



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) is 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. shared your report and completed screening tool with Equalities (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*



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: Access Agreement for participation in the Agreement for the supply of placements in Children's Homes and Independent Fostering Agencies.

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

The purpose of this report is to secure access to children's residential care home and Independent Foster Care placements via the London Borough of Newham Dynamic Purchasing system. This will provide high-quality placements at good value for the London Borough of Waltham Forest's (LBWF) children in care and which is also compliant with Public Contract Regulations.

The report recommends that Cabinet:

Approves entering a contract with the London Borough of Newham's Dynamic Purchasing System (DPS) for 7 years (an initial 3 years up to 2026 with the Agreement having an option to extend for a further 4 years up to 2030). This will allow Waltham Forest access to a pool of pre-approved providers for both children's residential homes and independent foster care agencies aged 0 – 18 (up to a maximum age of 25 for young people with a disability).

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. https://www.walthamforest.gov.uk/content/statistics-about-borough
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This proposal will provide looked after children with good quality accommodation arrangements with access to education, health and wellbeing support whilst also providing seamless transitional arrangements.</p> <p>Access to the DPS will provide a range of providers that will meet the diverse needs of children and young people in the borough. Young people with complex needs will be given bespoke individual support.</p> <p>This proposal will also ensure WF has a range of high-quality assured providers capable of providing accommodation and support to young people within Waltham Forest and in neighbouring boroughs to a very high standard.</p>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The current Newham DPS has considered the needs of children and young people who have a complex need and require enhanced levels of care for their complex needs. This element of the service for residential care is covered under Lot 2b and for Independent Foster Care Agencies under Lot 4 of the Agreement.</p>
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Pregnant young people will be supported through their allocated key workers within the provision to access appropriate anti-natal and post-natal support.</p>

Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The proposal will ensure all children and young people across the diverse population of LBWF, who require such provision, will be provided with residential and appropriate foster care home placements. Young people who are separated from their parents or families i.e., unaccompanied asylum-seeking children (UASC) would be supported to integrate and settle within the community. The proposal will also allow for more children and young people to be accommodated within the borough or in neighbouring boroughs.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Young people will be supported to practice their religion of choice.
Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Young people will be supported as appropriate.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Young people will be supported as appropriate.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
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 proposal to request access to Newham's DPS will provide Waltham Forest with a range of high-quality assured providers capable of providing accommodation and support to young people within Waltham Forest as well as in neighbouring boroughs. The following value-added services will also be available: <ul style="list-style-type: none"> - Health and wellbeing of young people supported by joint working with local CAMHS and other Health partners to provide services including behavioural management strategies, comprehensive health needs assessments, substance misuse support and healthy living. - Learning support helping each young person to identify progression routes, through education, employment, apprenticeships, and training; engaging with young people through reviews Independent Review Officers and Social Workers to ensure young people are listened to and included in decisions made about their lives and aspirations. - Using My Guide to support young people to learn and develop independent skills. - Accredited financial capability workshops and partnership work with the Money Advice Service and other agencies providing tailored advice on financial matters. - Volunteering opportunities as a progression route into employment. - Corporate Parenting responsibilities including housing, education, employment, training, and leisure activities. 			
6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	N/A			
7. As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Briefly explain your answer. The assessment has not identified any potential for negative or disproportionate impact.	
8. Name of Lead Officer: Swapnil Shirvastava		Job title: Head of Corporate Parenting		Date screening tool completed: DD MM YY

Signed off by Head of Service:



Name: Swapnil Shrivastava

Date: 8th November 2023