

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), 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: Homelessness and Rough Sleeping Strategy				
2. Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought) Strategy sets our approach to Homelessness and Rough Sleeping for next 5 years. LONG TERM OUTCOME: Homelessness and rough sleeping are prevented so that they become rare, brief and non-recurrent. INTERMEDIATE OUTCOMES: A. Early intervention and support are improved. B. Residents who are homeless or threatened with homelessness are empowered to make decisions which are right for them. C. Residents in temporary accommodation are supported into long-term homes				
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"/>	Young adults are most at risk of homelessness: • Residents aged between 18-34 accounted for 43% being assessed as owed a prevention or relief duty By taking positive steps to address homelessness and rough sleeping for all, this strategy should positively benefit these groups.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Many people who are owed support from the Council have complex needs: • 42% of residents owed a duty have additional support needs. The most common support needs are mental health problems, physical ill health and disability, By taking positive steps to address homelessness and rough sleeping for all, this strategy should positively benefit these groups.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gordon et al (2019) report that homeless women in the UK are twice as likely to become pregnant than women in the general population yet are less likely to receive antenatal care. B. Martin et al (2021) found that being homeless will pregnancy was

				associated with adverse impacts on mothers' mental health as well as well as adverse impacts on the health of the newborn child and pregnancy outcomes. By taking positive steps to address homelessness this strategy is therefore likely to have positive effect on this group.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Black residents are disproportionately at risk of homelessness: • Almost a third of residents owed a homelessness relief or prevention duty in Waltham Forest in 2022 are Black, African, Caribbean or Black British, despite only accounting for 15% of the borough's population A higher proportion of people identified as homeless in Census 2021 identified within the "Black, Black British, Black Welsh, Caribbean or African" (15.0%), "Mixed or Multiple ethnic groups" (5.1%), or "Other ethnic group" (6.1%) high-level categories, when compared with the rest of the population of England and Wales . By taking positive steps to address homelessness and rough sleeping for all, this strategy should positively benefit these groups.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence that particular religious groups are more likely to experience homelessness in the brough so impact should be neutral
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nationally LGBTIQ+ people comprise an estimated 20–40% of homeless populations, whilst only comprising 5–10% of the wider population. By taking positive steps to address homelessness and rough sleeping for all, this strategy should positively benefit those who have experienced gender reassignment..
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nationally LGBTIQ+ people comprise an estimated 20–40% of homeless populations, whilst only comprising 5–10% of the wider population. By taking positive steps to address homelessness and rough sleeping for all, this strategy should positively benefit these groups.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence that particular marital status groups are more likely to experience homelessness in the brough so impact should be neutral
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.	We consulted widely with residents staff and partners on this strategy and worked hard to ensure full diversity of the borough participated in engagement. To address demographic and other gaps in participation, we undertook targeted engagement activity with young people, older people's groups, Residents Associations, people receiving support in relation to their housing situation, people who are homeless living in temporary accommodation, and resettled families. In total 80 people were part of the conversations that inform this strategy. We are required by the Homelessness act 2003 to consider all groups in our approach to homelessness and this has been considered throughout the strategy.			
6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	We are confident based on data and engagement of advancing equality through this strategy for all groups who are overrepresented in homelessness statistics and should not have a negative impact on others			

7. As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)	Yes	No	Briefly explain your answer. We are confident based on data and engagement of a positive impact from this strategy for all groups who are overrepresented in homelessness statistics and should not have a negative impact on others
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Name of Lead Officer: Eoin Quiry		Job title: Head of Housing Strategy	Date screening tool completed: 09 February 2024

Signed off by Head of Service:  Name: EOIN QUIRY Date: 9.2.24