



# Equality Impact Assessment (EqIA) – screening template

This tool assists services in determining whether the decisions, proposals, or policies they are seeking to make will require a full Equality Impact Assessment (EqIA). EqIAs 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 EqIA is not necessary or is only necessary for certain aspects of a decision. Please email [equalities@walthamforest.gov.uk](mailto:equalities@walthamforest.gov.uk) for a copy of a full EqIA template.

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 the EqIA is proportionate to the impact of decisions on the equality

duty. In some cases, a full EqIA is not necessary and/or the equalities duties do not apply. In other cases, only part of a decision will require an EqIA to ensure the Council has due regard to its equality duties. The following examples are intended to assist:

Where will a full EqIA be required?	Where might an EqIA 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 decisions, proposals, or policies has no equalities impact—with particular focus on negative impacts on service users and residents.</li> <li>• Where it can be proven that the decisions, proposals, or policies has a minimal or theoretical equalities impact (and so does not need to be considered).</li> <li>• Where the decisions, proposals, or policies 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 EqIA exists and a review shows that it is still relevant at the time of the final decisions, proposals, or policies, 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 EqIA.
- **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 simpler to omit the

- screening process and undertake a full EqIA.
- 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 EqIA.

## What to do?

The screening process should be used on **ALL** new decisions, 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 EqIA will be required, then you do not need to complete this screening template and can progress **directly to a full EqIA**. If a negative/adverse impact has been identified during completion of the screening tool, a full EqIA **MUST** be undertaken. If you have not identified any negative/ adverse impacts arising from your proposal, you do not need to undertake a full EqIA. 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 EqIA, 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:** Damp and Mould Policy

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

The aim of the Damp and Mould Policy is to ensure the Council takes every reasonable action to identify and remedy damp and mould in Council homes in order to ensure residents stay safe, healthy and well in their homes. The policy will support the Council in complying with its legal and regulatory obligations and provide residents with clear timescales within which action will be taken, enabling residents to hold the Council to account.

The policy also sets out how we will support groups that are particularly vulnerable, where the health impacts of damp and mould can be more severe.

**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. \*Please note in addition to our statutory obligations under the Equality Act 2010, Waltham Forest Council include care leavers as having a protected characteristic and to this extent passed a motion in April 2023 to recognise this action. Therefore, Waltham Forest Council's EqIA process also includes a requirement to explore the impact of a proposal on that group.

<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"/>	The new policy has a positive impact as it takes account of residents' individual circumstances and any vulnerabilities when planning works and considering whether it is safe to remain in the home. People most at risk of health issues include older people and children and young people whose organs are still developing and are therefore more likely to suffer from physical conditions such as respiratory problems.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our approach set out in the policy takes account of residents' individual circumstances and any vulnerabilities or disabilities when planning works and considering whether it is safe to remain in the home. It recognises the potential health implications if damp and mould is left untreated, especially to groups that are particularly vulnerable, where health impacts can be more severe. People with a pre-existing health condition (for example allergies, asthma, COPD, cystic fibrosis, other lung diseases and cardiovascular disease) who are at risk of their condition worsening and have a higher risk of developing fungal infections and/or additional allergies and people living with a mental health condition may be at increased risk of the health impacts of damp and mould exposure.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The approach set out in the policy takes account of residents' individual circumstances and any vulnerabilities when planning works and considering whether it is safe to remain in the home. It recognises the potential health implications if damp and mould is left untreated, especially to groups that are particularly vulnerable, where health impacts can be more severe. Pregnant women, their unborn babies and women who have recently given birth, who may have weakened

				immune systems may be more vulnerable to significant health impacts from damp and mould.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no direct positive or negative impact arising from the policy itself. However it is noted that people from ethnic minority backgrounds may face barriers to reporting and communicating about damp and mould and this will be considered as part of the implementation of the policy, including the communication plan to promote the policy to residents.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no direct positive or negative impact arising from the policy.
Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no direct positive or negative impact arising from the policy.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no direct positive or negative impact arising from the policy.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no direct positive or negative impact arising from the policy.
Care Leavers*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no direct positive or negative impact on care leavers arising from the policy.
<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.	The policy sets out the Council's approach to tackling damp and mould in its housing stock and provides an improved service offer to residents in comparison to what is already in place.			
<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>	The policy supports advancing equality by committing that when planning works and considering whether it is safe for residents to remain in their home, the Council will take into account any health conditions or vulnerabilities of residents.			
<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> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>	<b>Briefly explain your answer.</b> The policy sets out the Council's approach to tackling damp and mould in its housing stock and provides an improved service offer to residents in comparison to what is already in place.	
<b>8 Name of Lead Officer: Mark Crane</b>	<b>Job title: Director of Housing Assets &amp; Delivery</b>		<b>Date EqIA screener completed: 18 November 2024</b>	

Signed off by Head of Service:



Name:

Mark Crane

Date:

9.12.2024