

DRAFT Camden Council Equality Impact Assessment Form

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Before beginning this equality impact assessment (EqIA) form, you should use the EqIA screening tool [link] to decide whether you need to complete an EqIA for your activity and read the EqIA guidance [link].

The term “activities” is used by the Council to mean a range of things, such as policies, projects, functions, services, staff restructures, major developments or planning applications.

Most significant activities that affect Council stakeholders will require an EqIA when they are in the planning stage. Many will also require an EqIA to monitor their impact on equality over time or if there is a significant change that prompts a review, such as in local demographics.

EqIAs help the Council to fulfil its legal obligations under the Equality Act’s public sector equality duty. The duty requires the Council to have due regard¹ to the need to:

- eliminate unlawful behaviour, such as discrimination, harassment and victimisation;
- promote equality of opportunity between those who share a protected characteristic and those who don’t; and
- promote good relations between people who share a protected characteristic and those who don’t.

The way that we demonstrate that we have due regard for these three aims, and therefore that we are complying with the public sector equality duty, is by undertaking an EqIA.

EqIAs will almost certainly be required when a new activity affecting people who share the protected characteristics is being developed and when reviewing or changing such activities.

They will also be likely required before and during any staff re-organisations.

An EqIA should be started at the beginning of a new activity and developed in parallel with it. Activities such as services and projects should also be regularly reviewed for their impact.

An EqIA should be revisited and updated to determine whether any planned positive impacts have been achieved and whether any identified negative impacts have been mitigated. You can indicate the version of the EqIA below.

For more complex enquiries on EqIAs, in the first instance please contact equalities@camden.gov.uk where you will be able to receive dedicated support.

EqIAs should be signed off by the relevant sponsor, director or Head of Service.

¹ [Due regard](#) is a legal requirement and means that decision makers have to consider the equality implications of a proposal before a commissioning or policy decision has been made that may affect people who share each of the protected characteristics. Paying ‘due regard’ means giving a proportionate amount of resource to this analytical exercise relevant to the potential impact on equality.

DRAFT Camden Council Equality Impact Assessment Form

Title of the activity	
Officer accountable for the EqIA (e.g. director or project sponsor)	
Full name: Position: Directorate: Email:	
Lead person completing the EqIA (author)	
Full name: Position: Directorate: Email:	
Person reviewing the EqIA (reviewer)	
Full name: Position: Directorate: Email:	
Version number and date of update	

Step 1: Clarifying aims

1.a Is it a new activity or one that is under review or being changed?

- New
 Under review
 Being changed

1.b. Which groups are affected by this activity?

- Staff
 Residents
 Contractors
 Other (please detail):

1.c Which Directorate does the activity fall under:

- Supporting People
 Supporting Communities
 Corporate Services
 More than one Directorate. Please specify:

DRAFT Camden Council Equality Impact Assessment Form

1.d Outline the aims/objectives/scope of the activity. (You should aim for a summary, rather than copying large amounts of text from elsewhere.)

Step 2: Data and evidence

What data do you have about the people affected by the activity, for example those who use a service? Where did you get that data from (existing data gathered generally) or have you gone out and got it and what does it say about the protected characteristics and the other characteristics about which the council is interested?

Is there currently any evidence of discrimination or disadvantage to the groups?

What will the impact of the changes be?

You should try to identify any data and/or evidence about people who have a **combination, or intersection, of two or more characteristics**. For example, homeless women, older disabled people or young Black men.

2.a Consider any relevant data and evidence in relation to all Equality Act protected characteristics:

- Age
- Disability, including family carers²
- Gender reassignment³
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

² This is the legal term in the Equality Act. In practice there are specific legal protections for a diverse range of people who have physical, mental and sensory impairments, long-term health conditions and/or neurodivergence, as well as carers who provide unpaid care for a friend or family member who cannot function without their support. Census and local datasets use the Equality Act definition and will include people who may not use the language of disability to describe themselves.

³ This is the legal term in the Equality Act. In practice there are specific legal protections for anyone whose gender identity does not match the sex they were assigned at birth. This means, for example, that people who are trans and people who are non-binary or gender fluid are considered a specific protected group under the Equality Act.

DRAFT Camden Council Equality Impact Assessment Form

Age
Disability, including family carers
Gender reassignment
Marriage and civil partnership
Pregnancy and maternity
Race
Religion or belief
Sex
Sexual orientation
Intersectional Groups

DRAFT Camden Council Equality Impact Assessment Form

2.b Consider evidence in relation to the additional characteristics that the Council is concerned about:

- Foster carers
- Looked after children/care leavers
- Low-income households
- Refugees and asylum seekers
- Parents (of any gender, with children aged under 18)
- People who are homeless
- Private rental tenants in deprived areas
- Single parent households
- Social housing tenants
- Any other, please specify

Foster carers

Looked after children/care leavers

Low-income households

Refugees and asylum seekers

Parents (of any gender, with children aged under 18)

DRAFT Camden Council Equality Impact Assessment Form

People who are homeless
Private rental tenants in deprived areas
Single parent households
Social housing tenants
Any other, please specify

2.c Have you found any data or evidence about intersectionality. This could be statistically significant data on disproportionality or evidence of disadvantage or discrimination for people who have a combination, or intersection, of two or more characteristics.

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DRAFT Camden Council Equality Impact Assessment Form

Step 3: Impact

Given the evidence listed in step 2, consider and describe what potential **positive and negative impacts** this work could have on people, related to their **protected characteristics** and the **other characteristics** about which the Council is interested.

Make sure you think about all three aims of the public sector equality duty. Have you identified any actual or potential discrimination against one or more groups? How could you have a positive impact on advancing equality of opportunity for a particular group? Are there opportunities within the activity to promote “good relations” – a better understanding or relationship between people who share a protected characteristic and others?

3.a Potential negative impact on protected characteristics

Protected Characteristic	Is there potential negative impact? (Yes or No)	Explain the potential negative impact
Age		
Disability including carers		
Gender reassignment		
Marriage/civil partnership		

DRAFT Camden Council Equality Impact Assessment Form

Protected Characteristic	Is there potential negative impact? (Yes or No)	Explain the potential negative impact
Pregnancy/ maternity		
Race		
Religion or belief		
Sex		
Sexual orientation		

DRAFT Camden Council Equality Impact Assessment Form

3.b Potential positive impact on protected characteristics

Protected Characteristic	Is there potential positive impact? (Yes or No)	Explain the potential positive impact
Age		
Disability including carers		
Gender reassignment		
Marriage/civil partnership		
Pregnancy/ maternity		

DRAFT Camden Council Equality Impact Assessment Form

Protected Characteristic	Is there potential positive impact? (Yes or No)	Explain the potential positive impact
Race		
Religion or belief		
Sex		
Sexual orientation		

DRAFT Camden Council Equality Impact Assessment Form

3.c Potential negative impact on other characteristics

Characteristic	Is there potential negative impact? (Yes or No)	Explain the potential negative impact
Foster carers		
Looked after children/care leavers		
Low-income households		
Refugees and asylum seekers		
Parents (of any gender, with children aged under 18)		

DRAFT Camden Council Equality Impact Assessment Form

Characteristic	Is there potential negative impact? (Yes or No)	Explain the potential negative impact
People who are homeless		
Private rental tenants in deprived areas		
Single parent households		
Social housing tenants		
Any other, please specify		

DRAFT Camden Council Equality Impact Assessment Form

3.d Potential positive impact on other characteristics

Characteristic	Is there potential positive impact? (Yes or No)	Explain the potential positive impact
Foster carers		
Looked after children/care leavers		
Low-income households		
Refugees and asylum seekers		
Parents (of any gender, with children aged under 18)		

DRAFT Camden Council Equality Impact Assessment Form

Characteristic	Is there potential positive impact? (Yes or No)	Explain the potential positive impact
People who are homeless		
Private rental tenants in deprived areas		
Single parent households		
Social housing tenants		
Any other, please specify		

3.e Consider intersectionality.⁴ Given the evidence listed in step 2, consider and describe any potential **positive and negative impacts** this activity could have on people who have a **combination, or intersection, of two or more characteristics**. For example, people who are young, trans and homeless, disabled people on low incomes, or Asian women.

⁴ Intersectionality refers to the interconnected nature of social categorisations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.

DRAFT Camden Council Equality Impact Assessment Form

Step 4: Engagement - co-production, involvement or consultation with those affected

4.a How have the opinions of people potentially affected by the activity, or those of organisations representing them, informed your work?

List the groups you intend to engage and reference any previous relevant activities, including relevant formal consultation?⁵	If engagement has taken place, what issues were raised in relation to one or more of the protected characteristics or the other characteristics about which the Council takes an interest, including multiple or intersecting impacts for people who have two or more of the relevant characteristics?

⁵ This could include our staff networks, advisory groups and local community groups, advice agencies and charities.

DRAFT Camden Council Equality Impact Assessment Form

4.b. Where relevant, record any engagement you have had with other teams or directorates within the Council and/or with external partners or suppliers that you are working with to deliver this activity. This is essential where the mitigations for any potential negative impacts rely on the delivery of work by other teams.

Step 5: Informed decision-making

5. Having assessed the potential positive and/or negative impact of the activity, what do you propose to do next?

Please select one of the options below and provide a rationale (for most EqIAs this will be box 1). Remember to review this and consider any additional evidence from the operation of the activity.

1. Change the activity to mitigate potential negative impacts identified and/or to include additional positive impacts that can address disproportionality or otherwise promote equality or good relations.	
2. Continue the work as it is because no potential negative impacts have been found	
3. Justify and continue the work despite negative impacts (please provide justification – this must be a proportionate means of achieving a legitimate aim)	
4. Stop the work because discrimination is unjustifiable and there is no obvious way to mitigate the negative impact	

DRAFT Camden Council Equality Impact Assessment Form

Step 6: Action planning

6. You must address any negative impacts identified in steps 3 and/or 4. Please demonstrate how you will do this or record any actions already taken to do this.

Please remember to add any positive actions you can take that further any potential or actual positive impacts identified in step 3 and 4.

Make sure you consult with or inform others who will need to deliver actions.

Action	Due	Owner

Step 7: EqIA Advisor

Ask a colleague, preferably in another team or directorate, to 'sense check' your approach to the EqIA and ask them to review the EqIA form before completing it.

They should be able to clearly understand from what you have recorded here the process you have undertaken to assess the equality impacts, what your analysis tells you about positive and negative actual or potential impact, and what decisions you have made and actions you have identified as a result.

They may make suggestions for evidence or impacts that you have not identified. If this happens, you should consider revising the EqIA form before completing this version and setting a date for its review.

If you feel you could benefit from further advice, please contact the Equalities service at equalities@camden.gov.uk

DRAFT Camden Council Equality Impact Assessment Form

Step 8: Sign-off

EqIA author	Name Job title Date
EqIA advisor / reviewer	Name Job title Date
Senior accountable officer	Name Job title Date