A (see above)	N/A	/
Thames Reach	N/A (see above)	N/A	/
Urban Partnership Group	N/A (see above)	N/A	/

Area: RACE

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from BME groups.

Negative impact: Possibly, the absence of specialist services targeting a particular ethnic community may lead to them not having very specific needs met (e.g. language, cultural customs)

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on RACE			
Organisation	Impact	L/M/H	+ or -
Advance	Domestic violence advocacy service offering immediate and crisis support for women at risk of or survivors of DV. Figures submitted shows 46% of users are anticipated to be from BME communities, which is disproportionate in comparison to the Borough profile, and will benefit from this service across all wards and reflects the borough profile. In addition, many BME service users already access this organisation's services.	High	+
Broadway Homelessness Support	This specialised BME service, which is an expansion of the existing service, will provide specialist support to service users from Central and Eastern Europe.	High	+
CALM	Figures submitted shows many anticipated BME services will benefit from this service across all wards and reflects the borough profile. In addition, many BME service users already access this organisation's services	High	+
H&F Victim Support	Target beneficiary data suggests that this service will offer support to BME users across all wards; reasonably reflecting the borough's profile. In addition, many BME service users already access this organisation's services	High	+
Outside Chance	Many BME children and young people already access this organisation's services operating in schools across the borough.	High	+
Standing Together Against Domestic Violence	Target beneficiary data suggests that 67% of its anticipated users will be from BME communities users across all wards; reasonably reflecting the borough's profile. In addition, many BME service users already access this organisations services	High	+
Wormwood Scrubs Community Chaplaincy	Target beneficiary data suggests that this service will offer support to many BME users across all wards.	High	+

Organisations not recommended for funding – impact on RACE			
Organisation	Impact	L / M / H	+ or -
Bishop Creighton House	This application was submitted under both this service area, and Homelessness & Home Safety. Negative impact on race is considered to be low as the Home Safety service is	Low	-

	recommended for funding under the Homelessness and Home Safety specification. There are also Home Improvement type services offered under other Home Improvement Agency Services.		
Community Advocacy Services	80% of potential beneficiaries are likely to be Black African communities. However range of alternative provision for this type crime prevention and education service is available	Medium	-
DVIP	May to have a negative impact on the 47% of potential beneficiaries who are likely to be from BME Communities however, there is alternative provision available in specialist local and national services.	Medium	-
Fulham FC Foundation	Whilst 72% of potential beneficiaries are likely to be from BME Communities, other organisations are already funded to provide similar football type activities, therefore consider impact to be neutral and the relevance to be low.	Low	-
Met Police	By not funding this existing service there may be a possible negative impact in that the service may not be able to expand to accommodate the 63% of anticipated beneficiaries from BME communities.	Medium	-
Princes' Trust	service not proposing to specifically target users from BME communities	Low	/
Sporting Education	Whilst 81% of potential beneficiaries are likely to be from BME communities, other organisations are already funded under Safer Communities and the Children Young people and families service specification to provide similar youth engagement type services, therefore consider impact to be neutral and the relevance to be low.	Low	/
Thames Reach	38% of potential beneficiaries are likely to be from BME communities However, the service will continue without 3SIF investment. Service is currently funded through homelessness directorate funding therefore consider impact to be neutral and the relevance to be low.	Low	/
Urban Partnership Group	63% of potential beneficiaries are likely to be from BME communities however overall number of users is small (40 users over 4 years) so impact is considered negative but of low relevance	Low	-

Area: RELIGION/BELIEF (including non-belief)

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups. No applications were received that proposed a service targeting specifically users of a specific religion, belief, or non-belief and all applicants operate their own standard Equal Opportunities Policy or have agreed to

adhere to the Council's.

Negative impact: Possibly, the absence of specialist services targeting a particular ethnic community may lead to them not having very specific needs met (e.g. language, cultural customs)

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation	Impact	L / M / H	+ or -
Advance	None of these organisations proposed to specifically target users of a specific religion, belief, or non-belief. All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups. Therefore it is considered that the relevance to religion or belief, including non-belief, is low and the impact is neutral	Low	/
Broadway Homelessness Support		Low	/
CALM		Low	/
H&F Victim Support		Low	/
Outside Chance		Low	/
Standing Together Against Domestic Violence		Low	/
Wormwood Scrubs Community Chaplaincy		Low	/

Organisations not recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation	L / M / H	+ or -
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Bishop Creighton House	None of these organisations proposed to specifically target users of a specific religion, belief, or non-belief. All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups. Therefore it is considered that the relevance to religion or belief, including non-belief, is low and the impact is neutral.	Low	/
Community Advocacy Services		Low	/
DVIP		Low	/
Met Police		Low	/
Princes' Trust		Low	/
Sporting Education		Low	/
Thames Reach		Low	/
Urban Partnership Group		Low	/

Area: SEX

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are transitioning or have transitioned.

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (i.e. more women than men survive into old age, so services targeting over 75s are more likely to have a high number of female service users).

Organisations recommended for funding – impact on SEX

Organisation	Impact	L / M / H	+ or -
Advance	Domestic violence advocacy service offering immediate and crisis support to an anticipated 100% of women at risk of or survivors of DV. No beneficiaries are expected to be male however this is expected given the nature of the service.	High	+

Broadway Homelessness Support	This specialised service, which is an expansion of the existing service, will provide specialist support to service users from Central and Eastern Europe. Figures provided show that 90% male and 10% female are expected to benefit from this service. Only 10% of beneficiaries are anticipated to be female, which is to be expected as this service will be targeting specific type of users in an area of need predominantly associated with males.	High	+
CALM	This service not proposing to specifically target either gender. Service is open to all users.	High	+
H&F Victim Support	Target beneficiary data suggests an equal representation of male and female users, reasonably reflecting the borough's profile. In addition this organisation already operates in the borough.	High	+
Outside Chance	Target beneficiary data suggests an equal representation of male and female users, reasonably reflecting the borough's profile. In addition this organisation already operates in the borough.	High	+
Standing Together Against Domestic Violence	Data submitted suggests that beneficiaries will be 98% female and 2% Male. Only 2% of beneficiaries are anticipated to be male however this is expected given the nature of the service so negative impact on male users is minimal.	High	+
Wormwood Scrubs Community Chaplaincy	Data submitted suggests that beneficiaries will be 100% male. This is expected given the nature of the service so negative impact on female users is considered minimal.	High	+
Organisations not recommended for funding – impact on SEX			
Organisation		L / M / H	+ or -
Bishop Creighton House	This application was submitted under both this service area, and Homelessness & Home Safety. Negative impact on sex is considered to be low as the Home Safety service is recommended for funding under the Homelessness and Home Safety specification. There are also Home Improvement type services offered under other Home Improvement Agency Services.	Low	-
Community Advocacy Services	This service targets predominantly young Somali youths and suggests an equal representation of male and female users. Negative impact expected on both genders, however range of alternative provision for this type of crime prevention and education	Medium	-

	service is available therefore consider impact to be Medium.		
DVIP	By not funding this existing service there may be a possible negative impact on both male and female anticipated users. However there is alternative provision available in specialist local and national services therefore, consider impact to be neutral and the relevance to Sex to be Low.	Low	
Fulham FC Foundation	Whilst 90% of potential beneficiaries are likely to be male, other organisations who provide similar football type activities are available, therefore consider impact to be neutral and the relevance to Sex to be Medium.	Medium	/
Met Police	By not funding this existing service there may be a possible negative impact in that the service may not be able to expand to accommodate the 60% of female and 40% of males anticipated	Medium	-
Princes' Trust	Service not proposing to specifically target men or women.	Low	/
Sporting Education	Whilst the potential beneficiaries are likely to be male, other organisations are already funded under Safer Communities and the Children Young people and families service specification to provide similar youth engagement type services, therefore consider impact to be neutral and the relevance to sex to be low.	Low	/
Thames Reach	81% of potential beneficiaries are likely to be male. There may be a negative impact on male users. However, the service will continue without 3SIF investment. Service is currently funded through homelessness directorate funding therefore consider impact to be neutral and the relevance to sex to be low.	Low	/
Urban Partnership Group	Service anticipated to specifically target all male users. Likely negative impact on male users however overall number of users is small (40 users over 4 years) so there will be a negative impact and this is of Low relevance to Sex.	Low	-

Area: SEXUAL ORIENTATION

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are transitioning or have transitioned.

Negative impact: none identified

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (ie more women than men survive into old age, so services targeting over 75s are more likely to have a high number of female).

Organisations recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
Advance	This service is not proposing to specifically target users of a particular sexual orientation however the data submitted suggests that 6% of anticipated users will be from the LGBT community, which makes funding this organisation also relevant to Gender Reassignment.	High	+
Broadway Homelessness Support	This service is not proposing to specifically target users of a particular sexual orientation however the data submitted suggests that 10% of anticipated users will be from the LGBT community, which makes funding this organisation also relevant to Gender Reassignment.	High	+
CALM	This service is not proposing to specifically target users of a particular sexual orientation however the data submitted suggests that 1% of anticipated users will be from the LGBT community, which makes funding this organisation also relevant to Gender Reassignment.	High	+
H&F Victim Support	This service is not proposing to specifically target users of a particular sexual orientation however the data submitted suggests that 3% of anticipated users will be from the LGBT community, which makes funding this organisation also relevant to Gender Reassignment.	High	+
Outside Chance	This service provided support to children and young people in local schools is not proposing to specifically target users of a particular sexual orientation	Medium	+
Standing Together Against Domestic Violence	This service is not proposing to specifically target users of a particular sexual orientation however the data submitted suggests that 1% of anticipated users will be from the LGBT community, which makes funding this organisation also relevant to Gender Reassignment.	High	+
Wormwood Scrubs Community Chaplaincy	This service is not proposing to specifically target users of a particular sexual orientation	High	+

Organisations not recommended for funding – impact on SEXUAL ORIENTATION

Organisation	Impact	L / M / H	+ or -
Bishop Creighton	This application was submitted under both this service area, and Homelessness & Home	Low	/

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House	Safety. This service is not proposing to specifically target users of a particular sexual orientation. Negative impact is considered to be low as the Home Safety service is recommended for funding under the Homelessness and Home Safety specification. There are also Home Improvement type services offered under other Home Improvement Agency Services.		
Community Advocacy Services	This service is not proposing to specifically target users of a particular sexual orientation	Low	/
DVIP	This service is not proposing to specifically target users of a particular sexual preference however the data submitted suggests that 5% of anticipated users will be from the LGBT community, which makes not funding this organisation also relevant to Gender Reassignment, and of Medium relevance, as well as negative.	Medium	-
Fulham FC Foundation	This service is not proposing to specifically target users of a particular sexual orientation	Low	/
Met Police	This service is not proposing to specifically target users of a particular sexual preference however the data submitted suggests that 2% of anticipated users will orientation from the LGBT community, which makes not funding this organisation also relevant to Gender Reassignment, and of Medium relevance, as well as negative.	Medium	-
Princes' Trust	This service is not proposing to specifically target users of a particular sexual orientation	Low	/
Sporting Education	This service is not proposing to specifically target users of a particular sexual orientation	Low	/
Thames Reach	This service is not proposing to specifically target users of a particular sexual orientation	Low	/

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Urban Partnership Group	This service is not proposing to specifically target users of a particular sexual orientation	Low	/
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3rd Sector Investment Fund: Arts, Culture & Sports & Wellbeing Adults

IMPACT ON AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE and CIVIL PARTNERSHIP, PREGNANCY and MATERNITY, RACE, RELIGION/BELIEF, SEX and SEXUAL ORIENTATION

Low/Medium/High: This refers to how relevant decision to fund (or not) the organisation is to the protected characteristic affected
+ or – or / : This refer to whether the decision to fund (or not) the organisation will have a positive, negative, or neutral effect on the protected characteristic

Area: AGE

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from all age groups.

Negative impact: Possibly, the absence of specialist services targeting a particular age group may lead to them not having very specific needs met.

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered reaching residents across all age groups. Monitoring data will identify the proportion of services being taken up by users from all age groups, unless it is an age specific service. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on AGE

organisation		L / M / H	+ or -
Albert and Friends Instant Circus	Target beneficiary group are young people and their families; data suggests that this service will offer support to these users, reasonably reflecting the borough’s profile, except over 65s.	Medium	+
Lyric Hammersmith	Figures submitted with the application show that many children and young people will benefit from accessing this service. In addition many service users across all age groups already use the organisation’s services. Evidence for good service uptake in all age groups in the past, similar predicted for future.	High	+
Riverside Studios	Service is mostly targeting children and young people. Appropriate for this type of service.	High	+
Staying Put (Bike Project)	Targeting young people who want to take up bicycling as a sport, beneficiary data suggests that this service will offer good support to users, particularly young people, meeting an identified gap in services.	High	+

William Morris Society	Target beneficiary data suggests that this service will offer support to users from different age groups, with special programmes for children and young people, and a good reflection the borough's profile, even including 8% of over 85s	High	+
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Organisations not recommended for funding – impact on AGE

Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	Small total of users (180 over 4 years). Only targeting 14-25 age group, which is well covered by services recommended for funding. Football related activities for young people are also funded under the 3SIF Children and Young People specification, and under the Fast Track Small Grants scheme. The submitted application was incomplete.	Low	-
Open Age	This service is exclusively for people over 50, (but no other age groups), so the negative impact of not recommending it will affect older people in the community, who will not have an increase in the level of specialist support available to them. There is, however, a range of (funded) activities provided under the Health & Wellbeing (Older People) specification.	Medium	-
Prince's Trust	Only 24 users p/a, so a small number of young people will not have an increase in the level of specialist support available to them. Very similar activities are, however, funded under the Economic Wellbeing specification (Resurgo).	Low	-
QPR in the community trust	Service is targeting school children, so a number of young people will not have the opportunity to access a range of football/sports related after school activities. The council's 3 rd Sector Investment Fund does, however, fund a range of football and sports activities for young people under the Children's and Young People specification, as well as part of the Fast Track Small Grants scheme. The Bike Project recommended for funding under this specification is another sporting activity for school children and young people.	Low	-
Roma Support Group	Service is targeting members of the Roma community, particularly young people (51% in 14-25 age range). A good range of other services for this age group is recommended in this funding round.	Low	-
Russian Circle	Service is targeting children and young people of the Russian speaking community and their families. The council's 3 rd Sector Investment Fund does, however, fund an extensive range of activities and supplementary schools under the Children's and Young People specification, as well as part of the Fast Track Small Grants scheme. User numbers are small (75 users over 4 years).	Low	-

Sporting Education (Sports Hub Card)	Service exclusively targets 14-19 year olds group, so no impact on any other age group expected. Several services recommended for funding target the young people age group.	Low	-
UPG (Masbro Events Inc)	Service mostly targets children, young people and their families. No significant impact on older age groups (over 50). Several other services are recommended for funding target the young people age group.	Low	-
West & North West London Vietnamese Association	Application was incomplete, no anticipated beneficiary figures were submitted. Info therefore not available.	N/A	N/A

Area: DISABILITY			
Positive impact: All services recommended for funding are expected to be fully accessible. All services are expected to support service users to improve their physical and emotional wellbeing and to encourage healthy lifestyles. Services are expected to help reduce social isolation and increase access to social activities which is expected to have a positive effect on people with disabilities, in particular.			
Negative impact: Not likely, but not all services expecting to provide services to disabled could be recommended for funding.			
How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need. Service outcomes for people disabilities will be monitored and discrepancies will be addressed as and when necessary. Monitoring data will identify the proportion of services being taken up by disabled residents. Where there appears to be a discrepancy between service take up by disabled people in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.			
Organisations recommended for funding – impact on DISABILITY			
Organisation	Positive Impact	L / M / H	+ or -
Albert and Friends Instant Circus	Figures submitted show that a 8% of beneficiaries are expected to have a learning disability, and another 10% a range of other disabilities, which is higher than the borough average (14-15% for both combined). A number of disabled service users use the organisation’s services already.	High	+
Lyric Hammersmith	14% of this specialist service’s beneficiaries will have a mental health problem, 15% a long term health problem; considerably higher than borough average	High	+
Riverside Studios	Service is expecting about 16% of the users to be disabled.	Medium	+

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Staying Put (Bike Project)	Figures submitted show that a 26% beneficiaries are expected to be people with disabilities or long term health condition.	High	+
William Morris Society	Figures submitted show that 8% of beneficiaries will be disabled people, the number reported for users with a long term health condition (1%) seems unusually low, given that 56% of service users are reported to be over 50 years old. It seems very likely that the organisation has underestimated this figure.	Low to Medium	+

Organisations not recommended for funding – impact on DISABILITY

Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	Small total of users (180 over 4 years). 11 or 12% over users are expected to have a learning disability or mental health need. Inclusive football related activities for young people are also funded under the 3SiF Children and Young People specification, and under the Fast Track Small Grants scheme.	Low	-
Open Age	Although potential beneficiaries include a high proportion with physical disabilities, long term health conditions or mental health needs (42%), other organisations are already funded to provide similar activities for this user group, including outreach to potential new users, therefore consider impact to be negative and relevance to Disability moderate.	Medium	-
Prince's Trust	Over 40% of disabled service users anticipated, but overall numbers are small (only 24 service users p.a.) and a similar service is already being funded under the Economic Wellbeing service specification.	Low	-
QPR in the community trust	Figures provided by organisation inconclusive, but the council's 3 rd Sector Investment Fund does already funds a range of inclusive football and sports activities for young people under the Children's and Young People specification, as well as part of the Fast Track Small Grants scheme.	Low	-
Roma Support Group	Figures provided are partially inconclusive, but service expects to provide for about 20% of people with long term health conditions and 5% of users are expected to have learning difficulties. A good range of other services benefitting disabled people is recommended, though.	Low	-
Russian Circle	From the information provided it seems that none of the expected service users is disabled. This is surprising, but may be related to overall numbers being small.	Low	-
Sporting Education	Service is expecting about 22% of the users to be disabled, this seems high for that age group. A good range of other services benefitting disabled people is recommended, though.	Medium	-

UPG (Masbro Events Inc)	20% of service users are expected to be disabled or have long term health condition. A good range of other services benefitting disabled people is recommended, though.	Low to Medium	-
West & North West London Vietnamese Association	Application was incomplete, no anticipated beneficiary figures were submitted. Info therefore not available.	N/A	N/A

Area: GENDER REASSIGNMENT

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are transitioning or who have transitioned. No applicants have applied to provide a service that particularly targets this group. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
Albert and Friends Instant Circus	N/A	N/A	N/A
Lyric Hammersmith	N/A	N/A	N/A
Riverside Studios	N/A	N/A	N/A
Staying Put (Bike Project)	N/A	N/A	N/A
William Morris Society	N/A	N/A	N/A

Organisations not recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire)	N/A	N/A	N/A

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to move)			
Open Age	N/A	N/A	N/A
Prince's Trust	N/A	N/A	N/A
QPR in the community trust	N/A	N/A	N/A
Roma Support Group	N/A	N/A	N/A
Russian Circle	N/A	N/A	N/A
Sporting Education	N/A	N/A	N/A
UPG (Masbro Events Inc)	N/A	N/A	N/A
West & North West London Vietnamese Association	N/A	N/A	N/A

Area: MARRIAGE AND CIVIL PARTNERSHIP
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically people who are married or living in civil partnerships. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.
Negative impact: none identified
How negative impact will be addressed: n/a.

Organisations recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP			
Organisation		L / M / H	+ or -
Albert and Friends Instant Circus	N/A	N/A	N/A
Lyric Hammersmith	N/A	N/A	N/A
Riverside Studios	N/A	N/A	N/A
Staying Put (Bike Project)	N/A	N/A	N/A
William Morris Society	N/A	N/A	N/A

Organisations not recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP			
Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	N/A	N/A	N/A
Open Age	N/A	N/A	N/A
Prince's Trust	N/A	N/A	N/A
QPR in the community trust	N/A	N/A	N/A
Roma Support Group	N/A	N/A	N/A
Russian Circle	N/A	N/A	N/A
Sporting Education	N/A	N/A	N/A
UPG (Masbro Events Inc)	N/A	N/A	N/A
West & North West London Vietnamese Association	N/A	N/A	N/A

Area: PREGNANCY AND MATERNITY			
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically the needs of women who are pregnant or on maternity leave. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.			
Negative impact: none identified			
How negative impact will be addressed: n/a			
Organisations recommended for funding – impact on PREGNANCY and MATERNITY			
Organisation		L / M / H	+ or -
Albert and Friends Instant Circus	N/A	N/A	N/A
Lyric Hammersmith	N/A	N/A	N/A
Riverside Studios	N/A	N/A	N/A
Staying Put (Bike Project)	N/A	N/A	N/A
William Morris Society	N/A	N/A	N/A

Organisations not recommended for funding – impact on PREGNANCY and MATERNITY			
Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	N/A	N/A	N/A
Open Age	N/A	N/A	N/A

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Prince's Trust	N/A	N/A	N/A
QPR in the community trust	N/A	N/A	N/A
Roma Support Group	N/A	N/A	N/A
Russian Circle	N/A	N/A	N/A
Sporting Education	N/A	N/A	N/A
UPG (Masbro Events Inc)	N/A	N/A	N/A
West & North West London Vietnamese Association	N/A	N/A	N/A

Area: RACE			
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from BME groups.			
Negative impact: Possibly, the absence of specialist services targeting a particular ethnic community may lead to them not having very specific needs met (e.g. language, cultural customs)			
How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.			
Organisations recommended for funding – impact on RACE			
Organisation		L / M / H	+ or -
Albert and Friends Instant Circus	Target beneficiary data suggests that this service will offer good support to users, reflecting the borough's ethnic profile.	High	+
Lyric	Figures submitted with the application show that a range of BME service users will benefit	High	+

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Hammersmith	from accessing this service. Reasonable spread reflecting borough profile.		
Riverside Studios	Target beneficiary data suggests that 21% of users will be from BME backgrounds. Service is expected to be accessible to all.	Medium	+
Staying Put (Bike Project)	Target beneficiary data suggests that 44% of users will be from BME backgrounds.	High	+
William Morris Society	Target beneficiary data suggests that this service will benefit about 50% users from ethnic minority backgrounds.	High	+

Organisations not recommended for funding – impact on RACE

Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	The submitted application was incomplete, though stated that 64% of users are predicted to be from BME groups, and anticipated user numbers are relatively small (180 spread over 4 years). Football related activities for young people are also funded under the 3SiF Children and Young People specification, and under the Fast Track Small Grants scheme.	Medium	-
Open Age	High rate of white service users predicted (79%), probably reasonable reflection of age group.	Low	-
Prince's Trust	Over 50% of service users from BME groups are anticipated, but overall numbers are small (only 24 service users p.a.) and a similar service is already being funded under the Economic Wellbeing service specification.	Low	-
QPR in the community trust	Figures provided by organisation inconclusive, but the council's 3 rd Sector Investment Fund does already fund a range of inclusive football and sports activities for young people under the Children's and Young People specification, as well as part of the Fast Track Small Grants scheme.	Low	-
Roma Support Group	People from Roma community, who are the main beneficiaries, will not have a specialist cultural support available to them. However, 62% of service users are expected to be from a white ethnic background (British or other). A range of mainstream accessible service is recommended for funding, and all organisations recommended for funding are expected to reach out across language and cultural barriers.	Medium	-

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Russian Circle	People from Russian speaking community will not have an increase in the level of culturally specialist support available to them. A range of mainstream accessible service is recommended for funding, and all organisations recommended for funding are expected to reach out across language barriers.	Low	-
Sporting Education	Figures provided by organisation state that 39% of the service users will from an Asian BME background (600 people). Considering the borough profile, it is doubtful that this is achievable. The council's 3 rd Sector Investment Fund does already fund a range of inclusive football and sports activities for young people under the Children's and Young People specification, as well as part of the Fast Track Small Grants scheme.	Low	-
UPG (Masbro Events Inc)	42% of BME service users expected. A good range of other services benefitting BME users is recommended, though.	Medium	-
West & North West London Vietnamese Association	Application was incomplete, no anticipated beneficiary figures were submitted. Information is therefore not available to make a more informed assessment of the impact of not funding. It is, however, highly likely that most beneficiaries would be from a BME background (Vietnamese/Chinese). User numbers are likely to be small (based on general info given in application), less than 100.	Medium, possibly high	-

Area: RELIGION/BELIEF (including non-belief)

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups. No applications targeting service users from a particular faith community or non-belief group were received. Community Investment will try to ensure that as many as possible of these groups are informed about future funding opportunities, in case they feel that these funding opportunities are not relevant to them.

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation		L / M / H	+ or -
Albert and Friends Instant Circus	N/A	N/A	N/A
Lyric Hammersmith	N/A	N/A	N/A
Riverside Studios	N/A	N/A	N/A
Staying Put (Bike Project)	N/A	N/A	N/A
William Morris Society	N/A	N/A	N/A

Organisations not recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	N/A	N/A	N/A
Open Age	N/A	N/A	N/A
Prince's Trust	N/A	N/A	N/A
QPR in the	N/A	N/A	N/A

community trust			
Roma Support Group	N/A	N/A	N/A
Russian Circle	N/A	N/A	N/A
Sporting Education	N/A	N/A	N/A
UPG (Masbro Events Inc)	N/A	N/A	N/A
West & North West London Vietnamese Association	N/A	N/A	N/A

Area: SEX

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, 3 out of 4 recommended organisations anticipate a higher take up of female service users (over 50%).

Negative impact: some of the services not recommended for funding have a high percentage of female potential service users

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (i.e. more women than men survive into old age, so services targeting over 75s are more likely to have a higher number of female service users).

Organisations recommended for funding – impact on SEX

Organisation	Positive impact	L / M / H	+ or -
Albert and Friends Instant Circus	Figures provided to support this application that reasonably reflect the borough's profile (43% male, 57% female service users expected)	High	+
Lyric Hammersmith	Figures provided to support this application that reasonably reflect the borough's profile (48% male, 52% female service users expected).	High	+
Riverside Studios	49% of beneficiaries will be female and 51% male, reasonably reflecting the borough's profile	High	+
Staying Put (Bike	42% of beneficiaries will be female and 58% male, but 42% female uptake can be considered	Medium	+

Project)	a good rate for competitive bike sport.		
William Morris Society	55% of beneficiaries will be female and 45% male.	High	+

Organisations not recommended for funding – impact on SEX

Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	The submitted application was incomplete and so information is therefore not available to make a more informed assessment of the impact of not funding. All beneficiaries are predicted to be female, but anticipated user numbers relatively small (180 over 4 years). Football related activities for young people are also funded under the 3SiF Children and Young People specification, and under the Fast Track Small Grants scheme.	Medium	-
Open Age	Although potential beneficiaries include a high proportion of women (82%, due to the targeted age group), other 3Sif funded organisations are already funded to provide similar activities for this user group, including outreach to potential new users, therefore consider impact to be moderate.	Medium	-
Prince's Trust	Over 42% male and 58% female service users anticipated, but overall numbers are small (only 24 service users pa) and a similar service for this user group is already being funded under the Economic Wellbeing service specification.	Low	-
QPR in the community trust	Significantly more male than female service users anticipated. The council's 3 rd Sector Investment Fund does already fund a range of inclusive football and sports activities for young people under the Children's and Young People specification, as well as part of the Fast Track Small Grants scheme.	Low	-
Roma Support Group	67% of beneficiaries will be female and 33% male. A range of accessible and inclusive services is recommended for funding, or funded through the Fast Track Small Grants scheme.	Medium	-
Russian Circle	53% of beneficiaries will be female and 47% male; total service user numbers are small (75 over 4 years). A range of supplementary schools are funded through the Fast Track Small Grants scheme.	Low	-

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Sporting Education	64% of beneficiaries will be female and 50% male. Several services recommended for funding target this user group.	Low	-
UPG (Masbro Events Inc)	64% of beneficiaries will be female and 36% male. A good range of other services potentially benefitting this user group is recommended.	Medium	-
West & North West London Vietnamese Association	Application was incomplete, no anticipated beneficiary figures were submitted. Information is therefore not available to make a more informed assessment of the impact of not funding.	N/A	N/A

Area: SEXUAL ORIENTATION

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents. No applications were received that proposed a service targeting a user group who were heterosexual, lesbian, gay, or bisexual. No applications targeting service users from a particular faith community or non-belief group were received. Community Investment will try to ensure that as many as possible of these groups are informed about future funding opportunities, in case they feel that these funding opportunities are not relevant to them.

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
Albert and Friends Instant Circus	N/A	N/A	N/A
Lyric Hammersmith	N/A	N/A	N/A
Riverside Studios	N/A	N/A	N/A
Staying Put (Bike	N/A	N/A	N/A

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Project)			
William Morris Society	N/A	N/A	N/A

Organisations not recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
Fulham FC Foundation (Aspire to move)	N/A	N/A	N/A
Open Age	N/A	N/A	N/A
Prince's Trust	N/A	N/A	N/A
QPR in the community trust	N/A	N/A	N/A
Roma Support Group	N/A	N/A	N/A
Russian Circle	N/A	N/A	N/A
Sporting Education	N/A	N/A	N/A
UPG (Masbro Events Inc)	N/A	N/A	N/A
West & North West London Vietnamese Association	N/A	N/A	N/A

3rd Sector Investment Fund: Environment and Community Transport

IMPACT ON AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE and CIVIL PARTNERSHIP, PREGNANCY and MATERNITY, RACE, RELIGION/BELIEF, SEX and SEXUAL ORIENTATION

Low/Medium/High: This refers to how relevant a decision to fund (or not) the organisation is to the protected characteristic affected
+ or – or / : This refer to whether the decision to fund (or not) the organisation will have a positive, negative, or neutral effect on the protected characteristic

Area: AGE

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from all age groups.

Negative impact: Possibly, the absence of specialist services targeting a particular age group may lead to them not having very specific needs met.

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered reaching residents across all age groups. Monitoring data will identify the proportion of services being taken up by users from all age groups, unless it is an age specific service. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on AGE

organisation		L / M / H	+ or -
Groundwork London	High volume of users (7300 over 4 years), reasonably reflecting the borough's profile	High	+
H&F Community Gardens Association	High volume of users (5250 over 4 years), reasonably reflecting the borough's profile	High	+
H&F Community Transport (coach vouchers, developmental worker)	Figures submitted with both applications show that many children and young people will benefit from accessing this service (37%), as well as many over 65s (31%) . In addition many service users already use the organisation's services. Evidence for good service uptake in all age groups in the past, similar predicted for future. Large number of service users expected (3287 over 4 years for coach voucher scheme, 2320 for developmental worker application).	High	+

H&F Urban Studies Centre	Targeting age group 5-13, but also reflecting the borough's profile.	High	+
Staying Put (Furnish)	High volume of users (4227 over 4 years), reasonably reflecting the borough's profile	High	+

Organisations not recommended for funding – impact on AGE

Organisation		L /M / H	+ or -
Sporting Education (i-Volunteer)	Mostly targeting young people and adults. Potential users of this service can access structured volunteering activities to alternative 3rd Sector Investment Fund funded services, such as the H&F Volunteer's Centre.	Low	-
Staying Put (Bike Project, Phoenix Farm)	Phoenix Farm application is targeting school children, but service would be more appropriately funded through the school. HCGA are already funded to contribute. Staying Put bike project recommended for funding under the Arts, Culture and Sports specification.	Low	-
Waste Watch	50% expected service users in 18-49 age group, some spread over other age groups. The service is considered to be a pilot project, it is therefore difficult to refer with any potential alternatives.	Medium	-

Area: DISABILITY

Positive impact: All services recommended for funding are expected to be fully accessible. All services are expected to support service users to improve their physical and emotional wellbeing and to encourage healthy lifestyles. Services are expected to help reduce social isolation and increase access to social activities which is expected to have a positive effect on people with disabilities, in particular.

Negative impact: Not likely, but not all services expecting to provide services to disabled could be recommended for funding.

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need. Service outcomes for people with disabilities will be monitored and discrepancies will be addressed as and when necessary. Monitoring data will identify the proportion of services being taken up by disabled residents. Where there appears to be a discrepancy between service take

up by disabled people in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.			
Organisations recommended for funding – impact on DISABILITY			
Organisation	Positive Impact	L / M / H	+ or -
Groundwork London	Figures submitted show that about 24% of beneficiaries will be disabled people, including 12% people with learning disabilities.	Medium	+
H&F Community Gardens Association	Figures submitted show that about 16% of beneficiaries will be disabled people, including 12% people with learning disabilities. This is a good result for a mainstream service; the borough profile suggests that 14-15% of H&F residents live with a disability or long term health condition.	High	+
H&F Community Transport (coach vouchers, developmental worker)	Figures submitted under the Coach Voucher service show that about 65% of beneficiaries are likely to be disabled people, or living with a long term health condition. Similar figures submitted for developmental worker application. Many disabled service users are frequenting this service already.	High	+
H&F Urban Studies Centre	Figures submitted show that about 12% of beneficiaries are likely to be disabled people, or living with a long term health condition.	Medium	+
Staying Put (Furnish)	Figures submitted show that about 75% of beneficiaries are likely to be disabled people, or living with a long term health condition.	High	+

Organisations not recommended for funding – impact on DISABILITY			
Organisation		L / M / H	+ or -
Sporting Education (i-Volunteer)	Figures submitted show that about 12% of beneficiaries will be disabled people, including 12% people with learning disabilities. This would indicate a moderate/medium relevance to disabled people, but potential users of this service can access structured volunteering activities to alternative 3rd Sector Investment Fund funded services, such as the H&F Volunteer's Centre and HaFAD.	Low	-
Staying Put (Bike Project, Phoenix Farm)	Phoenix Farm application is targeting school children, but service would be more appropriately funded through the school. HCGA are already funded to contribute. Staying Put bike project recommended for funding under the Arts, Culture and Sports specification.	Low	-
Waste Watch	Figures submitted show that about 23% of potential service users could be disabled or living with a long term health condition. The service is considered to be a pilot project, it is	Medium	-

	therefore difficult to refer with any potential alternatives		
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Area: GENDER REASSIGNMENT

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are transitioning or who have transitioned. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.

Negative impact: none identified

How negative impact will be addressed:

Organisations recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
Groundwork London	N/A	N/A	N/A
H&F Community Gardens Association	N/A	N/A	N/A
H&F Community Transport (coach vouchers, developmental worker)	N/A	N/A	N/A
H&F Urban Studies Centre	N/A	N/A	N/A
Staying Put (Furnish)	N/A	N/A	N/A

Organisations not recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
Sporting Education (i-Volunteer)	N/A	N/A	N/A
Staying Put (Bike)	N/A	N/A	N/A

Project, Phoenix Farm)			
Waste Watch	N/A	N/A	N/A

Area: MARRIAGE AND CIVIL PARTNERSHIP

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically people who are married or living in civil partnerships. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.

Negative impact: none

How negative impact will be addressed: n/a.

Organisations recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP

Organisation		L / M / H	+ or -
Groundwork London	N/A	N/A	N/A
H&F Community Gardens Association	N/A	N/A	N/A
H&F Community Transport (coach vouchers, developmental worker)	N/A	N/A	N/A
H&F Urban Studies Centre	N/A	N/A	N/A
Staying Put (Furnish)	N/A	N/A	N/A

Organisations not recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP

Organisation		L / M / H	+ or -
Sporting Education (i-Volunteer)	N/A	N/A	N/A
Staying Put (Bike Project, Phoenix Farm)	N/A	N/A	N/A
Waste Watch	N/A	N/A	N/A

Area: PREGNANCY AND MATERNITY

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically the needs of women who are pregnant or on maternity leave. All applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Specific information on this opportunities area was not requested as part of the application, because it was not a requirement at the time. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on PREGNANCY and MATERNITY

Organisation		L / M / H	+ or -
Groundwork London	N/A	N/A	N/A
H&F Community Gardens Association	N/A	N/A	N/A
H&F Community Transport (coach vouchers,	N/A	N/A	N/A

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developmental worker)			
H&F Urban Studies Centre	N/A	N/A	N/A
Staying Put (Furnish)	N/A	N/A	N/A

Organisations not recommended for funding – impact on PREGNANCY and MATERNITY

Organisation		L / M / H	+ or -
Sporting Education (i-Volunteer)	N/A	N/A	N/A
Staying Put (Bike Project, Phoenix Farm)	N/A	N/A	N/A
Waste Watch	N/A	N/A	N/A

Area: RACE

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from BME groups.

Negative impact: Possibly, the absence of specialist services targeting a particular ethnic community may lead to them not having very specific needs met in their preferred way, as they will have to access mainstream services. This could mean having to access a mainstream service with an interpreter instead of having a specialist service available where support can be provided directly by someone who speaks the service users' language.

How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on RACE			
Organisation		L /M / H	+ or -
Groundwork London	Target beneficiary data suggests that this service expects about 50% BME users.	High	+
H&F Community Gardens Association	Figures submitted with the application show that many BME service users will benefit from accessing this service, about 45% BME users are expected.	High	+
H&F Community Transport (coach vouchers, developmental worker)	Target beneficiary data for the coach voucher service suggests that this service expects about 70% BME users. Similar figures for the developmental worker application.	High	+
H&F Urban Studies Centre	Target beneficiary data suggests that this service expects about 40% BME users.	High	+
Staying Put (Furnish)	Target beneficiary data suggests that this service expects 67% BME users.	High	+

Organisations not recommended for funding – impact on RACE			
Organisation		L /M / H	+ or -
Sporting Education (i-Volunteer)	39% users expected to be white British, 10% white Irish, about 51% from BME communities. While not funding is of medium relevance to these groups, potential users of this service can access structured volunteering activities to alternative 3rd Sector Investment Fund funded services, such as the H&F Volunteer's Centre.	Medium	-
Staying Put (Bike Project, Phoenix Farm)	Phoenix Farm application is targeting school children, but service would be more appropriately funded through the school. HCGA are already funded to contribute. Staying Put bike project recommended for funding under the Arts, Culture and Sports specification.	Low	-
Waste Watch	Target beneficiary data suggests that this service expects 37% BME users. The service is considered to be a pilot project, it is therefore difficult to refer with any potential alternatives	Medium	-

Area: RELIGION/BELIEF (including non-belief)

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups. No applications targeting service users from a particular faith community or non-belief group were received. Community Investment will try to ensure that as many as possible of these groups are informed about future funding opportunities, in case they feel that these funding opportunities are not relevant for them .

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation		L /M / H	+ or -
Groundwork London	N/A	N/A	N/A
H&F Community Gardens Association	N/A	N/A	N/A
H&F Community Transport (coach vouchers, developmental worker)	N/A	N/A	N/A
H&F Urban Studies Centre	N/A	N/A	N/A
Staying Put (Furnish)	N/A	N/A	N/A

Organisations not recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation		L /M / H	+ or -
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Sporting Education (i-Volunteer)	N/A	N/A	N/A
Staying Put (Bike Project, Phoenix Farm)	N/A	N/A	N/A
Waste Watch	N/A	N/A	N/A

Area: SEX

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, all of the recommended services anticipate an equal or higher take up of female service users.

Negative impact: some of the services not recommended for funding have a high percentage of female potential service users

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (i.e. more women than men survive into old age, so services targeting over 75s are more likely to have a higher number of female service users).

Organisations recommended for funding – impact on SEX

Organisation	Positive impact	L / M / H	+ or -
Groundwork London	51% of beneficiaries will be female and 49% male; large numbers of service users expected.	Medium	+
H&F Community Gardens Association	About 60% of beneficiaries will be female and 40% male; large numbers of service users expected.	High	+
H&F Community Transport (coach vouchers, developmental worker)	For the coach both services, about 60% of beneficiaries will be female and 40% male; large numbers of service users expected.	High	+
H&F Urban Studies Centre	50% of beneficiaries will be female and 50% male; large numbers of service users expected.	Medium	+

Staying Put (Furnish)	50% of beneficiaries will be female and 50% male; large numbers of service users expected.	Medium	+
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Organisations not recommended for funding – impact on SEX

Organisation		L / M / H	+ or -
Sporting Education (i-Volunteer)	50% of beneficiaries will be female and 50% male, but potential users of this service can access structured volunteering activities to alternative 3rd Sector Investment Fund funded services, such as the H&F Volunteer's Centre.	Low	-
Staying Put (Bike Project, Phoenix Farm)	Phoenix Farm application is targeting school children, but service would be more appropriately funded through the school. HCGA are already funded to contribute. Staying Put bike project recommended for funding under the Arts, Culture and Sports specification.	Low	-
Waste Watch	51% of beneficiaries will be female and 49% male. The service is considered to be a pilot project, it is therefore difficult to refer with any potential alternatives	Low	-

Area: SEXUAL ORIENTATION

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents. No applications were received that proposed a service targeting a user group with a specific sexual orientation. All applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Community Investment will try to ensure that as many as possible of these groups are informed about future funding opportunities, in case they feel that these funding opportunities are not relevant for them .

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
Groundwork London	N/A	N/A	N/A
H&F Community Gardens Association	N/A	N/A	N/A

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H&F Community Transport (coach vouchers, developmental worker))	N/A	N/A	N/A
H&F Urban Studies Centre	N/A	N/A	N/A
Staying Put (Furnish)	N/A	N/A	N/A

Organisations not recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
Sporting Education (i-Volunteer)	N/A	N/A	N/A
Staying Put (Bike Project, Phoenix Farm)	N/A	N/A	N/A
Waste Watch	N/A	N/A	N/A

3rd Sector Investment Fund: Homelessness and Home Safety

IMPACT ON AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE and CIVIL PARTNERSHIP, PREGNANCY and MATERNITY, RACE, RELIGION/BELIEF, SEX and SEXUAL ORIENTATION

Low/Medium/High: This refers to how relevant decision to fund (or not) the organisation is to the protected characteristic affected
+ or – or / : This refer to whether the decision to fund (or not) the organisation will have a positive, negative, or neutral effect on the protected characteristic

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Area: AGE			
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from all age groups.			
Negative impact: not all applications could be recommended for funding			
How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered reaching residents across all age groups. Monitoring data will identify the proportion of services being taken up by users from all age groups, unless it is an age specific service. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.			
Organisations recommended for funding – impact on AGE			
organisation	Commentary/Impact	L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	High volume of users (8000 over 4 years), reasonably reflecting the borough’s profile, with some focus on young and working age people.	High	+
Bishop Creighton House (Homelessness Prevention)	3% of users are expected to be from 5-25 age groups, otherwise reasonable spread of anticipated users of all ages; reasonably reflected the borough profile.	Medium	+

Organisations not recommended for funding – impact on AGE			
Organisation		L / M / H	+ or -
Advance (Minerva Project)	Mostly targeting young people and adults (87% of service users between 18 and 49). Does not significantly affect other age groups. Overall user numbers quite small (300 over 4 years).	Low	-
Broadway (Homelessness Prevention)	50% of expected service users in 18-49 age groups, some spread over other age groups. Advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.	Medium	-
H&F Law Centre (Homelessness Prevention Service)	60% of expected service users in 25-49 age group, some spread over other age groups. Legal advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is recommended for funding, advice is also available through H&F Advice and Housing Advice & Assessment Teams.	Medium	-
Staying Put (Homelessness Prevention Service)	Nearly half of all service users are expected to be from the 25-49 age group, some spread over other age groups. Some accessible alternative services are available.	Low to Medium	-
Staying Put (Home Safety project)	This service specifically targets the needs of older people, 100% of users are expected to be over 50 years old, 36% of them over 85. Some accessible alternative services are available and a similar service is already being funded through 3SIF under the Homelessness and Home Safety specification.	Medium	-

Area: DISABILITY

Positive impact: All services recommended for funding are expected to be fully accessible. All services are expected to support service users to improve their physical and emotional wellbeing and to encourage healthy lifestyles. Services are expected to help reduce social isolation and increase quality of life which is expected to have a positive effect on people with disabilities.

Negative impact: Not all services expecting to provide services to disabled could be recommended for funding.

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need. Service outcomes for people with disabilities will be monitored and discrepancies will be addressed as and when necessary. Monitoring data

will identify the proportion of services being taken up by disabled residents. Where there appears to be a discrepancy between service take up by disabled people in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.

Organisations recommended for funding – impact on DISABILITY

Organisation	Impact	L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	Figures submitted show that about 37% of beneficiaries will be disabled people, including 21% people with long term health conditions.	High	+
Bishop Creighton House (Homelessness Prevention)	Figures submitted indicate that 32% of beneficiaries are expected to be disabled people or living with a long term health condition, and overall user numbers are quite high (1855 over 4 years).	High	+

Organisations not recommended for funding – impact on DISABILITY

Organisation		L / M / H	+ or -
Advance (Minerva Project)	Figures submitted show that about 67% of beneficiaries are expected to have mental health needs (other disabilities or long-term conditions not disclosed), but overall service user numbers are quite small (300 over 4 years). Advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.	Medium	-
Broadway (Homelessness Prevention)	Figures submitted indicate that about 32% of beneficiaries are expected to be disabled people or living with a long term health condition, but overall user numbers are quite small (400 over 4 years), and other advice services are available.	Medium	-
H&F Law Centre (Homelessness Prevention Service)	Figures submitted indicate that <u>all</u> potential service users are expected to be disabled or living with a long term health condition. The body of the application, however, did not contain sufficient evidence as to how such an exceptionally high level (828 over 4 years) would be achieved. The application did not detail how the service would be promoted and made accessible to the widest possible range of local residents. The negative impact of not recommending this service could potentially be quite high, but the application does not evidence how such a high number of users could be made to benefit, therefore the relevance to disabled people was classified as medium, although it might also reasonably be assessed as low given the lack of sufficient data supplied by the applicant.	Medium	-
Staying Put	Figures submitted indicate that about 45% of beneficiaries are expected to be disabled	Medium	-

(Homelessness Prevention Service)	people or living with a long term health condition. Some accessible alternative services are available.		
Staying Put (Home Safety project)	Figures submitted show that about 84% of potential service users are expected to be disabled or living with a long term health condition. Some accessible alternative services are available and a similar service is already being funded through 3SIF under the Homelessness and Home Safety specification.	Medium	+

Area: GENDER REASSIGNMENT

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, including people who are transitioning or who have transitioned. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding.

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	N/A	N/A	N/A
Bishop Creighton House (Homelessness Prevention)	N/A	N/A	N/A

Organisations not recommended for funding – impact on GENDER REASSIGNMENT

Organisation		L / M / H	+ or -
Advance (Minerva)	N/A	N/A	N/A

Project)			
Broadway (Homelessness Prevention)	N/A	N/A	N/A
H&F Law Centre (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Home Safety project)	N/A	N/A	N/A

Area: MARRIAGE AND CIVIL PARTNERSHIP

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically people who are married or living in civil partnerships. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding. Marriage and civil partnership could be an issue in some cases of homelessness, ie where people need to be housed together, and we will address this with the successful applicants where necessary as part of the monitoring process.

Negative impact: none

How negative impact will be addressed: n/a.

Organisations recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP

Organisation		L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	N/A	N/A	N/A
Bishop Creighton House	N/A	N/A	N/A

(Homelessness Prevention)			
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Organisations not recommended for funding – impact on MARRIAGE and CIVIL PARTNERSHIP

Organisation		L / M / H	+ or -
Advance (Minerva Project)	N/A	N/A	N/A
Broadway (Homelessness Prevention)	N/A	N/A	N/A
H&F Law Centre (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Home Safety project)	N/A	N/A	N/A

Area: PREGNANCY AND MATERNITY

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of local residents. No applications were received that proposed a service targeting specifically the needs of women who are pregnant or on maternity leave. No applications were received that proposed a service targeting specifically people who are married or living in civil partnerships. Specific information on this area was not requested as part of the application process, because the application process started in October 2010 and this information was not a requirement at the time. This area will be closely monitored as part of beneficiary monitoring data that will be submitted under each service level agreement. We will also ensure that this area is included in the Equal Opportunities Policies of all organisations recommended for funding. Pregnancy and Maternity could be an issue in some cases of homelessness, ie where people need to be housed urgently, and we will address this with the successful applicants where necessary as part of the monitoring process.

Negative impact: none identified

How negative impact will be addressed: n/a			
Organisations recommended for funding – impact on PREGNANCY and MATERNITY			
Organisation		L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	N/A	N/A	N/A
Bishop Creighton House (Homelessness Prevention)	N/A	N/A	N/A

Organisations not recommended for funding – impact on PREGNANCY and MATERNITY			
Organisation		L / M / H	+ or -
Advance (Minerva Project)	N/A	N/A	N/A
Broadway (Homelessness Prevention)	N/A	N/A	N/A
H&F Law Centre (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Home Safety project)	N/A	N/A	N/A

Area: RACE			
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from BME groups.			
Negative impact: Possibly, the absence of specialist services targeting a particular ethnic community may lead to them not having very specific needs met in their preferred way, as they will have to access mainstream services. This could mean having to access a mainstream service with an interpreter instead of having a specialist service available where support can be provided directly by someone who speaks the service users' language.			
How negative impact will be addressed: Service agreements will include a requirement (and in many cases a specific target) of targeting services to different communities in the borough. Organisations will need to demonstrate how they have considered language and cultural barriers to service uptake, and how these barriers have been effectively addressed. Monitoring data will identify the proportion of services being taken up by users from different racial backgrounds. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance.			
Organisations recommended for funding – impact on RACE			
Organisation		L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	Figures submitted with the application show that many BME service users will benefit from accessing this service, about 30% BME users are expected, plus 10% users from an Irish background.	High	+
Bishop Creighton House (Homelessness Prevention)	Figures submitted indicate that 41% of beneficiaries are expected to be from BME communities, plus 14% users from an Irish background.	High	+

Organisations not recommended for funding – impact on RACE			
Organisation		L / M / H	+ or -
Advance (Minerva Project)	Figures submitted indicate that about 50% of beneficiaries are expected to be from BME communities, plus 9% users from an Irish background, but overall user numbers are quite small (300 over 4 years). Advice on housing issues for individuals and families at risk of	Medium	-

	homelessness will also be provided by the Roof/CAB service that is recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.		
Broadway (Homelessness Prevention)	Figures submitted indicate that about 58% of beneficiaries are expected to be from BME communities, plus 9% users from an Irish background, but overall user numbers are quite small (400 over 4 years), and a range of alternative inclusive advice services is available.	Medium	-
H&F Law Centre (Homelessness Prevention Service)	Figures submitted indicate that about 60% of beneficiaries are expected to be from BME communities, plus 5% users from an Irish background, provided these figures are achievable (see comments in disability section). Legal advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.	Medium to High	-
Staying Put (Homelessness Prevention Service)	Figures submitted indicate that about 52% of beneficiaries are expected to be from BME communities, plus 3% users from an Irish background. Some accessible alternative services are available.	Medium	-
Staying Put (Home Safety project)	Figures submitted with the application show that about 14% BME users are expected, plus 9% users from an Irish background. This is reasonable reflection of the borough profile in that particular age group. Some accessible alternative services are available and a similar service is already being funded through 3SIF under the Homelessness and Home Safety specification.	Medium	-

Area: RELIGION/BELIEF (including non-belief)			
Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents from different faith/non faith groups. No applications targeting service users from a particular faith community were received. Community Investment will try to ensure that as many as possible of these groups are informed about future funding opportunities, in case they feel that these funding opportunities are not relevant for them .			
Negative impact: none identified			
How negative impact will be addressed: n/a			
Organisations recommended for funding – impact on RELIGION/BELIEF (including non-belief)			
Organisation		L / M / H	+ or -

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H&F Citizens Advice Bureau (The ROOF project)	N/A	N/A	N/A
Bishop Creighton House (Homelessness Prevention)	N/A	N/A	N/A

Organisations not recommended for funding – impact on RELIGION/BELIEF (including non-belief)

Organisation		L / M / H	+ or -
Advance (Minerva Project)	N/A	N/A	N/A
Broadway (Homelessness Prevention)	N/A	N/A	N/A
H&F Law Centre (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Home Safety project)	N/A	N/A	N/A

Area: SEX

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents, all of the recommended services anticipate an very high take up of female service users.

Negative impact: some of the services not recommended for funding have a high percentage of female potential service users

How negative impact will be addressed: Service agreements will stress the importance of accommodating all residents and their need, including male/female service take up. Monitoring data will identify the proportion of services being taken up by male/female service users. Where there appears to be a discrepancy between service take up in comparison with the borough profile, organisations will be given improvement targets to address the imbalance, unless the nature of the service means that it is targeting specific needs (ie more women than men survive into old age, so services targeting over 75s are more likely to have a higher number of female service users).

Organisations recommended for funding – impact on SEX

Organisation	Positive impact	L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	62% of beneficiaries are expected to be female.	High	+
Bishop Creighton House (Homelessness Prevention)	70% of service users are expected to be female, 30% male.	High	+

Organisations not recommended for funding – impact on SEX

Organisation		L / M / H	+ or -
Advance (Minerva Project)	100% of beneficiaries are expected to be female. Overall service user numbers quite small (300 over 3 years). Advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.	Medium to High	-
Broadway (Homelessness)	15% of beneficiaries are expected to be female. Advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is	Low	-

Prevention)	recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.		
H&F Law Centre (Homelessness Prevention Service)	48% of service users are anticipated to be male and 52% female. Legal advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.	Low	-
Staying Put (Homelessness Prevention Service)	50% of service users are anticipated to be male and 50% female. Advice on housing issues for individuals and families at risk of homelessness will also be provided by the Roof/CAB service that is recommended for funding, as well as H&F Advice and Housing Advice & Assessment Teams.	Low	-
Staying Put (Home Safety project)	74% of beneficiaries are expected to be female. Some accessible alternative services are available and a similar service is already being funded through 3SIF under the Homelessness and Home Safety specification.	Medium	-

Area: SEXUAL ORIENTATION

Positive impact: All organisations recommended for funding are expected to ensure that they promote fair access and that the services meet the needs of residents. No applications were received that proposed a service targeting a user group of a specific sexual orientation. All applicants operate their own standard Equal Opportunities Policy or have agreed to adhere to the Council's. Community Investment will try to ensure that as many as possible of these groups are informed about future funding opportunities, in case they feel that these funding opportunities are not relevant for them .

Negative impact: none identified

How negative impact will be addressed: n/a

Organisations recommended for funding – impact on SEXUAL ORIENTATION

Organisation		L / M / H	+ or -
H&F Citizens Advice Bureau (The ROOF project)	N/A	N/A	N/A
Bishop Creighton House (Homelessness Prevention)	N/A	N/A	N/A

Organisations not recommended for funding – impact on SEXUAL ORIENTATION			
Organisation		L / M / H	+ or -
Advance (Minerva Project)	N/A	N/A	N/A
Broadway (Homelessness Prevention)	N/A	N/A	N/A
H&F Law Centre (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Homelessness Prevention Service)	N/A	N/A	N/A
Staying Put (Home Safety project)	N/A	N/A	N/A

Equalities Impact Analysis

SmartWorking Programme

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1. Document Change Control

Control

This document is controlled and as such should not be distributed to any parties other than the project team without the express permission of the author. Uncontrolled modification of content is prohibited; revision procedures should be followed at all times.

Revisions

Rel Date	Rev	Author	Notes
12 Feb 2008	0.1	Kate Bishop	First Draft – This document builds upon the PEIA of September 2007 that accompanied the Leaders Urgent Decision paper for funding of the mobilisation stage of this programme.
22 Feb 2008	0.2	Kate Bishop	2 nd Draft – following review with Roxana Spencer
25 Feb 2008	0.2a	Kate Bishop	Added paragraph to section 3.4 – re the car parking issue.
28 Dec 2009	0.3	Dave Bennett	Updated document to include experience from SW Phase 1 – Pilots and SW Light in Environment for submission as part of Stage C business case
31 May 2011	0.4	Andrew Richards	Updated document for submission of funding request for SmartWorking FCS project. (Cabinet Briefing 20/06/11)

2. Introduction & Scope

In February 2008 H&F Cabinet approved the selection of a developer to deliver a new Civic building (plus homes, shops etc) on the site adjacent to Hammersmith Town Hall. The development included the demolition of the existing Hammersmith Town Hall Extension to create a new public piazza in front of the Town Hall itself.

However, the economic events of autumn 2008 created a significantly altered financial landscape within which the intentions of the earlier cabinet decision have been subject to revision., specifically, the timeline for the construction of the new Civic centre. This was originally scheduled for 2012 but at the time of writing this has updated to 2015 at the earliest.

It was originally thought that the new Civic building, by itself, would not have sufficient office space to decant all H&F employees from the various large office buildings that the council currently occupies and some, but not all, of these buildings would be retained. The delay in the building of the new civic centre has afforded the the council an opportunity to focus it's attention on the existing H&F estate and, in alignment with the extant disposal plan, to examine in detail how SmartWorking can rationalise the council's use of its current buildings with the specific intention of reducing the overall accommodation footprint to release savings.

It was recognised in the planning stages of the SmartWorking programme that space and desk utilisation in H&F offices is at best sub-optimal. In addition it is all too common to find both work practice and technology combining to tie productive work to a single fixed desk location for each employee when a wide range of current technology solutions are available to help enable a much more flexible and productive approach to "doing a days work".

The SmartWorking Programme is now the principal means of identifying the necessary space optimisations that will allow H&F to realise cashable savings from our civic accommodation in the years running up to the new Civic accommodation becoming available and will optimise our subsequent occupancy and use of the new Civic campus, thereby minimising the number of additional buildings that will need to be retained. Executed well, the programme will also deliver benefits in the form of employees' motivation and productivity as well as additional service efficiencies.

"SmartWorking" is a term used for all that is involved in creating a more mobile and flexible workforce operating beyond the traditional 9-5 same-desk permanent-location means of working that is currently in place across much of the council. SmartWorking will exploit a range of "workstyle" options described in later sections of this document to deliver mutual benefits to both the council, its employees and our residents. Many H&F employees will be provided with flexible solutions that will enable them to work the way they need to in order to deliver real service improvements whilst minimising the cost to the council of its office accommodation.

Bearing in mind the scale and potential impact of the SmartWorking Programme it was agreed with the Corporate Projects Manager (Diversity and Organisational Development) that the more usual PEIA short-form would by itself be insufficient to

fully consider and predict the equalities impact across H&F. This more extensive Equalities Impact Assessment has therefore been produced to accompany the business case and Cabinet Papers for Stage C of SmartWorking programme.

This document has taken the Initial Equalities Impact Assessment done by Kate Bishop in 2007 as its starting point (see appendix) and seeks to incorporate detail and information that has been gathered by the SmartWorking Programme since its launch in September 2008 to date.

2.1 How many employees will ultimately be affected?

The original SmartWorking business case (July 2008) put forward the following summary:

- Total posts in Trent: 4800
- Total posts currently not yet in SmartWorking: 1500
- Total posts to be SmartWorked: 3300

A number of roles were deemed as not yet being within the scope of the programme. These include employees such as kitchen assistants, front of office employees such as receptionists, cashiers and librarians and employees working at places such as children's day centres – i.e. where the very nature of the role demands that the person works their fixed contract hours from a designated permanent location. In the longer-term however some of the innovations introduced by the programme may well get rolled-out to these employees.

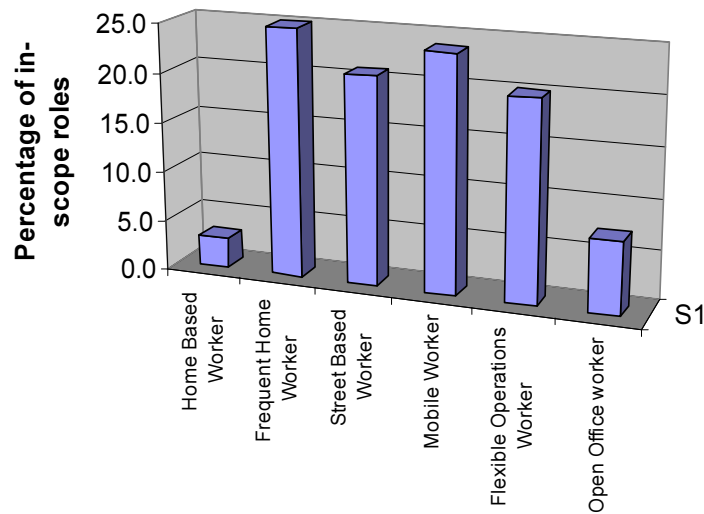
By September 2008, the programme had refined the numbers to the point that there were 2441 roles across the council in scope for SmartWorking Phase 1.

At the time of writing the corporate rollout of SmartWorking is underway across approximately 1300 staff impacted by the decant of Barclay House to be completed in July 2011. The next step will be to implement SmartWorking within FCS (circa 300 staff) and then the Housing and Regeneration department (including the former H&F Homes) at a later date.

2.2 How will these employees be expected to work in future?

The 2000 or so current roles that remain within the scope of SmartWorking have been initially mapped into 6 distinct workstyles:

- Home based worker – normally working full time from home, with only occasional visits to the office.
- Frequent home worker – 2 or more days a week working from home, remainder of time at the office or mobile.
- Street based worker – spending most of their time on the street or out and about across the borough.
- Mobile worker – works mostly out of the office but with residents, businesses or travelling.
- Flexible operations worker – mostly office based but regularly away from their desk interacting with colleagues etc.
- Fixed open office worker – spends the vast majority of their day working at their assigned desk.



2.3 The H&F Approach to rolling out SmartWorking

The programme's original aim was to have introduced SmartWorking to all of the currently considered roles in advance of the new Civic accommodation becoming available in 2012. This was to allow the closure of some office buildings in advance of the new Civic centre opening and realise some cost savings, which would in turn will offset the investment needed to implement SmartWorking.

The rollout was to be on a team by team basis with readiness consultations carried out with each team in turn along the way and this approach was to be first tested by establishing 3 pilots that would be run for a 6 month period before any major roll out was envisaged. The pilot areas were;

- Corporate Anti-Fraud Service
- Occupational Therapists
- Procurement Team

The pilots were run for between 6 and 3 months, ending in October 2009. and each pilot targeted a group of approximately 20 people..

However, in order to help make savings by letting go of the lease on Riverview House from April 2010, the programme was asked to focus on the Environment department for light touch SmartWorking in order to co-locate the whole department in Hammersmith Town Hall extension. In effect, this activity became a fourth (much larger) pilot. Information from the pilots and the Environment experience that pertains directly to this PEIA is detailed in **Section 4 – Research and Consultations Carried Out to Date.**

Underpinning this work, a SmartWorking intranet area and a SmartWorking Toolkit have been created and published. Taken together, the SmartWorking pages and Toolkit will help to mainstream the consideration of equalities impact as the programme moves forward.

3. Initial Equality Impact Assessment

This assessment will be carried out using an “equalities matrix” approach. Please see Section 3.2 where a matrix has been plotted to identify disproportionate impact on any of the considered employees and customer equalities groups (i.e. race, disability, gender, sexual orientation, age, belief systems) arising from any of the 6 workstyles proposed in Section 2.2.

The workstyles are plotted on the left hand side column of the matrix and the 6 considered groups are identified across the top row. The cells of the matrix are filled as follows:

- “P” indicates a potential positive impact that could benefit the particular group
- “U” indicates a potential impact that is currently uncertain and will require further discussions / consultations (either with individuals or groups) to obtain clarification on its likelihood and/or effect.
- “N” indicates a potential negative impact that, without mitigation, would adversely affect the group
- “-“ i.e. a blank cell in any part of the matrix indicates no specific impact (either positive or negative) is anticipated.

On a row by row basis each Positive, Negative or Uncertain impact is then discussed in the matrix notes that follow in Section 3.3.

Finally Section 3.4 discusses the anticipated overall impact (positive and negative) of implementing SmartWorking on all employees and customers, irrespective of which of the equalities groups they fall within.

3.1 The Equalities Matrix for SmartWorking

		Race	Disability	Gender	Sexual Orientation	Age	Belief Systems
3.3.1	Home Based Worker	-	P	U	-	P	P
3.3.2	Frequent Home Worker	-	P	U	-	P	P
3.3.3	Street Based Worker	-	-	-	-	-	-
3.3.4	Mobile Worker	P	U	P	P	P	P
3.3.5	Flexible Operations Worker	-	U	-	-	-	-
3.3.6	Fixed Open Office Worker	-	-	-	-	-	-

3.2 Matrix Notes

3.2.1 Impact of Home Based Worker workstyle

A Home Based worker normally works full time from home, with only rare occasional visits to the office. They will be provided with the equipment they need whilst working from home and will not have a desk allocated to them in the office but will make use

of a hot desk on their infrequent visits to the office. To date, the programme has not established any individual in a full home working capacity so currently has no evidence to confirm or refute the following assumptions but still considers them to be sound.

The impact on employees whose roles could be migrated to this workstyle may include:

- Positive impact on employees that have a progressively degenerating disability. Home based working may help them to be able to defer having to take early retirement due to ill-health.
- Positive impact on employees with a non-degenerating disability. Home based working may help some individuals to better manage their disability.
- Positive impact on employees recovering from serious illnesses / accidents – including those that might be regarded as having a temporary disability. The ability to work full-time from home (for at least a limited period) may help some of them to make a return to work (and full pay) sooner than might otherwise have been possible.
- Positive impact on recruiting employees with disabilities - i.e. where insurmountable issues in regularly travelling between home and the office may have prohibited them from applying for work at H&F.
- Positive impact on employees approaching retirement - some employees may choose to work longer if they are able to work from home, so enabling the council to retain knowledge and skills for longer.
- Positive impact on belief systems through increased flexibility to meet the requirements of a particular religion or belief – i.e. prayer times, fasting, attendance at group worship etc.
- Uncertain impact on gender – whilst we anticipate that many people would welcome the opportunity to become home based workers there may well be some whose personal circumstances may not make home working an appropriate option. This could be, but is not necessarily gender based. The readiness consultation that will be conducted prior to migrating people to this workstyle will be sensitive to these kinds of issues and not force an individual into a workstyle that is counter-productive for both them and the council.

Note: it is unlikely, at least in the short to medium term, that H&F will be able to offer home based working to trainee employees – hence the question of impact on (largely) very young people of the implementation of this workstyle simply does not arise.

3.2.2 Impact of Frequent Home Worker workstyle

The definition of a frequent home worker (FHW) is someone who spends 2 or more days per week working from home with the remainder of their time spent at the office, attending meetings, or working remotely.

The work to date has allocated a 50% desk utilisation to an identified FHW role. The assessments have been made on a team by team basis and our experience has demonstrated that this approach is the most practical way forward. Exceptions are

being made for employees that need certain aids/adaptations to a standard workstation (perhaps because of some form of disability) and these will continue to be provided at one of the SmartWorking shared desks in their team area. The difference is that when they are not in the office the adapted workstation can be used by someone else as a standard shared desk. The programme is encouraging teams to take local responsibility for ensuring that those individuals for who a particular desk is adapted have priority use of that workstation.

The impact upon employees whose roles could be migrated to this workstyle may include:

- Positive impact on employees with a disability. Frequent Home working may help some individuals to better manage their disability.
- Positive impact on employees recovering from serious illnesses / accidents – including those that might be regarded as having a temporary disability. The ability to frequently work from home may help some of them to make a return to work (and full pay) sooner than would otherwise have been possible.
- Positive impact on recruiting employees with disabilities – i.e. where their disability does not preclude them from travelling between home and work, but is not easily managed on a 5 day a week basis.
- Positive impact on parents / those with carer responsibilities – e.g. for those people with older children who need an adult presence (rather than supervision) the additional flexibility of being able to work some of the week from home can alleviate the need for other arrangements.
- Positive impact on employees approaching retirement – i.e. in making the transition from full time employment.
- Positive impact on those seeking career advancement – in striking a better balance between their work life, their pursuit of professional / vocational qualifications and their home life.
- Positive impact on belief systems through increased flexibility to meet the requirements of a particular religion or belief – i.e. prayer times, fasting, attendance at group worship etc.
- Uncertain impact in regard to gender – whilst we now have anecdotal evidence to support the contention that the vast majority of employees will welcome the flexibility that this will give them, there are some who are unable to meet the requirements of their designated workstyles. When this occurs, the issue is dealt with by treating the individual as an “exception”

In respect of all the above categories it should be noted that the workstyle allocation is to the role and not to the individual and the evidence from experience to date shows that the circumstances of each individual will have a distinct “relativity” to the designated workstyle of their role. Our experience has show that the instances where an individual has to be exempted from the workstyle of their role are low and therefore relatively easy to accommodate within the overall workstyle profile of the team/s.

The impact on customer groups will be more fully realised as SmartWorking enables employees to be more responsive to customers at their point of need. – as well as

realising the benefits from a more highly motivated, better qualified and less stressed H&F workforce.

3.2.3 Impact of Street Based Worker workstyle

Many street based workers already work flexibly so the workstyles definition will not have a significant impact on how they work. There are a number of developments already taking place and/or planned with street based workers and although the SmartWorking programme maintains a “light touch” engagement with the projects delivering changes in these areas, ultimately the programme itself will have no responsibility for delivery. Hence in the Equalities Matrix we have not claimed any specific impact (positive or negative) on any of the groups as a result of the SmartWorking programme.

That said, the likely impact of the technology developments on employees that come within this workstyle include:

- The development of intelligent mobile solutions that enable officers involved in a number of street based processes to complete all aspects of the business process on site and update the back office remotely will positively benefit all groups by greatly reducing the number of trips to and from base that they will need to make. Furthermore the developments in this area will also aim to deliver lighter and better technology that is easier to read and use. This may be particularly positive in the case of those with disabilities.
- Developments will also consider integrating remote worker safety features – such as GPS functionality so that the location of employees is known, panic alarms and possibly timer alarms alerting back office employees if the street based worker is overdue in their reporting in etc. Such features should improve the safety and security of all street-based employees, but particularly those who because of their race, gender, sexual orientation or belief may be particularly vulnerable to attack and abuse.

Customers will benefit from the more effective delivery of the core services that these street based workers will deliver.

3.2.4 Impact of Mobile Worker workstyle

This workstyle differs from the Street Based worker workstyle in that it covers employees who are frequently out and about visiting schools, businesses, other agencies, residents in their homes etc. Traditionally workers in these groups have often tended to have an allocated desk that they return to at points during the day to write up the results of their visits and meetings.

Under SmartWorking these employees will be better equipped with technology such as lightweight laptops that will allow them to do more at the point of contact with the customer, client or task. Furthermore, instead of regularly returning to a fixed office location to receive, back up or transfer information, a number of touchdown points will be available to them across the borough. The SmartSpace that opened in September 2009 being the first of these to be realised. They will also have equipment and connectivity made available so they can complete their work at home when appropriate. They will not have a desk permanently allocated to them but will make use of a shared desk when in the office.

This approach has been piloted with the Occupation Therapist (OT) team in the later half of 2009 and produced significant tangible benefits. For more detail on those benefits please see section 4 below.

As a consequence the impact upon employees whose roles will be migrated to this workstyle include:

- Positive impact on all employees in terms of reducing the amount of travelling to and from the office that they are required to do. Employees will have much better flexibility to manage their visits more effectively, more easily fit in with client arrangements and manage personal obligations differently, which may be particularly important for faith groups in managing their work around prayer times etc. There is now evidence from the OT pilot to support this assertion. See section 4 below for the detail.
- Positive impact on all employees by being able to complete their work during the visit itself or during lengthy train journeys (e.g. on prison visits etc). At present many employees, due the lack of any other option, make handwritten notes which have to be typed up once they return to the office. This clearly is a duplication of time and effort, can also be a source of errors and is a further factor in disrupting the work / life balance of these employees. There is now evidence from the OT pilot to support this assertion. See section 4 below for the detail.
- Positive impact on all employees groups by having information available electronically. At present employees have to anticipate what information they will need and photocopy the relevant sections of case files before they leave the office. Not only is this a yet further drain on their time and work / life balance, it can also often result in essential paperwork being forgotten – perhaps resulting in the need for a return visit. It can also often involve employees having to carry heavy paperwork around – which may be particularly difficult for disabled employees. There is now evidence from the OT pilot to support this assertion. See section 4 below for the detail.
- Positive impact on employees within this workgroup that also get involved in inter-agency working. The points raised in the previous two bullet points become even more pertinent when attending offsite meetings with other agencies where the case files of a number of customers may need to be available for actions to be agreed and taken.
- Positive impact on employees within this workgroup that would appreciate an increased ability to work from a wider variety of settings. This is particularly the case for youth workers who would be able to work effectively from venues such as Youth Clubs, young people's homes, other Local Authority sites and ensure that young people's views are captured and stored accurately.
- Positive impact on all employees where the use of technology leads to a higher level of resolution of customer issues during the visit itself. The employees involved feel more empowered and their job satisfaction increases. There is now evidence from the OT pilot to support this assertion. See section 4 below for the detail.

- Uncertain impact for employees with the kind of disability that requires aids / adaptations to a standard workstation as this workstyle assumes the ability to transport and use portable equipment. The readiness consultations would identify any issues with these employees and recommend appropriate responses.

Of all the workstyles, Mobile Working has potentially the highest impact on customer groups. With less time wasted doing unnecessary travelling and administrative chores, officers should be better able to respond quickly to customer requests and demands. There is now evidence from the OT pilot to support this assertion. See section 4 below for the detail.

Mobile Workers should also have much more and better information at their fingertips when meeting the customer and may well be better placed to resolve a number of issues on the spot. The customer groups that they deal with tend to be the most vulnerable and least able to fend for themselves (e.g. young people, single parents, elderly people, disabled people, recent immigrants etc) where any slowness or uncertainty in the council's response to their needs can have a disproportionately adverse impact. There is now evidence from the OT pilot to support this assertion. See section 4 below for the detail.

3.2.5 Impact of Flexible Operations Worker workstyle

The Flexible Operations workstyle employees are generally based in-house (i.e. mostly on council premises). A Flexible Operations worker will typically on a day-to-day basis face the challenge of trying to fit in "doing work" between the many meetings that they have to attend. They will not have a desk permanently allocated to them but will make use of a shared desk when in their team area and other shared desks / touchdown points as they move about between meetings.

Employees who are migrated to this workstyle will find it easier to fit in doing work in between meetings as they will be able to use any free workstation in the vicinity of where they actually are, rather than having to return to their team area. This may help to reduce stress and slightly improve their work / life balance. There will be a perceived loss of "their" permanent desk / cellular office but with most people operating some form of SmartWorking they should quickly become acclimatised to the new working environment. With these factors in mind we consider that there will be no specific impact on most equalities groups.

A possible exception is employees with a disability:

- Uncertain impact on employees with the kind of disability that requires aids / adaptations being made to a standard workstation. Whilst the necessary aids / adaptations can be provided on one of the shared desks in their own team area, the very nature of the Flexible Operations workstyle is based on the assumption that they can use any shared desk in any location. In practice, there is a recognition that not all employees will be able to operate according to their designated workstyles. Any issue that impedes an employee working to their designated workstyle can be picked up and addressed at the readiness consultation. Please see section 4 where there are details and examples from real experience from the Environment department and the pilots.

The adoption of this workstyle will affect internal employees only and will not impact upon customer groups.

3.2.6 Impact of Fixed Open Office Worker workstyle

Fixed Open office workers will see the least change to their current workstyle in that they will be required to attend the office on a full time basis and operate from a workstation within their team work area. The main change they will experience is that unless there is an overriding issue, they are expected to use shared desks in their designated team areas. If they are assigned a fixed desk, whilst they are away from the office (e.g. on leave or due to sickness etc.) their vacant desk can be used as a shared desk. They are therefore be expected to always leave their desk in a suitable state for someone else to use in line with the council's clear desk policy.

It should be emphasised that all workstyles will be provided with telephony appropriate to their designated workstyle, enabling them to deal with their own telephone calls, so the Fixed Open office worker will not be expected to handle and redirect a number of other colleagues calls.

Hence, on an overall basis, we consider that there will be no specific impact on any of the equalities groups – be they employees or customers.

3.3 Discussion

Like most large organisations, the proportion of women and disabled employees in more junior grades is not always reflected in the more senior roles within the council. The SmartWorking programme is not expected to significantly impact upon or redress these imbalances in the workforce as the programme will (almost) exclusively be working with existing employees in their current roles and grades.

However, the additional flexibilities that SmartWorking will bring to many roles, if intelligently combined with how we recruit, train and develop people, can help to make a difference in the future. The council has already started to move away from classroom style training in its CBT-based delivery of courses such as H&F corporate induction and the presence of SmartWorking will encourage further innovations in how we deliver training and development thereby giving employees greater freedom in how and when they take advantage of these opportunities. These areas are outside of the current scope of the SmartWorking programme itself, but nevertheless will become some of the inevitable consequences that it will engender.

The initial PEIA for the programme raised a potential risk of a perception that SmartWorking mostly benefits those individuals who are already in better paid jobs. The chart in Section 2.2 shows that only some 6% of the in-scope roles would remain in a Fixed Open Office workstyle once the programme is completed, meaning the perception would be erroneous. The current programme has put in place a communications methodology that is able to provide the required information that can address the formulation and spread of such perceptions.

As SmartWorking progresses some employees may perceive some of the SmartWorking workstyles to be much more “desirable” than others and be disappointed if the readiness consultation results in their role being assigned to one of the other workstyles. Two points should initially be noted: firstly perceptions will vary from individual to individual and what is the most desirable workstyle to one person may very easily be the least desirable to another and secondly we would re-emphasise that it is the requirements of the role, rather than the post holder's preferences, that will dictate the workstyle.

As the corporate rollout progresses we will be examining whether work practices or the lack of available technology have combined to restrict teams to a particular workstyle and we will be working with teams to adopt a workstyle more suitable to their role in the council. Whilst not everyone will get the workstyle they want, we will have identified what options are appropriate for each role.

As the SmartWorking programme is rolled out, there will be a need to restrict the reliance on paper and encourage greater use of the electronic data management system (eDMS). There should also be a greater use of conferencing facilities for meetings, giving positive benefits to employees with some mobility problems or those who experience difficulty handling large amounts of paper.

The Environment departments and H&F Homes decant from Riverview House to HTHX has resulted in a reduction in council-provided free car parking spaces and, in the future, as the site of the new Civic building includes what is presently the staff car park the availability of free car parking will consequently become severely restricted. This could impact on employees with mobility problems, even with high priority given to their needs. SmartWorking workstyles will enable a clearer sense of priority for the available places and reduce any ambiguity around matching available places to the demand for them.

Finally, with the large range of properties that it current operates from the council has always faced a struggle to make the reasonable adjustments needed to ensure that all its buildings are fully DDA compliant. With a limited budget, priorities have had to be established and work on some areas has had to take precedence over other adjustments needed elsewhere. SmartWorking's impact will be to reduce the number of buildings that we occupy and as a consequence reduce the competition for the resources that are available for ensuring DDA compliance. Eventually, being purpose built, the new civic accommodation will meet (and exceed) the necessary requirements

4. Research and Consultations carried out to-date

4.1 Initial Research

One of the effects of SmartWorking will be to move managers out of their enclosed individual offices (which take up a disproportionate amount of space) into the shared open office area. Managers on the floor, in contact with their employees, should become far better attuned to the general atmosphere within the open office and be much better placed to nip in the bud any form of adverse behaviour (including any negative behaviour directed against any of the equalities groups). The issue of remote management of employees working outside of the office will be tackled as part of Organisational Development's series of initiatives on performance management, rather than as part of the SmartWorking programme but the programme will work closely with the people that are taking this work forward.

In carrying out the mobilisation phase of SmartWorking we have made very good use of the wealth of best practice data available from Project Nomad, a Centre of Excellence for mobile and flexible working in local government led by Cambridgeshire County Council. In addition to the sources identified through Project Nomad there are a number of London councils that are further along the path than h&f and have valuable experience that we have already tapped into. We have already visited Hillingdon, Ealing, Westminster and others to learn lessons from their experiences.

It is through Project Nomad that we were able to get hold of Equalities Impact Assessments done by Leeds Council (for the use of Home Working within their Benefits Assessment Service) and Barnsley Council (for the use of mobile solutions within their Regulatory Services). Copies of these assessments are embedded in the appendices of this document and have been used to inform its contents.

The Making Change Happen event in December 07 for middle managers focused upon SmartWorking. Our ideas and proposals were warmly and in many cases enthusiastically received. This was followed up with a SmartWorking survey, which together with our consultations with HR Business Partners resulted in our initial mapping of workstyles to roles in Trent.

4.2 Findings from the Pilots

As outlined above, three Smartworking Pilots were carried out between March 2009 and October 2009. These were with the Corporate Anti-Fraud Service, the CSD Occupational Therapist team and Procurement team.

4.2.1 CAFS

The majority of the CAFS officers were categorised within the Frequent Home Worker workstyle (see 3.2.2)

The pilot did not uncover any major unforeseen negative equality and diversity impacts on managers, staff or customers.

The issues that did arise were focused around physical space and equipment and the specific adaptation of desks and equipment in a desk-sharing environment. One member of this group has a raised desk and this meant that special arrangements needed to be put in place so that they were able to participate in the new desk sharing arrangement. This was not difficult to accommodate as the Smartworking mobel we piloted had sufficient inbuilt flexibility.

The managers in the section did not report any insurmountable difficulties associated with managing their officers in a flexible working environment.

With regard to customers and clients of the service there have been no reported instances of a drop in service delivery or in previous levels of contactability of officers or access to services.

With regard to the expected positive impacts of flexible working on individual members of staff. A survey of the team was carried out during the pilot and the results were very positive. Please see the embedded survey document below;



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4.2.2 Occupational Therapists

The majority of the OT officers were categorised within the Mobile Worker workstyle (see 3.2.4)

The pilot did not uncover any major unforeseen negative equality and diversity impacts on managers, staff or customers.

One officer on the team reported that there were ergonomic issues when using the tablet PC that they had been provided with as it was too heavy for that particular individual to carry around for any lengthy time period. This issue can be readily addressed by the issue of an alternative (lighter) device.

As with CAFS above, there were two people who had adapted desks and the same allowances (or exceptions) from general desk sharing were applied to address the issue.

With regard to the expected positive impacts of flexible working on individual members of staff and customers, the results from this pilot were very encouraging. For instance, the enhanced mobility that the portable devices gave to the officers showed that they were able to spend more time with clients/customers in their homes and to provide an enhanced service while there as they also now had real-time access to H&F network systems. Also, having portable devices allowed the officers to reduce the amount of time travelling from home visits back to the office in order to update records as this could now be done while travelling or on reaching home. A percentage of that time saving was directly enjoyed by the individuals themselves as they could go straight into visiting in the mornings and straight home afterwards at the days end.

4.2.3 Procurement

The data from this pilot is still being evaluated and this will be updated in due course.

4.3 Findings from the Corporate Rollout to date

The current stage of the corporate rollout is underway and is due to complete in July 2011, having enabled the decant from Barclay House. This stage of the programme has included approximately 1300 staff in Resident Services, Community Services, Children Services, Environment and Housing Options.

Issues raised to date, which are relevant to equalities include the following. They are physical/ergonomic and system-based in nature and can be addressed through the application of the most suitable technology.

- The first issue to arise has been levels of noise in an open-plan environment – This can be addressed using screens and by the application of office rules concerning noise.
- The second issue has been the need for fully adjustable monitor screens so individuals are able to use any desks in the area. This could be addressed by purchasing equipment that is fit for purpose.
- The third issue has been how to organise and monitor specially adapted chairs in a flexible working environment. This issue is currently under review as a solution

is sought but that solution is likely to be behavioural/organisational and therefore relatively unproblematic to implement.

From the perspective of the impact on service delivery to customers and client there have been no reported problems.

5. Factors that could contribute or detract from the desired outcomes

Some of the key challenges we are still working to resolve through the council-wide implementation of SmartWorking include:

- Realising the productivity benefits from SmartWorking in real financial terms.
- Demonstrating the benefits of SmartWorking quickly enough to show what is possible.
- The “Culture of Possession” – a territorial belief that space belongs to individuals & departments.
- Managers’ cultural mistrust over remote working.
- Overcoming the view that SmartWorking is only about technology.

SmartWorking are working closely with Organisational Development, Human Resources and the Accommodation programme to ensure that all these risks are successfully managed.

6. Moving Forward

The corporate rollout of SmartWorking started in July 2010 and is now well underway. As part of the approach, readiness consultations are carried out on a area by area basis to ensure that all the components needed for a successful implementation are fully in place before teams are migrated to a SmartWorking environment.

The early adopters of SmartWorking have provided the team with valuable early feedback on how well our planned approaches actually work in practice. Most importantly we have gained valuable information on any disproportionate impact and unwelcome outcomes. The seeking out of experience and lessons learned from external sources such as Project Nomad and other London councils will continue throughout the lifetime of the programme.

7. Conclusions to date

We firmly believe that the vast majority of H&F employees will welcome and grasp the flexibility and other benefits that SmartWorking will deliver. Moreover, aligned with incremental cultural changes across the organisation, the adoption of Smartworking practices will be key component in the modernisation of H&F.

In conducting this Equalities Impact Analysis we have identified a small number of issues in terms of employees with specific disabilities which will require further close attention as we move forward, but in the main our conclusion is that the overall impact of SmartWorking will be overwhelmingly positive for the vast majority of

employees and customers irrespective of which equalities group(s) they may come within.

8. Appendices

Copies (below – for reference) of the impact assessments carried out by Leeds Council for the use of Home Working within their Benefits Assessment Service and Barnsley Council for the use of mobile solutions within their Regulatory Services.



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Initial Screening Equality Impact Analysis

Section 01	Details of Initial Equality Impact Screening Analysis																							
Financial Year and Quarter	2011 / 2012, 2012 / 2013, 2013 / 2014																							
Name of policy, strategy, function, project, activity, or programme	<p>Tied Accommodation and Disposals</p> <p>Please refer to the Key Decisions Cabinet Report of the 18th July 2011.</p>																							
Q1 What are you looking to achieve?	The aim of this programme is to obtain vacant possession of the tied accommodation managed by Resident Services and Children's Service in order to release the properties for disposal to achieve a capital receipt to create a debt saving per year of £0.7m																							
Q2 Who in the main will benefit?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Age</td> <td style="width: 60%;">The Tied accommodation programme is not specific to an age category as all occupants are of differing ages and therefore the proposals will have a neutral impact on age</td> <td style="width: 10%;">L</td> <td style="width: 15%;">Neutral</td> </tr> <tr> <td>Disability</td> <td>The council is not aware of any occupants that are affected by the tied accommodation having any disability and the programme is not specific to any disability. Should there be occupants who are affected by a disability, due regard will be had when re-housing the occupant in their assessment of housing need and an appropriate offer will be made in reflection of this need.</td> <td>L</td> <td>Neutral</td> </tr> <tr> <td>Gender reassignment</td> <td>The tied accommodation programme is not specific to men or women and therefore the proposals will have neutral impact on gender.</td> <td>L</td> <td>Neutral</td> </tr> <tr> <td>Marriage and Civil Partnership</td> <td>The tied accommodation programme is not specific to marriage and civil partnership and therefore the proposals will have a neutral impact on Marriage and Civil Partnership.</td> <td>L</td> <td>Neutral</td> </tr> <tr> <td>Pregnancy and maternity</td> <td>The tied accommodation programme is not specific to Pregnant or Maternity and therefore the proposals will have a neutral impact on</td> <td>L</td> <td>Neutral</td> </tr> </table>				Age	The Tied accommodation programme is not specific to an age category as all occupants are of differing ages and therefore the proposals will have a neutral impact on age	L	Neutral	Disability	The council is not aware of any occupants that are affected by the tied accommodation having any disability and the programme is not specific to any disability. Should there be occupants who are affected by a disability, due regard will be had when re-housing the occupant in their assessment of housing need and an appropriate offer will be made in reflection of this need.	L	Neutral	Gender reassignment	The tied accommodation programme is not specific to men or women and therefore the proposals will have neutral impact on gender.	L	Neutral	Marriage and Civil Partnership	The tied accommodation programme is not specific to marriage and civil partnership and therefore the proposals will have a neutral impact on Marriage and Civil Partnership.	L	Neutral	Pregnancy and maternity	The tied accommodation programme is not specific to Pregnant or Maternity and therefore the proposals will have a neutral impact on	L	Neutral
Age	The Tied accommodation programme is not specific to an age category as all occupants are of differing ages and therefore the proposals will have a neutral impact on age	L	Neutral																					
Disability	The council is not aware of any occupants that are affected by the tied accommodation having any disability and the programme is not specific to any disability. Should there be occupants who are affected by a disability, due regard will be had when re-housing the occupant in their assessment of housing need and an appropriate offer will be made in reflection of this need.	L	Neutral																					
Gender reassignment	The tied accommodation programme is not specific to men or women and therefore the proposals will have neutral impact on gender.	L	Neutral																					
Marriage and Civil Partnership	The tied accommodation programme is not specific to marriage and civil partnership and therefore the proposals will have a neutral impact on Marriage and Civil Partnership.	L	Neutral																					
Pregnancy and maternity	The tied accommodation programme is not specific to Pregnant or Maternity and therefore the proposals will have a neutral impact on	L	Neutral																					

	Pregnancy and maternity.		
Race	The tied accommodation programme is not specific to a Race and therefore the proposals will have a neutral impact on Race.	L	Neutral
Religion/belief (including non-belief)	The tied accommodation programme is not specific to Religion / belief (including non-belief) and therefore the proposals will have a neutral impact on Religion / belief.	L	Neutral
Sex	The tied accommodation programme is not specific to Sex and therefore will have a neutral impact on sex.	L	Neutral
Sexual Orientation	The tied accommodation programme is not specific to Sexual orientation and therefore the proposals will have a neutral impact on Sexual orientation.	L	Neutral
<p>Human Rights and Children's Rights</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>			
Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?	N/A		
Q4 Does the policy, strategy, function, project, activity,	No		

or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?	
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Initial Screening Equality Impact Analysis Tool

Section 01	Details of Initial Equality Impact Screening Analysis			
Financial Year and Quarter	2011/12 - 2015			
Name of policy, strategy, function, project, activity, or programme	MEASURED TERM CONTRACT FOR WATER SYSTEMS RISK ASSESSMENTS, SURVEY INSPECTIONS, TESTING AND REMEDIAL REPAIRS 2011 – 2015 – NON-HOUSING			
Q1 What are you looking to achieve?	4-year Measured Term Contract for carrying out Risk Assessments, planned survey inspection, testing, and associated remedial works to its stored water systems across their Non-housing properties throughout the borough in accordance with the requirement in the Approved Code of Practice L8 (2001) together with recommendation of improvements works as required. The Contract will be the JCT Measured Term Contract Revision 1 2007.			
Q2 Who in the main will benefit?	All residents within housing properties where the water supply to their property derives from a communal cold water storage cistern together with members of the public as a whole who will be protected from the risk of a breakout of Legionella Bacteria.			
	Age	The works will be of equal benefit to persons of all ages. But particularly benefit the elderly who are more likely to be affected by Legionella	H	+
	Disability	These works will benefit all residents and do not discriminate against any residents who may be in this protected characteristic. But particularly benefit affect those with weak immune systems.	H	+
	Gender reassignment	These works will benefit all residents and do not discriminate against any residents who may be in this protected characteristic.	L	+
	Marriage and Civil Partnership	These works will benefit all residents regardless of their marriage/civil partnership status.	L	+

	Pregnancy and maternity	These works will benefit all residents and do not discriminate against any residents who may be in this protected characteristic.	L	+
	Race	These works will benefit all residents regardless of their race.	L	+
	Religion/belief (including non-belief)	These works will benefit all residents regardless of their religion.	L	+
	Sex	These works will benefit all residents regardless of their sex. However particularly benefits males who are more likely to contract Legionella	L	+
	Sexual Orientation	These works will benefit all residents regardless of their sexual orientation.	L	+
<p>Human Rights and Children's Rights</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>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes</p> <p>Yes, this project will be a positive contribution to equalities in LBHF in that all of our residents will be provided with safe and good quality water supply</p>			
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>No</p> <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	Details of Initial Equalities Impact Screening Analysis
Name of policy, strategy, function, project, activity, or programme	<p>A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p> <p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>
Q1 What are you looking to achieve?	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
Q2 Who in the main will benefit?	<p>Hereafter, 'policy' means policy, strategy, function, project, activity, or programme</p> <p>Disability 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"> ▪ Provide accessible communications? ▪ 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 policy will be of high, medium or low relevance to the protected characteristics. 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.

	<p>Every child in the UK has been entitled to over 40 specific rights. These include:</p> <ul style="list-style-type: none"> ▪ 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 <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 Direct Gov.</p>
<p>Q3 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>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with 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

Overview

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 5th 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.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

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 or ext 3430.

Initial Screening Equality Impact Analysis Tool

Section 01	Details of Initial Equality Impact Screening Analysis			
Financial Year and Quarter	2011/12 – 1 st Quarter			
Name of policy, strategy, function, project, activity, or programme	Hammersmith and Fulham Council Strategy on Alternative Ways of Working - New initiative			
Q1 What are you looking to achieve?	<p>The main aim of the report is to establish the Council's policy on the future setting up of alternative delivery vehicles to provide existing services that are currently being provided by the Council. The report contains a recommendation on the process to be adopted and the five stages that each proposal should follow.</p> <p>Any impacts on staff will be covered through an Organisational Change Assessment</p>			
Q2 Who in the main will benefit?				
	Age	<ul style="list-style-type: none"> ▪ This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Disability	<ul style="list-style-type: none"> ▪ This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Gender reassignment	<ul style="list-style-type: none"> ▪ This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral

	Marriage and Civil Partnership	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Pregnancy and maternity	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Race	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Religion/belief (including non-belief)	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Sex	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L/M /H	+ / -
	Sexual Orientation	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L/M /H	+ / -

	<p>Human Rights and Children's Rights</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>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>No - This strategy will not directly impact on any of the nine strands.</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>No - This strategy will not directly impact on any of the nine strands.</p>

Equality Impact Analysis Full Tool with Guidance

Overview

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 5th April 2011 onwards. It is designed to help you analyse decisions of high relevance to equality, and/or of high public interest.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report (section 08 of this tool) and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

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 or ext 3430.

Full Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2011/12 – Q4 and 2012/13 onwards
Name and details of policy, strategy, function, project, activity, or programme	HAMMERSMITH PARK SPORTS FACILITY- APPROVAL OF WORKS AND SERVICE CONTRACTOR TO APPOINTMENT AS PREFERRED BIDDER – CABINET PAPER – 18 JULY 2011. The improvement of sports facilities in the borough’s parks and open spaces in line with the Parks and Open Spaces Strategy.
Lead Officer	Name: Chris Bunting Position: Acting Head of Libraries, Leisure and Fleet Transport Email: chris.bunting@lbhf.gov.uk Telephone No: 0208 753 2023
Date of completion of final EIA	June 2011

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Section 02	Scoping of Full EIA
Plan for completion	March 2012 Resources – Nil Lead Officer – Chris Bunting
What is the policy, strategy, function, project, activity, or programme looking to achieve?	The lifecycle of the All Weather Pitch (AWP) at Hammersmith Park has expired. The condition of the playing surface is unsafe and poses a risk in that users could injury themselves. Officers have been investigating long term strategies to redevelop the site. The council is looking to address an existing ‘issue’ site through the approval of a preferred bidder to develop the scheme. Information: Protected characteristics and PSED The public sector equality duty (PSED) states that in the exercise of our functions, we must have due regard to the need to: <ul style="list-style-type: none"> ▪ Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited under the Act; ▪ Advance equality of opportunity between people who share a protected characteristic and those who do not;

and

- Foster good relations between people who share a protected characteristic and those who do not.

Having due regard for advancing equality involves:

- 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	It is considered that there will be a low impact on age including due regard to PSED (above). Improved access to leisure facilities will generate a marginally positive impact.	L	+
Disability	The design of the facility will provide full access to disabled users, which is an improvement on the current position and also encourages participation in public life by disabled people. This also removes barriers to activity for disabled people, making this decision highly relevant to disabled people and also positive for them. The preferred bidder has included a disability design statement in its final tender submission.	H	+
Gender reassignment	It is considered that this will be of low relevance to gender reassignment including due regard to PSED (above). There is little data on this group but overall officers consider that improved access to leisure facilities will generate a marginally positive impact.	L	+
Marriage and Civil Partnership	It is considered that this will be of no relevance to marriage and civil partnership including due regard to PSED (above) and therefore no impact.	N/A	No impact
Pregnancy	It is considered that there will be a low but positive impact on pregnancy and	L	+

	and maternity	maternity including due regard to PSED (above). It would be possible to run sessions for pregnant women in this facility where that was not possible before.		
	Race	<p>It is considered that improvements to the Hammersmith Park Sports Facility will have a positive impact on race including due regard to PSED (above). A large proportion of existing users are BME and the final tender recognises this has the development and management of the facility will reflect this in its design and operation.</p> <p>40.8% of residents (16+ years) had not taken part in any moderate intensity activity of 30 minutes duration in the last 4 weeks when surveyed, within LBHF this includes 49.4% of people from BME groups, who are over-represented here in comparison to the Borough profile (Census 2001).</p> <p>This also means that there are other, non-BME groups who are participating in activity, so this makes it difficult to determine the exact impact for all race groups as one score, but it is likely that those who currently do participate will experience a positive impact and that this decision will be highly relevant to them.</p> <p>For those who do not participate in physical activity, the decision is of low relevance but officers hope that the improvements will encourage take-up amongst this group. Thus, the overall relevance is low to high and is positive overall.</p>	low to high	+
	Religion/belief (including non-belief)	It is considered that this will be of low relevance to religion including due regard to PSED (above), although overall officers consider that improved access to leisure facilities will generate a marginally positive impact.	L	+
	Sex	It is considered that there will a medium level impact on sex, as the facility will be a very safe and welcoming environment for girls and women's football to be developed.	M	+
	Sexual Orientation	It is considered that this will be of low relevance to sexual orientation including due regard to PSED (above), although overall officers consider that improved access to leisure facilities will generate a marginally positive impact	L	No impact

<p>Human Rights and Children's Rights</p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998? Yes: Article 14: Protection from freedom of discrimination, as the new facilities will remove barriers for disabled people.</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? Yes:</p> <ul style="list-style-type: none"> ▪ The right to life, survival and development ▪ 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 <p>These rights will be positively upheld by access to the new facilities, including removing barriers for disabled children.</p>				

Section 03	Analysis of relevant data and/or undertake research
Documents and data reviewed	<p>Sport England – Access for Disabled People - Access audit of sports facilities The preferred bidder has also carried out this audit in advance of full design works being approved.</p>
New research	<p>Hammersmith and Fulham Leisure Needs Analysis 2009 Sport England market segmentation data models particular groups and provides information on sporting behaviours and attitudes as well as motivations for and barriers to taking part in sport. This research builds upon the Active People Survey, the Department for Culture Media and Sport's Taking Part Survey and the Mosaic tool from Experian.</p> <p>19 market segments have been created from an analysis of the English population(18+ years). Each segment exhibits distinct characteristics, with information covering specific sports that people take part in and reasons why people do sport, together with the level of interest in and barriers to doing more sport.</p> <p>By applying this information to demographic and socio-economic data for the LBHF the model is able to estimate the likely behaviour and activity patterns of residents within the local authority. In addition to being used to</p>

determine which type of facilities are most appropriate to meet resident's needs, the model can also be used as a prerequisite to any intervention programme to facilitate greater activity levels.

The borough is highly active. However, the data also indicates that approximately half of people in the borough are not doing any sessions of 30 minutes exercise. Of those in the LBHF who only recorded between one and three sessions of exercise per week the most common activities were football (15.7%), jogging (34.3%), swimming (12.6%), tennis (11.9%) and yoga (14.8%).

40.8% of residents (16+ years) had not taken part in any moderate intensity activity of 30 minutes duration in the last 4 weeks when surveyed compared to Brent (56.5%), Ealing (49.6%), Hounslow (54.2%), Kensington and Chelsea (39.4%), West London (51.2%), London (49.5%) and nationally (50.6%). Within the LBHF this includes:

- 49.4% of people from BME groups
- Low levels of NS-SEC 1,2 (32.2%) and 4 (36.7%) but high inactivity amongst NS-SEC 3 (Intermediate occupations, 43.7%), NS-SEC 5 (Lower supervisory and technical occupations 58.2%) and NS-SEC 6.7 (Routine / semi-routine occupations, 60.7%). Of those that have never worked/ long term unemployment, 70.5% do not do 30 minutes of activity once a week
- 40.8% of women (c 35,500 people)
- Approximately 70,380 residents across the LBHF do not partake in at least 30 minutes of activity a week.

Section 04	Undertake and analyse consultation
Consultation	<ul style="list-style-type: none"> • Extensive consultation undertaken by bidder as part of the procurement process. • Leisure Needs Analysis 2009
Analysis	<p>The competitive dialogue procurement has ensured that bidders were informed of the need to consult with local stakeholders including ward members, residents, local organisations, users and non-users of the existing facility and the Friends of Hammersmith Park. This is demonstrated in the strength of the final tender in terms of meeting the council's objectives.</p> <p>In terms of facility requirements, the analysis recognises a deficiency in football facilities in the north of the borough.</p>

Section 05	Analysis of impact and outcomes
Analysis	<p>The following are overarching conclusions based on the analysis above:</p> <ul style="list-style-type: none"> • There is a deficiency in the provision of this type of facility in this part of the borough. • Consultation has been extensive to date. • The facility will improve access to sports facilities for the borough's residents. • The development will provide significant free and subsidised access. • Access for disabled people will be a feature of the development.

Section 06	Reducing any adverse impacts
Outcome of Analysis	<ul style="list-style-type: none"> • Significant subsidised access to facility for existing users and local residents. • Fully accessible to disabled users. • Design fully integrated into existing park and open space.

Section 07	Action Plan																	
Action Plan	<table border="1"> <thead> <tr> <th>Issue identified</th> <th>Action (s) to be taken</th> <th>When</th> <th>Lead officer</th> <th>Expected outcome</th> <th>Date added to business/service plan</th> </tr> </thead> <tbody> <tr> <td>Low levels of women participating in physical activity</td> <td>Link into Active Women's funding obtained by Sports Development team</td> <td>2012/13 onwards</td> <td>Jardine Flinn</td> <td>Increased participation in girls and womens football by residents</td> <td>2012/13</td> </tr> </tbody> </table>						Issue identified	Action (s) to be taken	When	Lead officer	Expected outcome	Date added to business/service plan	Low levels of women participating in physical activity	Link into Active Women's funding obtained by Sports Development team	2012/13 onwards	Jardine Flinn	Increased participation in girls and womens football by residents	2012/13
Issue identified	Action (s) to be taken	When	Lead officer	Expected outcome	Date added to business/service plan													
Low levels of women participating in physical activity	Link into Active Women's funding obtained by Sports Development team	2012/13 onwards	Jardine Flinn	Increased participation in girls and womens football by residents	2012/13													

Section 08	Agreement, publication and monitoring
Chief Officer sign-off	Name: Lyn Carpenter Position: Director

	Email: lyn.carpenter@lbhf.gov.uk Telephone No: 0208 753 5710
Key Decision Report	Date of report to Cabinet 18 / 07 / 2011 Confirmation that key equalities issues found here have been included: Yes
Opportunities Manager for advice and guidance only	Name: CARLY FRY Position: Opportunities Manager Date advice / guidance given: 10 June 2011 Email: PEIA@lbhf.gov.uk Telephone No: 0208 753 3430

Equality Impact Analysis Full Tool with Guidance

Overview

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 5th April 2011 onwards. It is designed to help you analyse decisions of high relevance to equality, and/or of high public interest.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report (section 08 of this tool) and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

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 or ext 3430.

Full Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2011/12 Quarter 1
Name and details of policy, strategy, function, project, activity, or programme	<p>Joint contract with Kensington and Chelsea for the Drug Interventions Programme Service and Open access service for Hammersmith and Fulham.</p> <p>The Drug Interventions Programme (DIP) was introduced in 2003 by the Home Office. Its principal focus is to reduce drug-related crime through effective engagement with problematic drug users, (heroin and crack cocaine users) and move them into appropriate treatment and support. DIP partnership consists of criminal justice and drug treatment providers working together with other support services to provide a tailored solution for adults who commit crime to fund their drug use.</p> <p>The Open Access Service is also being re-commissioned but for Hammersmith and Fulham only. The service will provide access to practical supportive harm reduction measures and promote abstinent pathways to recovery. The service includes one to one key-working, group programmes, specialist needle exchange, hepatitis clinic, alternative therapies and support for anyone affected by a family member's drug and alcohol use, assessment and onward referrals.</p> <p>Both Kensington and Chelsea and Hammersmith and Fulham boroughs have agreed to re-commission both boroughs DIP teams with a proposed contract start date of 1st October 2011. This will provide significant savings to both boroughs as the service will provide a leaner management and staff structure, whilst still offering innovation and quality in the management of offenders. Hammersmith and Fulham are leading on the tendering exercise. The following services are being re-commissioned within the same tendering exercise:</p> <ul style="list-style-type: none"> • Drug Interventions Programme across both London boroughs – to include integrated services at the police stations, courts, prisons and community for offenders incorporating alcohol and mental health screening and Integrated Offender Management (IOM) provision • Hammersmith and Fulham Open Access Service, to include – a specialist crack service, specialist needle exchange, cannabis and alcohol / other structured interventions. <p>When commissioned, the DIP service will be co-located in Hammersmith and Fulham borough. The successful provider will deliver the Open Access service at the chosen site in Shepherds Bush, which will be co-located with other treatment partners to deliver holistic services in the north of the borough.</p>

Lead Officer	Name: Nicola Lockwood Position: Strategic Lead for Criminal Justice Email: nicola.lockwood@lbhf.gov.uk Telephone No: 020 8753 5359 – 07833 293 485
Date of completion of final EIA	07/06/2011

Section 02	Scoping of Full EIA			
Plan for completion	<p>Timing It is proposed that both services will be commissioned with a proposed contract start date of 1st October 2011.</p> <p>Resources DAAT contribution to Hammersmith and Fulham Procurement team, Criminal Justice Lead, Procurement Officer, Substance Misuse Commissioner, Kensington and Chelsea Criminal Justice lead, Project Board members including the police, probation staff and service users.</p> <p>Lead Officer Nicola Lockwood, Criminal Justice Strategic Lead</p>			
What is the policy, strategy, function, project, activity, or programme looking to achieve?	<p>The services are being re-commissioned in order to achieve efficiencies within budgets. The service will still provide the statutory functions of the DIP service required under the Drugs Act (2005) and the Criminal Justice Act (2003). Moreover, the DIP service will be commissioned over 2 boroughs with leaner management structures. The Hammersmith and Fulham Open Access Service will be re-commissioned in order to bring the service in line with other contracts and to make efficiencies within the budget.</p> <p>The re-commissioning project will not have an affect on any protected characteristics (including where people / groups may be in more than one protected characteristic). The provisions in both services will remain the same and not be affected by a potential change in provider. As a result, the procurement decision proposed is of low relevance to, and will have a neutral effect on, all protected characteristics with the exception of marriage/civil partnership, which is not relevant in this case.</p>			
	Age	Both services will continue to be provided for over 18s only. Currently, the Equality Act does not afford protection to those under 18, and service for minors	Low	/

	are dealt with separately.		
Disability	The DIP service will be co-located at 370 Uxbridge Rd. The building is DDA compliant and is equipped for those who are in a wheelchair. The Open Access service will continue to be provided from the existing building. There will be no effect on services in this category and the services will continue to be offered to all individuals irrespective of disability.	Low	/
Gender reassignment	There will be no effect on those who are transitioning, or who have transitioned, or who once began to transition but decided to go no further. Both services are open to all irrespective of gender identity.	Low	/
Marriage and Civil Partnership	Not applicable in this case	N/A	N/A
Pregnancy and maternity	The services do not allow children on the premises. This will remain after the service is re-commissioned. The retendering of the service does not change the current agreements. Pregnant women are currently seen on both premises and this will not change.	Low	/ -
Race	The provision of both services remains the same. The provider only will potentially be changing. There will be no effect on services in this category. The service is open to individuals of any race and would not discriminate on any grounds, including religion.	Low	/ -
Religion/belief (including non-belief)	The provision of both services remains the same. The provider only will potentially be changing. There will be no effect on services in this category. The service is open to those of any religion or those of no religion and would not discriminate on any grounds.	Low	/ -
Sex	The provision of both services remains the same. The provider only will potentially be changing. There will be no effect on services in this category. The service will continue to be open to men and women.	Low	/ -
Sexual Orientation	The provision of both services remains the same. The provider only will potentially be changing. There will be no effect on services in this category. The services will continue to be open to people of all sexual orientations and would not discriminate on any grounds.	Low	/ -

	<p>Human Rights and Children's Rights</p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998? Yes: Article 2, Right to Life; Article 3, Prohibition of Torture; Article 8, Right to respect for Privacy and Family Life; and Article 14, Prohibition of Discrimination. These rights will be upheld by the continued provision of these two services.</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? No</p>
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Section 03	Analysis of relevant data and/or undertake research
Documents and data reviewed	None, as no change to service users will take place
New research	None, as no change to service users will take place

Section 04	Undertake and analyse consultation
Consultation	No consultation was conducted in reference to equalities as the access to the service by any group will not be affected.
Analysis	No group will be affected by a potential change in service provider.

Section 05	Analysis of impact and outcomes
Analysis	The potential change in service provider will not have any effect on the clients accessing the service under any equalities category. The clients attending DIP for required assessments will be required to do so through legislation. The Drug and Alcohol Action Team who are commissioning the services manage the delivery of substance misuse treatment services for residents in each area and is committed to delivering high quality services to meet residents diverse and often complex needs.

Section 06	Reducing any adverse impacts
Outcome of Analysis	The potential change in service provider will have no affect on access to the services relevant to any protected characteristic. The successful service provider must ensure that service delivery takes account of and respects the race, culture, religion, gender, gender identity, pregnancy or maternity status, disability, age, sexuality and HIV status of service users. This may include the recruitment of employees from relevant ethnic and cultural groups. This requirement is written into all service level agreements and contracts.

Section 07	Action Plan
Action Plan	No actions have been identified, as there will be no effect on service users.

Section 08	Agreement, publication and monitoring
Chief Officer sign-off	Name: Position: Email: Telephone No:
Key Decision Report	Date of report to Cabinet/Cabinet Member: XX / XX / XX Confirmation that key equalities issues found here have been included: Yes/No
Opportunities Manager for advice and guidance only	Name: Carly Fry Position: Opportunities Manager Date advice / guidance given:06 June 2011 Email: PEIA@lbhf.gov.uk Telephone No: 020 8753 3430

Equality Impact Analysis Initial Screening Tool with Guidance

Overview

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 5th 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.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

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 or ext 3430.

Initial Screening Equality Impact Analysis Tool

Section 01	Details of Initial Equality Impact Screening Analysis			
Financial Year and Quarter	2011/12 Quarter 1			
Name of policy, strategy, function, project, activity, or programme	Commercial Leasing of surplus parking spaces at Walham Green Court Car Park			
Q1 What are you looking to achieve?	To increase income generated by the Housing and Regeneration Department by leasing any empty car parking spaces within Walham Green Court Car Park, which are surplus to residents requirements. The extent to which these can be commercialised will be led by the planning department agreeing scope of change of use – after which full consultation will take place with residents as to the degree to which the space is commercialised. Once agreement is reached through consultation and planning permission is gained, spaces will be let to private and business users at a comparable private sector, market rate. We will also look to procure a private sector partner to manage the parking space to the required standard.			
Q2 Who in the main will benefit?	<p>There will be no change in use for current council residents therefore there is no impact of this policy on any group. Full consultation will take place with residents to gauge the level of commercialisation that they feel will be beneficial within Walham Green Court It is envisaged that all of the Councils customers will benefit from a commercial parking management contractor and increased revenue in Walham Green Court. The increase in revenue and its reinvestment into lighting and security will benefit all users of council car parking facilities including those protected by equalities legislation.</p> <p>The part commercialization only extends to empty and underused spaces and priority will be given to current residents ahead of private and commercial. How many spaces are made available is dependent upon number that are unused and dependent on residents views within the consultation.</p>			
	Age	The waiting list management does not take any account of the applicants age and there will therefore have no impact on this group.	L/M/H NONE	+ / -

Disability	Clearer signage, security and lighting can be seen to have a positive rather than negative effect on this group.	L/M/H + H M +	+ / -
Gender reassignment	The waiting list management does not take any account of the applicants gender and there will therefore have no impact on this group.	L/M/H NONE	+ / -
Marriage and Civil Partnership	The waiting list management does not take any account of the applicants marital or civil partnership status and there will therefore have no impact on this group.	L/M/H NONE	+ / -
Pregnancy and maternity	The waiting list management does not take any account of the applicants pregnancy or maternity status and there will therefore have no impact on this group.	L/M/H NONE	+ / -
Race	The waiting list management does not take any account of the applicants race and there will therefore have no impact on this group. All information will be accessible to those for whom English is not their first language in accordance with the Councils existing policy.	L/M/H NONE	+ / -
Religion/belief (including non-belief)	The waiting list management does not take any account of the applicants religion or beliefs and there will therefore have no impact on this group.	L/M/H NONE	+ / -
Sex	The waiting list management does not take any account of the applicants sex and there will therefore have no impact on this group.	L/M/H NONE	+ / -
Sexual Orientation	The waiting list management does not take any account of the applicants sexual orientation and there will therefore have no impact on this group.	L/M/H NONE	+ / -

Human Rights and Children's Rights

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

	<p>No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)?</p> <p>No</p>
<p>Q3</p> <p>Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes</p> <p>Those with a disability are already prioritised for access to parking spaces and this will not change. The increased revenue will allow for reinvestment into the parking facility especially in terms of improved lighting, security and signage which will have a positive effect for disabled customers in particular.</p> <p>The procurement of a specialist commercial partner to manage the facility will also have a positive impact upon all users of the parking facility. Current parking management is spread amongst a multitude of departments and area offices and the use of a single dedicated partner will simplify the application and payment process for all users.</p>
<p>Q4</p> <p>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. The access to parking facilities for current users and council residents is not altered by this policy. The Policy looks only to bring into use empty and underused spaces with Walham Green Court Car Park.</p>

Initial Screening Equality Impact Analysis Guidance

Section 01	Details of Initial Equalities Impact Screening Analysis
Name of policy, strategy, function, project, activity, or programme	<p>A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p>

	<p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>
<p>Q1 What are you looking to achieve?</p>	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
<p>Q2 Who in the main will benefit?</p>	<p>Hereafter, 'policy' means policy, strategy, function, project, activity, or programme</p> <p>Disability 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"> ▪ Provide accessible communications? ▪ Change how you collate and use data? ▪ Revise how you involve service users? <p>Analyse the impact of the policy on the protected characteristics with due regard to the Public Sector Equality Duty.</p> <p>Use your reasoning in order to determine whether the policy will be of high, medium or low relevance to the protected characteristics. What do we mean by these terms?:</p> <p>High</p> <ul style="list-style-type: none"> ▪ The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human rights ▪ There is substantial or a fair amount of evidence that some groups are (or could be) differently affected by it

- There is substantial or a fair amount of public concern about it

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:

- 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

	<ul style="list-style-type: none"> ▪ 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 <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 Direct Gov.</p>
<p>Q3 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>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with 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 Tool

Section 01	Details of Initial Equality Impact Screening Analysis			
Financial Year and Quarter	2011/12 - 2015			
Name of policy, strategy, function, project, activity, or programme	MEASURED TERM CONTRACT FOR WATER SYSTEMS RISK ASSESSMENTS, SURVEY INSPECTIONS, TESTING AND REMEDIAL REPAIRS 2011 - 2015			
Q1 What are you looking to achieve?	4-year Measured Term Contract for carrying out Risk Assessments, planned survey inspection, testing, and associated remedial works to its stored water systems across their housing portfolio throughout the borough in accordance with the requirement in the Approved Code of Practice L8 (2001) together with recommendation of improvements works as required. The Contract will be the JCT Measured Term Contract Revision 1 2007 .			
Q2 Who in the main will benefit?	All residents within housing properties where the water supply to their property derives from a communal cold water storage cistern together with members of the public as a whole who will be protected from the risk of a breakout of Legionella Bacteria.			
	Age	The works will be of equal benefit to persons of all ages. But particularly benefit the elderly who are more likely to be affected by Legionella	H	+
	Disability	These works will benefit all residents and do not discriminate against any residents who may be in this protected characteristic. But particularly benefit affect those with weak immune systems.	H	+
	Gender reassignment	These works will benefit all residents and do not discriminate against any residents who may be in this protected characteristic.	L	+
	Marriage and Civil Partnership	These works will benefit all residents regardless of their marriage/civil partnership status.	L	+

	Pregnancy and maternity	These works will benefit all residents and do not discriminate against any residents who may be in this protected characteristic.	L	+
	Race	These works will benefit all residents regardless of their race.	L	+
	Religion/belief (including non-belief)	These works will benefit all residents regardless of their religion.	L	+
	Sex	These works will benefit all residents regardless of their sex. However particularly benefits males who are more likely to contract Legionella	L	+
	Sexual Orientation	These works will benefit all residents regardless of their sexual orientation.	L	+
<p>Human Rights and Children's Rights</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>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	Yes	Yes, this project will be a positive contribution to equalities in LBHF in that all of our residents will be provided with safe and good quality water supply		
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or</p>	No	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.		

adversely impact human rights?

Initial Screening Equality Impact Analysis Guidance

Section 01	Details of Initial Equalities Impact Screening Analysis
<p>Name of policy, strategy, function, project, activity, or programme</p>	<p>A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p> <p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>
<p>Q1 What are you looking to achieve?</p>	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
<p>Q2 Who in the main will benefit?</p>	<p>Hereafter, 'policy' means policy, strategy, function, project, activity, or programme</p> <p>Disability 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"> ▪ Provide accessible communications? ▪ 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 policy will be of high, medium or low relevance to the protected characteristics. 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

	<p>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"> ▪ 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 <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 Direct Gov.</p>
<p>Q3 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>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with 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

Overview

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 5th 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.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

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 or ext 3430.

Initial Screening Equality Impact Analysis Tool

Section 01	Details of Initial Equality Impact Screening Analysis
Financial Year and Quarter	2011/12 / 1
Name of policy, strategy, function, project, activity, or programme	Activity: To issue invoices to leaseholders when works start on site Policy: To review the major works payment options
Q1 What are you looking to achieve?	<p>Re Activity: To invoice leaseholders for future major works schemes, not yet consulted on, on an estimated basis when works start on site.</p> <p>It is hoped that satisfaction will be increased by streamlining the process where a leaseholder receives a bill whilst works happen on site, and not years after completion of the works. Satisfaction will also be increased as disputes will be addressed whilst contractors are still on site. Income will be better protected and the cash flow significantly improved; under the current method of invoicing on receipt of the final account, full payment may not be received until nine or more years after the council has made the first payment to the contractor. It is also hoped that prospective leaseholders will be afforded greater certainty of any liability towards ongoing major works.</p> <p>Re Policy: To provide additional payment options to leaseholders for the repayment of their current major works invoices. The proposals are to include a discount for prompt payment in full (within 30 days), an interest free payment period of 3 years and a 5 year mixed loan option where the last 2 years will be interest bearing.</p> <p>It is hoped that we will be able to sustain or even improve the collection rate during the current economic climate by offering these repayment options.</p>
Q2 Who in the main will benefit?	<p>Re Activity: Leaseholders and the Council will benefit from this change in activity. Leaseholders will be able to make payments towards the works whilst they happen on site. Leaseholders tend to mention concerns they have with the work on receipt of the invoice; billing earlier will mean that the contractors will still be on site and concerns with aspects of the work can be addressed sooner. It is expected that leaseholder satisfaction will be increased. The Council will benefit as cost will be curbed by having snagging work carried out by the contractor and not a future Repairs contractor. The council will also be able to improve cash flow as leasehold income will be received sooner and not years after the last stage payment has been paid to contractors.</p> <p>Due to these expected benefits of earlier invoicing it is expected that the activity will have a positive impact and</p>

a low relevance to equality. The table below gives more information.

Age	Pensioners are usually very concerned about major works bills as currently there can be a gap of some years between being made aware of the upcoming bill and actually receiving it. By issuing invoices when work start on site it will enable leaseholders to start making payments toward the bill sooner. It is therefore expected that the activity will have a positive impact.	M	+
Disability	The Department for Works and Pensions may give assistance towards repair and maintenance elements of the major works invoice. If someone in this category receive an estimated bill they will be able to approach the DWP earlier for a decision on assistance. It is therefore expected that the proposed activity will be of medium relevance have a positive impact for those disabled people who are on state benefit.	M	+
Gender reassignment	The proposed activity is expected to have a neutral impact and should be of low relevance. All leaseholders will receive estimated invoices on schemes consulted on after the 1 st September 2011.	L	/
Marriage and Civil Partnership	Not relevant in this case	N/A	N/A
Pregnancy and maternity	By issuing invoices earlier it would provide people with some assurance as to the value of the bill and when to expect it. The proposed activity will therefore have a positive impact and be of medium relevance to those whose incomes may fluctuate during maternity leave as it will afford the opportunity to plan their finances.	M	+

Race	The proposed activity of billing on estimate will apply to all leaseholders on all schemes consulted upon after 1 st September 2011. It is expected that leaseholders will have more clarity on when bills are due to arrive and the value of such bills which should be of medium relevance to some BME communities who tend to be those race groups on lower incomes as they will be able to better plan their finances.	M	+
Religion/belief (including non-belief)	The proposed activity is expected to have a neutral impact and should be of low relevance. All leaseholders will receive estimated invoices on schemes consulted on after the 1 st September 2011.	L	/
Sex	The proposed activity is expected to have a positive impact and should be of medium relevance, as based on 2011 census data, 9% of lone parents are male and 91% are female in H&F, and single income households have less money. Billing on estimate is expected to afford more assurance as to the value of an invoice and when to expect it which in turn will give leaseholders representing low income households the opportunity to plan their finances.	M	+
Sexual Orientation	The proposed activity is expected to have a neutral impact and should be of low relevance. All leaseholders will receive estimated invoices on schemes consulted on after the 1 st September 2011.	L	/

2. It is proposed that the payment options remain available to all residential leaseholders. The options will not be available to leaseholders who are subletting their properties so as to not subsidise individual business interests. However, where a leaseholder is subletting the property to maintain mortgage payments or due to unfortunate personal circumstances (e.g. ill-health or relationship breakdown) officers should continue to be given discretion to consider applications.

This policy will be more relevant to elderly leaseholders on fixed state pensions and low income households. Although the latter is not an indicator it is expected that the policy will have a positive impact and will be of medium and low relevance to equality. The table below gives more information.

Age	Depending on the works, major works invoices are known to exceed £10,000 per leaseholder. Although all leaseholders receive notices to warn them of the impending bill it is in some cases still extremely difficult or impossible to raise enough funds to settle the invoice within 21 days as the lease requires. It is expected that pensioners on a fixed state pension predominantly fall within this category and offering extended payment terms will enable them to make payments towards the bill without the risk of facing legal recovery proceedings.	M	+
Disability	Depending on the works, major works invoices are known to exceed £10,000 per leaseholder. Although all leaseholders receive notices to warn them of the impending bill it is in some cases still extremely difficult or impossible to raise enough funds to settle the invoice within 21 days as the lease requires. It is expected that this will be of medium relevance for those disabled people who are on state benefits, and offering extended payment terms will enable them to make payments towards the bill without the risk of facing legal recovery proceedings.	M	+
Gender reassignment	The proposed policy is expected to have a neutral impact and should be of low relevance. The policy will apply to all leaseholders and is expected to be more relevant to leaseholders representing low income households in which case the proposed options will afford more lenient terms for repayment.	L	/
Marriage and Civil Partnership	Not relevant in this case	N/A	N/A
Pregnancy and maternity	Depending on the works, major works invoices are known to exceed £10,000 per leaseholder. Although all leaseholders receive notices to warn them of the impending bill it is in some cases still extremely difficult or impossible to raise enough funds to settle the invoice within 21 days as the lease requires. It is expected that women on maternity leave could benefit as women might not be on full pay during this time and offering	M	+

		extended payment terms will enable them to make payments towards the bill without the risk of facing legal recovery proceedings.		
	Race	The proposed policy is expected to have a positive impact and should be of medium relevance. Some BME communities tend to be on lower incomes than other race groups. The policy will be offered to all leaseholders and is expected to be more relevant to leaseholders representing low income households in which case the proposed options will afford more lenient terms for repayment	M	+
	Religion/belief (including non-belief)	The proposed policy is expected to have a neutral impact and should be of low relevance. The policy will apply to all leaseholders and is expected to be more relevant to leaseholders representing low income households in which case the proposed options will afford more lenient terms for repayment	L	/
	Sex	The proposed policy is expected to have a positive impact and should be of medium relevance, as based on 2011 census data, 9% of lone parents are male and 91% are female in H&F, and single income households have less money. The policy will be offered to all leaseholders and is expected to be more relevant to leaseholders representing low income households in which case the proposed options will afford more lenient terms for repayment	M	+
	Sexual Orientation	The proposed policy is expected to have a neutral impact and should be of low relevance. The policy will be offered to all leaseholders and is expected to be more relevant to leaseholders representing low income households in which case the proposed options will afford more lenient terms for repayment	L	/
<p>Human Rights and Children's Rights</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>				
Q3	Yes			

<p>Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>The policy will be open to all leaseholders with the exception of non-residential leaseholders unless they can evidence hardship. Examples of hardship include where underletting is necessitated by mortgage arrears due hospitalisation or entry into a care home.</p> <p>Additional factors to be taken into account where exceptional hardship is claimed are set out below.</p> <ul style="list-style-type: none"> • Whether it is the lessee's only or principal home, • the total service charge paid since purchase, • the service charge payable in the current year, • the lessee's financial resources, • ability to raise funds, • whether extending the repayment period would assist, and • any other relevant circumstances. <p>To assess eligibility for a reduction the council applies the same test as used for private sector housing Home Improvement Grants but takes into account housing costs and age, which are not included in the improvements grant scheme. It is generally the case that those in receipt of a means tested benefit qualify for this reduction. As with the statutory loans, leaseholders are advised of this scheme when they are charged.</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>No</p>

Equality Impact Analysis Initial Screening Tool with Guidance

Overview

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 5th 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.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

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 or ext 3430.

Initial Screening Equality Impact Analysis Tool

Section 01	Details of Initial Equality Impact Screening Analysis
Financial Year and Quarter	2011/12, Quarter 2
Name of policy, strategy, function, project, activity, or programme	Review of Shops portfolio
Q1 What are you looking to achieve?	This report sets out options for the future of the shops portfolio and includes proposals to dispose of twenty seven properties, to utilise the capital receipt for Housing & Regeneration purposes and to repay debt, and to outsource the property management for the remainder of the portfolio.
Q2 Who in the main will benefit?	<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>Information: protected characteristics and PSED 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"> ▪ Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited under the Act; ▪ Advance equality of opportunity between people who share a protected characteristic and those who do not; and ▪ Foster good relations between people who share a protected characteristic and those who do not. <p>Having due regard for advancing equality involves:</p> <ul style="list-style-type: none"> ▪ 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	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A
Disability	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A
Gender reassignment	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A
Marriage and Civil Partnership	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A

Pregnancy and maternity	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A
Race	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A
Religion/belief (including non-belief)	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A
Sex	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A
Sexual Orientation	It is considered that the sale of these properties has no equality implications as a preliminary assessment of the properties provided for sale will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation will be carried out with tenants' and residents' associations and any equality issues raised against this strand will be duly considered through the Council's decision making process where necessary.	L	N/A

	<p>Human Rights and Children's Rights</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>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Does this provide an opportunity to promote equality? It is not anticipated that there will be any positive or negative equalities impact in delivering the proposals.</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>	<p>No. It has been considered whether the proposals might lead to an unacceptable loss of amenity for Council tenants and leaseholders (particularly elderly and other vulnerable residents with impaired mobility) e.g. if grocers, butchers, chemists etc. are subsequently forced out to make way for less essential businesses, without there being suitable alternative shops available within a short distance. However, a preliminary assessment of the properties provided for sale concluded that this will not lead to an unacceptable loss of amenity for Council tenants and leaseholders. Consultation with tenants' and residents' associations on any neighbouring Council estates is to be undertaken. This is also set out in the Cabinet Report at paragraph 4.12. The Cabinet Report also contains a summary of this EIA at paragraph 9.1</p> <p>If the answer here is 'yes', then it is necessary to go ahead with a Full Equality Impact Assessment.</p>