

# 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:**

- share your report and completed screening tool with Equalities (equalities@walthamforest.gov.uk), who will check and challenge your findings *and*
- 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:** Inclusion Action Plan

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

The Inclusion Action plan sets out the council's bold action plan on becoming a radically more inclusive and equitable place to work and be guided by four main principles. Engage, Empower, Equity and Educate will guide the action taken over the next three years with realistic measures of progress to ensure we remain accountable and move in the right direction. The action plan sets out how this will be achieved by focusing on inclusive leadership and recruitment, culture and behaviors, talent development and pay, benefits and policies.

**3. 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.**

4. 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"/>	The Inclusion Action plan and the principles will help to increase staff representation of all ages and ensure the workforce reflects the communities we serve.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Inclusion Action plan and the principles will help to increase staff representation and create opportunities for those with visible and non-visible disabilities.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Inclusion Action plan is designed to tackle inequality and help create a fair place to work.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Inclusion Action plan and the principles will help to address our ethnicity pay gap and ensure the workforce reflects the communities we serve.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Inclusion Action plan and the principles will help to increase representation from people with different faiths and beliefs.
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Inclusion Action plan and the principles will help to address our gender pay gap and ensure the workforce reflect the communities we serve.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Inclusion Action plan and the principles will help to increase staff representation of all sexual orientations so our whole workforce feel empowered to bring their whole selves to work.
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Inclusion Action plan is designed to tackle inequality and help create a fair place to work.

**5. There are no negative/adverse impact(s)**

If you have not identified any negative/adverse impacts please briefly explain your answer, providing evidence to support decision.

The Inclusion Action Plan is a focused three-year programme of work aimed at making Waltham Forest Council a radically fairer, more inclusive place for you to work. The programmes that will support the action plan will help to increase representation across all protected characteristics to ensure our workforce reflects the communities we serve. It focuses the action on 4 key priorities of; Inclusive leadership and recruitment, Culture and Behaviours, Talent Development and Pay, Benefits & Policies. There are no negative impacts on protected characteristics.

<b>6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).</b>	The EqIA has not identified any potential for discrimination or adverse impacts. The Inclusion Action Plan is expected to have a positive impact arising from the principles and priorities set within the Action Plan and focuses on tackling inequality and creating a fairer more equitable, equal, diverse workplace where all staff can thrive and develop.		
<b>7. As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)</b>	<b>Yes</b>	<b>No</b>	<b>Briefly explain your answer.</b>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>There are no negative or adverse impacts as a result of this work, therefore a full equalities assessment is not required.</b>
<b>8. Name of Lead Officer: Shireena Hancock</b>		<b>Job title: Policy Officer</b>	<b>Date screening tool completed: 04 September 2023</b>

Signed off by Head of Service:	<input type="text"/>	Name:	Joy Hume	Date:	<input type="text"/>
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