



# 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?

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 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

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:** Mission Waltham Forest: our plan for a more equal borough

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

We are facing significant challenges as an organisation and as a borough, including the increase in cost of living, financial uncertainty, increased demand for Council services, community safety issues, widening inequalities, in particular relating to health, and a climate emergency that has long-term consequences we are only just beginning to understand. Mission Waltham Forest: our plan for a more equal borough is our response to these challenges.

Mission Waltham Forest: our plan for a more equal borough sets out the Council's plan for a more equal borough by 2030. It is our commitment to residents to tackle the fundamental challenges facing them and drive change within the Council that is needed to achieve this. We have identified a set of Missions for the change we want for our communities and the change we need to make as a Council.

Our six borough Missions:

- Ensure every family and every child are given every opportunity. We will ensure every family and every child can access the services and support they need so all children can thrive.
- Build an economy that works for everyone. We will shape a more inclusive local economy that attracts businesses and talent while unlocking opportunities for residents.
- Make Waltham Forest a great place to live and age well. We will ensure all residents can harness their strengths and live healthier, longer, and more independent lives.
- Tackle the housing crisis head on. We will deliver a new generation of homes that are affordable to buy and affordable to live in.
- Lead the way for a net-zero borough. We will tackle the Climate Emergency head on, paving the way for net zero in Waltham Forest.
- Safe, green neighbourhoods where everyone can thrive. We will ensure every resident feels safe in their homes and neighbourhoods and feels included and welcome.

Our four Council Missions:

- A focus on services designed around residents. We will constantly work to improve the design and quality of Council services and push ourselves to provide experiences and services residents deserve.
- A preventative approach for stronger communities. We will have a joined-up approach to prevention, offering support in the right place, at the right time, in the right ways.
- An inclusive workforce that reflects our community. We will build a culture of inclusion by closing pay gaps; our workforce will be as diverse as our community at every level.
- A firm financial footing. We will achieve financial security by balancing the books and adopting a well-managed, sustainable approach to investment.

**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"/>	Mission Waltham Forest includes a specific Mission around Ageing Well, demonstrating a clear focus on reducing age-based inequality for our most vulnerable residents. For example, one of the Mission priorities included is to become an Age Friendly Borough, with others stating a focus on improving health and wellbeing and reducing financial insecurity faced by older. Mission Waltham Forest also articulates our efforts towards reducing inequality for other age groups, such as children and younger people, particularly where those individuals have intersectional identities (for example a disability) that may result in multiple disadvantage. Given the recognition of pregnancy and age-based inequality and our responses to advance equality and opportunity are our outlined, it is anticipated to have a positive impact on people with this characteristic.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mission Waltham Forest highlights the different ways the Council is working to support residents with disabilities to tackle the biggest challenges they face. These include building a culture of ambition and consistency across the local Special Educational Needs and Disabilities system which is focused on getting the best outcomes and experience for all children and young people with SEND in every setting. It also commits to supporting people with long-standing health conditions and disabilities into good quality work. Given the recognition of pregnancy and disability-based inequality and our responses to advance equality and opportunity are our outlined, it is anticipated to have a positive impact on people with this characteristic.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mission Waltham Forest highlight the Council's commitments to support parents and those expecting to access the support they need through pregnancy and through a child's life and an enhanced offer of support for children themselves. This includes the upgraded programme of activities and support for parents and young people of all ages provided by Family Hubs, and work to tackle childcare as an economic barrier. Given the recognition of pregnancy and maternity-based inequality and our responses to advance equality and opportunity are our outlined, it is anticipated to have a positive impact on people with this characteristic.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mission Waltham Forest explicitly recognised race and ethnicity based inequality both within the Council and as experienced by our residents. Mission Waltham Forest includes more explicit commitments to our refugee communities through our Borough of Sanctuary status, noting we will work ever more closely with our Voluntary and Faith sectors to better target support individuals from this community. Mission Waltham Forest builds on existing insight from reports which make clear

				recommendations to reduce race and ethnicity based inequality, such as the Marmot Report, and as such it is anticipated to have a positive impact on people with this characteristic.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mission Waltham does not make explicit reference to religion and belief; however, we are committed to driving forward principles of inclusion and diversity, and resolutely focused on tackling inequality in all its forms. Therefore it is anticipated to have a positive impact on people with this characteristic.
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We are taking a whole organisational approach to shift attitudes and beliefs that prevent gender equality. To make a real and lasting difference in our borough, we will support work and partnerships across Waltham Forest to do create safe environments free from harassment, abuse and violence. We are committed to making Waltham Forest safer for women and girls, and ensuring residents experiencing gender-based violence can easily access the support they need.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mission Waltham does not make explicit reference to sexual orientation; however, we are committed to driving forward principles of inclusion and diversity, and resolutely focused on tackling inequality in all its forms. Therefore a positive impact is expected on people with this characteristic.
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mission Waltham does not make explicit reference to marriage and civil partnerships; however, we are committed to driving forward principles of inclusion and diversity, and resolutely focused on tackling inequality in all its forms. Therefore a positive impact is expected on people with this characteristic.
<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.	Challenging inequality, promoting inclusion, and advancing equality of opportunity are at the heart of Mission Waltham Forest: our plan for a more equal borough. It is developed to support equality, diversity and inclusion across the borough and the Council and to foster good relations for everyone. It describes how we are working across the Council to address inequalities and enshrining this in everything we do. Mission Waltham Forest: our plan for a more equal borough actively identifies those who are already experiencing negative/adverse impacts on inequality and sets out clear responsive Mission priority areas to ensure a focus on these. No negative/adverse impacts are therefore expected on people with 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>	Mission Waltham Forest: our plan for a more equal borough is expected to have a positive impact arising from the vision for the borough, the principles developed and priorities within Missions. The Council is developing how we assess and measure our equality impacts, including metrics to gauge progress and share learning, and qualitative methods so residents' voices and the different experiences of our communities continue to be at the heart of decision making. It is acknowledged that as work progresses, there may be a need for further equality analysis on projects and programmes, subsequent equality analysis screening will be undertaken where relevant.			
	<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"/>	There are no negative or adverse impacts as a result of this work. Therefore, a full equalities assessment is not required.
<b>8. Name of Lead Officer:</b> Patrick Murphy		<b>Job title:</b> Senior Policy Officer	<b>Date screening tool completed:</b> 05 January 2024

Signed off by Head of Service:	Jon Lloyd	Name:	Jonathan Lloyd	Date:	05 January 2024
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