

# 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.*

<b>1. Proposal / Project Title:</b> Annual Procurement Plan 2024				
<b>2. Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought)</b> The Council's Contract Procedure Rules require the publication of an Annual Procurement Plan. This report provides details of all proposed procurements in the coming year over £177,000 for supplies and services contracts or £1,000,000 for works contracts and provides transparency to potential suppliers of our contracting intentions.				
<b>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>				
<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="https://www.walthamforest.gov.uk/content/statistics-about-borough">https://www.walthamforest.gov.uk/content/statistics-about-borough</a>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter text.
<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.	Individual procurements will be scrutinised by Strategic Commissioning Board (SCB) to there should be no adverse equalities implications. SCB is made up of Directors of various service areas to ensure scrutiny is made widely across the council. Board members include: The Director of ROI (chair); Head of Procurement/Director of Supply Chain; AD Strategic Commissioning; Director of Commercial Services; Director of Financial Management and Accountancy; AD Change/Director of Transformation and Head of Commercial Law			
<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>	There is a specific section of the SCB business cases solely in place for equalities, this ensures equalities are scrutinised for each business case			
<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"/>	All individual procurement schemes will take into account equality requirements. Therefore a full EA is not necessary	
<b>8. Name of Lead Officer:</b> Adam Sargent		<b>Job title:</b> Director of Procurement		<b>Date screening tool completed:</b> 01 February 2024

Signed off by Head of Service:

Adam Sargent

Name:

Adam Sargent

Date:

9<sup>th</sup> February 2024