



# EQUALITY ANALYSIS (EA) - SCREENING TEMPLATE

**GUIDANCE TOOL** This Tool assists services in determining whether their plans and decisions will require a full Equalities Analysis. EAs help the Council comply with its duty under s.149 of the Equality Act 2010 to have “due regard” to specified equality matters. They are required in most cases but, in some cases, an EA is not necessary or is only necessary for certain aspects of a decision. The full EA template is available here:

<https://foresthub.walthamforest.gov.uk/services/information-governance/governance-and-law/council-meetings>

The Council understands that whilst its equalities duty applies to all services, it is going to be more relevant to some decisions than others. We need to be pragmatic and ensure that the detail of Equality Analyses (EAs) are proportionate to the impact of decisions on the equality

duty. In some cases a full EA is not necessary and/or the equalities duties do not apply. In other cases, only part of a decision will require an EA to ensure the Council has due regard to its equality duties. The following examples are intended to assist:

Where will a full EA be required?	Where might an EA not be required?
<p>In short, wherever a decision has a more than minimal or theoretical <b>adverse or negative</b> impact on those with protected characteristics, for example, if the Council is considering:</p> <ul style="list-style-type: none"><li>• Ceasing a service</li><li>• Reducing a service or reducing it in particular areas, e.g. closing an office in Leyton but not Walthamstow</li><li>• Changes to the way a service is delivered, e.g. moving to personalisation or moving to online access only</li><li>• Changes to eligibility criteria, rules or practices for a service</li><li>• Changes to discretionary fees and charges</li></ul>	<ul style="list-style-type: none"><li>• Where it can be proven that the decision has no equalities impact– with particular focus on negative impacts on service users and residents</li><li>• Where it can be proven that the decision has a minimal or theoretical equalities impact (and so does not need to be considered)</li><li>• Where the decision is mandatory and there is no element of discretion (e.g. to adopt a member’s code of conduct or similar)</li><li>• In rare cases, where a previous EA exists and a review shows that it is still relevant at the time of the final decision, i.e. the facts have not changed</li></ul>

## Important:

- The EA screening tool should not be used to mask over any equality impacts or as a “get out”.
- There can be a negative equality impact even if you think that overall, you are proposing changes that will make services better. If there is an adverse or negative impact, you must complete a full EA.
- **Negative** impacts are often indirect, i.e. a rule that is on its face of universal impact but has greater impact on some groups in practice e.g. due to the ethnic makeup of an area.
- In most cases, the screening process requires a degree of collation and analysis of

evidence. If this requires a lot of work, consider whether it is actually simpler to omit the screening process and undertake a full EA.

- The equality duty **continues** up to and after the final decision. If proposals or facts change before the final decision, any screening tool will need to be reviewed and evidenced.
- Any consultation undertaken should also inform the screening process, e.g. issues raised by those affected. Monitoring should take place after a decision as part of service delivery.
- The completed screening template will be attached to Cabinet or other decision making report and so it must include sufficient detail to justify the decision not to carry out a full EA.

## What to do?

The screening process should be used on **ALL** new proposals, policies, projects, functions, saving proposals, major developments or planning applications, or when revising them, if there is no negative equality impact or there is uncertainty about whether there is a negative equality impact. **However**, If your proposal is of a significant nature and it is apparent from the outset that a full EA will be required, then you do not need to complete this screening template and can progress directly to a full EA. If a negative/adverse impact has been identified during completion of the screening tool, a full EA **MUST** be undertaken. If you have not identified any negative/ adverse impacts arising from your proposal you do not need to undertake a full EA. However, make sure you have explained clearly why the

proposal does not have any negative/adverse impact. **If your proposal is going to Cabinet or Committee (e.g. Planning or Licensing) and you are not undertaking a full EA, you must:**

- a. share your report and completed screening tool with Equalities ([equalities@walthamforest.gov.uk](mailto:equalities@walthamforest.gov.uk)), who will check and challenge your findings *and*
- b. use the following wording under the Equality & Diversity paragraph in the Cabinet report: “An initial screening exercise of the equality impact of this decision was undertaken and determined there was no / minimal impact (delete as appropriate) on the Council’s equality duty.” Attach the completed template as an appendix to your report.

## 1. **Proposal / Project Title:** Growth Scrutiny Committee Themed Review 2022-23: Town Centres

### **Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought)**

The Growth Scrutiny Committee set out to conduct its 2022-23 thematic review on the topic of the borough's town centres. The Committee heard from a range of external witnesses throughout the year, to gather evidence on how best to improve the borough's town centres. The witnesses shared examples of best practice, experiences of improving town centres and lessons learnt from their own initiatives. This resulted in the Committee making twelve recommendations to the Council to improve Waltham Forest's Town Centres.

#### **Recommendation 1:**

That the Council develops an evidence-based town centre strategy to guide and inform work across the borough and provide an overarching framework, ensuring:

- It is informed by data and research, including evidence of good practice on a local, regional and national level
- It allows services to measure the work that is undertaken in the borough's town centres
- It allows flexibility to take individual approaches across Town Centres, recognising that each locality may have their own identity
- That this flexibility provides opportunities to coordinate and learn from the work undertaken for each locality and how they can interact with each other
- That businesses, local communities, partners and councillors are involved in the development of the Strategy.

#### **Recommendation 2:**

That the Council seek to move beyond engagement with communities to involvement, co-production and co-design of Town Centres, particularly seeking to collaborate with existing community groups and to involve local residents in the process, to ensure each Town Centre is shaped to the local community

#### **Recommendation 3:**

That, as a pathway for increased community involvement in shaping Town Centres, services consider creating Community Improvement District(s) in Waltham Forest

#### **Recommendation 4:**

That services look for opportunities to facilitate and support community businesses

#### **Recommendation 5:**

That the Council reflect on the diversity of communities and maintain awareness that Town Centres are for numerous groups within the local community

#### **Recommendation 6:**

That the Council champion Town Centres as a social centre in the daytime, enabling it to be a resource for those that need support most. This should include working with other public sector partners, for example, health partners, children's services and leisure providers so that the services needed most are within easy reach.

#### **Recommendation 7:**

That the Council identify mechanisms to ensure diversification in High Streets and identify opportunities to make Town Centres mixed-use, this should include:

- A variety of brands, independent and local businesses

- Non-retail activities providing goods and services at different price points
- Supporting leisure and cultural activity, such as galleries, craft and music workshops and sport

**Recommendation 8:**

That the Council considers the compulsory purchase or rental of empty units which could then be used for incubators for new independent businesses, leisure or cultural activities.

**Recommendation 9:**

That the Council prioritise bringing new local businesses and enterprises into new developments in the borough and consider offering subsidies or using neighbourhood CIL as an incentive.

**Recommendation 10:**

That services focus on providing support around resilience for new and emerging businesses, particularly local business to ensure they are successful and able to navigate instability

**Recommendation 11:**

That services utilise the findings from the High Street Task Force report in Leytonstone, and build these into the Town Centre Strategy

**Recommendation 12:**

That services look for opportunities for to introduce affordable workspaces in our town centres and to use them as way to promote good quality employment

**2. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations) indicate for each protected group whether there may be a positive impact, negative (adverse) impact, or no impact arising from the proposal.**

3. Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation. <a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">https://www.walthamforest.gov.uk/content/statistics-about-borough</a>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommendation 6 focuses on town centres being used as a social centre, including encouraging health partners and children's services to provide facilities locally. These would mean that services, such as health and children's services would be more accessible to residents, and those who need them most, such as older and younger people. Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. In general, the recommendations seek to benefit the local community and all groups within the community, recommendation 5 encourages the Council to recognise the diversity within communities and the needs of all groups. Therefore, the recommendations should have a positive impact for each group overall.

Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommendation 6 focuses on town centres being used as a social centre, including encouraging health partners to provide facilities locally. These would mean that health services, would be more accessible to residents, and those who need them most, such as those with a disability. Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. In general, the recommendations seek to benefit the local community and all groups within the community, recommendation 5 encourages the Council to recognise the diversity within communities and the needs of all groups. Therefore, the recommendations should have a positive impact for each group overall.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommendation 6 focuses on town centres being used as a social centre, including encouraging health partners to provide facilities locally. These would mean that health services, would be more accessible to residents, and those who need them most, such as those who are pregnant or post-partum. Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. Recommendation 7 and 8 focus on providing more leisure activity locally, this could benefit those who are pregnant by providing maternity groups in their local area. In general, the recommendations seek to benefit the local community and all groups within the community, recommendation 5 encourages the Council to recognise the diversity within communities and the needs of all groups. Therefore, the recommendations should have a positive impact for each group overall.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommendation 5 encourages the Council to recognise the diversity within the borough, and diversity within communities, to ensure that town centres reflect this and celebrate diversity to promote social cohesion in communities. Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. In general, the recommendations seek to benefit the local community and all groups within the community, recommendation 5 encourages the Council to recognise the diversity within communities and the needs of all groups. Therefore, the recommendations should have a positive impact for each group overall.

Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Recommendation 5 encourages the Council to recognise the diversity within the borough, and diversity within communities, to ensure that town centres reflect this and celebrate diversity to promote social cohesion in communities.</p> <p>Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. In general, the recommendations seek to benefit the local community and all groups within the community, recommendation 5 encourages the Council to recognise the diversity within communities and the needs of all groups. Therefore, the recommendations should have a positive impact for each group overall.</p>
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. Recommendation 5 encourages the Council to recognise the diversity within communities and for town centres to cater for the needs of all groups.</p> <p>As part of this themed review, the Committee have sought to improve the boroughs town centres to be all inclusive for all, and for each town centre to reflect the residents that live each locality. Their recommendations in general, should encourage the Council to consider how town centres are structured to benefit all groups within the local community – therefore it should indirectly have a positive impact on each group.</p>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. Recommendation 5 encourages the Council to recognise the diversity within communities and for town centres to cater for the needs of all groups.</p> <p>As part of this themed review, the Committee have sought to improve the boroughs town centres to be all inclusive for all, and for each town centre to reflect the residents that live each locality. Their recommendations in general, should encourage the Council to consider how town centres are structured to benefit all groups within the local community – therefore it should indirectly have a positive impact on each group.</p>

Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Recommendations 2 and 3 encourage the Council to involve local communities and co-produce town centres, this means an opportunity for local residents to express what they believe would benefit them in their own centre. Recommendation 5 encourages the Council to recognise the diversity within communities and for town centres to cater for the needs of all groups.</p> <p>As part of this themed review, the Committee have sought to improve the boroughs town centres to be all inclusive for all, and for each town centre to reflect the residents that live each locality. Their recommendations in general, should encourage the Council to consider how town centres are structured to benefit all groups within the local community – therefore it should indirectly have a positive impact on each group.</p>
<b>4. There are no negative/adverse impact(s)</b> If you have not identified any negative/adverse impacts please briefly explain your answer, providing evidence to support decision.	The recommendations encompassed within this report should not result in any negative/adverse impacts. They are the result of desk-based research and extensive involvement with relevant services and external witnesses. No specific concerns regarding adverse equalities impacts were identified through this process. The report aims to bring about a positive impact to those equality groups which most need it whilst ensuring that no adverse consequences are to be felt by other groups.			
<b>5. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).</b>	<a href="#">Click here to enter text.</a>			
<b>6. As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input checked="" type="checkbox"/>	<b>Briefly explain your answer.</b>  The recommendations of this report do not directly relate to the provision of commissioning of services. Any further work undertaken as a result of these recommendations may require a full EA in future.	
<b>7. Name of Lead Officer: Emily Wood</b>		<b>Job title: Scrutiny Policy Assistant</b>		<b>Date screening tool completed: 25 May 2023</b>

Signed off by Head of Service:

Name:

Date: