

## Equality Impact Assessment (EqIA) – screening template

This tool assists services in determining whether the plans and decisions you are seeking to make 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 at <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 screening tool should not be used to mask 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 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:**

1. 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
2. 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.

**1 Proposal / Project Title:** Cultural Action Plan

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

Waltham Forest is a borough rooted in culture with a unique history of making, innovation and creativity and an incredible diversity of people that make up our neighbourhoods.

The aim is to adopt a new cultural strategy (titled ‘*Developing Stronger Communities through Culture and Creative: A Cultural Action Plan for Waltham Forest: 2024-2030*’) for the London Borough of Waltham Forest, replacing the ‘Useful and Beautiful: Great Arts and Culture in Waltham Forest’ cultural strategy which was drafted, adopted and published 10 years ago. The Cultural Action Plan offers an overview the current context, sets a vision, and details ambitious but achievable actions across 6 key action areas.

The Cultural Action Plan will enable Waltham Forest to develop stronger communities through culture and creativity, harnessing the power of culture to increase community resilience and cohesion. This is part of a cross-council approach to prevention, central to delivering Mission Waltham Forest, the Council’s plan for a more equal borough by 2030. Culture and creativity will play a key part in tackling the fundamental challenges facing residents by increasing equitable participation, supporting health and wellbeing, and building skills and professional opportunities so that a new generation can access a growing creative sector.

The Cultural Action Plan has been shaped and informed by an extensive process of research and engagement. We started with desk-research, reading local and national reports, strategies and cultural policies. Then, we engaged teams across the council and over 1,200 Waltham Forest residents, creatives practitioners and businesses to ensure the Cultural Action Plan was reflective of the whole borough and its diverse communities.

**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="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"/>	In the Cultural Action Plan, some actions focus on specific age groups. This responds to research and engagement findings. For example, the ‘EDI: Making a Living’ strategy and national evidence show that diverse young adults face disproportionate barriers into work, and especially into the growing creative industries. Research also shows that accessing creative education help children to do better in school. The action area ‘Creative education, skills and jobs’, has a focus on children and young adults, with the aim of increasing equity of access. Other action areas have a positive impact on all ages, for example on delivering new cultural infrastructure, increasing access and participation for all. Some actions are specific to older residents, for example ensuring more cultural venues are dementia-friendly. This fosters greater equity and doesn’t take anything away from our universal cultural offer to audiences of all ages.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Cultural Action Plan ensures that cultural sites and events are accessible to all. For example: ensuring there is quiet space or activities for those with special needs

				or who are neurodivergent; that all or a large majority of spaces used are physically accessible; that any triggers are given advance warning, such as flashing lights or loud sounds; and that pre-event information offers clear information for those with access needs. Specific opportunities such as the Make It Happen grants and creative learning or training will continue to make provision for those with access needs, with a dedicated budget and appropriate staff support.
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Cultural Action Plan doesn't include any references, actions or activity relevant to Pregnancy and Maternity.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Across the UK, those from a Global Majority background are underrepresented in the cultural and creative industries, and we know that cultural participation in Waltham Forest isn't consistently representative of the full diversity of the borough, despite recent improvements (for example the visitors of the William Morris Gallery are now representative of the ward where the gallery is located).</p> <p>The Cultural Action Plan specifically aims to support greater participation and decision-making power for those from a Global Majority background. Funding opportunities and training specifically target those with protected characteristics who face added barriers, to ensure a better balance of who is funded and who is represented in local culture.</p>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Cultural events across different cultural sites or funded programmes may overlap with religious holidays. There will also be events put on that are linked to specific religious holidays or group e.g. Christmas tree lighting on Fellowship Square, events at William Morris Gallery linked to the upcoming Morris and Islamic Art exhibition, etc. They will always be open to all, regardless of faith or beliefs.</p> <p>We will continue to coordinate with partners, the Communities team, and forums which include faith groups such as the Community Resilience Alliance, to ensure events or activities linked to a specific holiday or faith group are open and inclusive.</p>
Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Cultural Action Plan supports activities and programmes which are for everyone regardless of sex, including Gender Re-assignment.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Cultural Action Plan supports activities and programmes which are for everyone regardless of sexual orientation. The engagement process conducted as part of the development of the Cultural Action Plan told us that those who identify as part of the LGBTIA+ community are most likely to agree that culture and creativity should be a priority for the council (91%, compared to 88% from all respondents).
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Cultural Action Plan doesn't include any references, actions or activity relevant to Marriage and Civil Partnership.

<p><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.</p>	<p>The adoption of the Cultural Action Plan will have a positive impact on advancing equalities and fostering good relations:</p> <ul style="list-style-type: none"> <li>- Special attention was given to ensure those with protected characteristics can better benefit from culture and creativity.</li> <li>- Where specific barriers to participation or accessing cultural education or creative jobs exist, the Cultural Action Plan has defined actions which target and support specific cohorts (for example, young adults from a Global Majority background).</li> </ul> <p>Significant evidence show that cultural participation fosters community cohesion and civic behaviours, hence supporting the ‘fostering good relations’ aim.</p>		
<p><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></p>	<p>Culture and creativity have a proven impact on community cohesion, civic pride and fostering good relations. This is why adopting a new Cultural Action Plan is important and contributes to overall equality aims. An extensive report published by the European Union in 2023 has compiled and analysed international research and evidence which demonstrate ‘a clear and positive correlation between rates of cultural participation and indicators of civic engagement, democratic health and social cohesion, across both EU and non-EU countries. A range of large-scale population level studies show that rates of cultural participation are strongly related to positive civic and democratic behaviours, including rates of voting, engagement in community activities, volunteering and other civic-minded behaviours and attitudes such as tolerance, social trust and care.’ Source: <a href="#">culture and democracy the evidence-NC0822225ENN.pdf</a></p>		
<p><b>7 As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)</b></p>	<p><b>Yes</b></p> <p><input type="checkbox"/></p>	<p><b>No</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>Briefly explain your answer.</b></p> <p>The adoption of the Cultural Action Plan will have a positive impact on advancing equalities and fostering good relations:</p> <ul style="list-style-type: none"> <li>- Special attention was given to ensure those with protected characteristics can better benefit from culture and creativity.</li> <li>- Where specific barriers to participation or accessing cultural education or creative jobs exist, the Cultural Action Plan has defined actions which target and support specific cohorts (for example, young adults from a Global Majority background).</li> </ul> <p>Significant evidence show that cultural participation fosters community cohesion and civic behaviours, hence supporting the ‘fostering good relations’ aim.</p>
<p><b>8 Name of Lead Officer:</b> Philippine Nguyen</p>		<p><b>Job title:</b> Head of Cultural Programming</p>	<p><b>Date screening tool completed:</b> 24 July 2024</p>

Signed off by Head of Service: Assistant Director, Culture

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