



# 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. Full guidance on the Council’s duties and EAs and the full EA template is available at <http://forestnet.lbwf.gov.uk/index/residents-first/equalities/equality-analysis.htm>

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?

In short, wherever a decision has a more than minimal or theoretical **adverse or negative** impact on those with protected characteristics, for example, if the Council is considering:

- Ceasing a service
- Reducing a service or reducing it in particular areas, e.g. closing an office in Leyton but not Walthamstow
- Changes to the way a service is delivered, e.g. moving to personalisation or moving to online access only
- Changes to eligibility criteria, rules or practices for a service
- Changes to discretionary fees and charges

## Where might an EA not be required?

- Where it can be proven that the decision has no equalities impact– with particular focus on negative impacts on service users and residents
- Where it can be proven that the decision has a minimal or theoretical equalities impact (and so does not need to be considered)
- Where the decision is mandatory and there is no element of discretion (e.g. to adopt a member’s code of conduct or similar)
- 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

## 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.

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 Shahid Mallam, Performance & Improvement Team, 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

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

(delete as appropriate) on the Council's equality duty." Attach the completed template as an appendix to your report.

**1. Proposal / Project Title:** Leyton Underground Station – Capacity Enhancements and Step Free Access Project

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

The Council continues to work with Transport for London (TfL) on plans to deliver major improvements to Leyton underground station. The project will deliver a considerable upgrade in passenger capacity – future-proofing the station's capacity to forecast usage in the year 2041, plus an additional 30% population growth. This will help unlock and support significant planned growth in Leyton where 7,000 new homes and 3,000 new jobs are planned over the 15-years of the Local Plan, while also providing the station with full step-free accessibility for the first time.

Cabinet initially decided to support the project and commit £9m of borough Community Infrastructure Levy (CIL) to the project in January 2019. The terms of the Council's funding agreement were subsequently negotiated and an Executive Decision providing authority to enter into the agreement was issued in March 2020. However, the onset of the pandemic and impact on TfL's finances meant the funding agreement was not signed.

Over the last three years, the Council has worked closely with TfL to maintain progress on the project, developing the design work and cost estimates. This has resulted in a submission to and successful outcome from the Government's Levelling Up Fund, with £13.7m secured to match the Council's longstanding commitment and enable delivery of the project.

Cabinet was last updated in March 2022 and at that point agreed that the terms of the Council's funding agreement with TfL would be presented for approval once negotiated and the necessary progress had been made. With all funding in place and a credible delivery plan taking the project through detailed design, procurement and into construction, this point has now been reached.

**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.**

<b>4. Protected Characteristic (Equality Group)</b> <input checked="" type="checkbox"/>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>No Impact</b>	<b>Briefly explain your answer. Consider evidence, data and any consultation.</b> <a href="http://www.walthamforest.gov.uk/Pages/Services/Statistics-economic-information-and-analysis.aspx">http://www.walthamforest.gov.uk/Pages/Services/Statistics-economic-information-and-analysis.aspx</a>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due regard has been given to difference age groups in considering these proposals and this screening opinion. There will be a positive impact, particularly for older age groups and young children, as the project delivers new lifts providing step free access from street / ticket hall to platform level in the station for the first time.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due regard has been given to people with disabilities in considering these proposals and this screening opinion. The project delivers a significant benefit for people with a disability/limited mobility, providing step-free access for the first time at the station and also improving capacity and wider accessibility around the station ticket hall area.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due regard has been given to pregnant mothers and parents on maternity and paternity leave with young children. The project will deliver step free access

				providing improved access for pregnant mothers and parents with young children who may be using buggies.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Due regard has been given to the impact of the proposals on different races and ethnic groups. The project will benefit all groups in terms of improved experience using the station and accessibility within it. Therefore, it is considered that there is not a specified benefit for people from different ethnic groups.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Due regard has been given to the impact of the proposals on people with different religious beliefs. The planned enhancements will benefit all groups in this regard, providing the opportunity for an enhanced transport hub. Therefore, it is considered that there is not a specified benefit for people with different religious beliefs.
Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Due regard has been given to the impact of the proposals on different genders. The planned enhancements will benefit all groups in this regard, providing the opportunity for an enhanced transport interchange. Therefore, it is considered that there is not a specified benefit for different genders.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Due regard has been given to the impact of the proposals on people's sexual orientation. The planned enhancements will benefit all groups in this regard, providing the opportunity for an enhanced transport interchange. Therefore, it is considered that there is not a specified benefit for people with different sexual orientation.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Due regard has been given to the impact of the proposals on people who are married or in a civil partnership. The planned enhancements will benefit all groups in this regard, providing the opportunity for an enhanced transport interchange. Therefore, it is considered that there is not a specified benefit for married or civil partners.
<b>5. 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 proposals will significantly enhance provision at Leyton underground station, improving its experience for all passengers, with significant benefits for those requiring, or preferring, step-free access. The proposals will also help unlock wider benefits, including in terms of economic growth and the delivery of new affordable homes, community and cultural infrastructure in the Leyton area. As with all major development projects there will be an element of disruption during construction works; however, the design of the preferred option looks to minimise the impact on the operation of the existing station, the high road and adjoining properties. Therefore, it is considered that the project will secure an overall positive benefit, particularly in relation to people with disabilities, pregnant mothers and parents of young children, and both younger and older age groups.				
<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>				
With the development of these proposals there has been particular focus on delivering a fully accessible station for the first time. The Council's funding and commitment to the project's delivery is predicated on realising these accessibility and wider capacity enhancements for the benefit of all users of the station.				
	<b>Yes</b>	<b>No</b>	<b>Briefly explain your answer.</b>	

<b>7. As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Officers have assessed the impact of the Cabinet decisions to proceed with these development proposals against all protected characteristics and consider there are positive impacts in relation to age, disability, pregnancy and maternity. The assessment also takes into consideration how the proposals have developed through the Council's Local Plan policy document which has involved public consultation and engagement, as well and consideration at previous Cabinet meetings.
<b>8. Name of Lead Officer: Will Teasdale</b>		<b>Job title: Director Area Regeneration</b>	<b>Date screening tool completed: 24 October 2023</b>

Signed off by Head of Service:



Name:

Will Teasdale

Date:

22<sup>nd</sup> November 2023