



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. Full guidance on the Council’s duties and EAs and the full EA template is available at <http://forestnet.lbwf.gov.uk/index/residents-first/equalities/equality-analysis.htm>

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 to 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 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.
- 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?

- 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.

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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 *the 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:** **a.** share your report and completed screening tool with Shahid Mallam, Performance & Improvement Team, 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*

(delete as appropriate) on the Council’s equality duty.” Attach completed template as an appendix to your report.

1. Proposal / Project Title: Sufficiency Strategy – Children Looked After and Care Leavers 2024 - 2027

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

Waltham Forest’s 2024-2027 Children’s Sufficiency Strategy sets out the vision and priorities for supporting children and young people with accommodation needs in the borough.

The Sufficiency Duty (Section 22G of the Children Act 1989) requires Local Authorities, as far as is reasonably practicable, to ensure there is sufficient accommodation within their Local Authority area to meet the needs of those children for whom they have Corporate Parenting responsibility.

The strategy sets out the actions that will improve the experiences and outcomes for children and young people.

This document sits alongside the council’s People at the Heart of Our Place Strategy; the SEND Preparing for Adulthood Strategy; the SEND Strategy; the Babies, Children and Young People Strategy; and the All-Age Autism Strategy. These plans collectively ensure residents with unique needs are supported.

The strategy aims to deliver transformational change for Children in Care and Care experienced young people placing a strong focus on prevention and early intervention, so that we can support families before they reach crisis points. This includes prioritising collaborative arrangements with other local authorities and providers of children’s accommodation to develop additional, sustainable accommodation capacity, locally.

The Strategy will be implemented from 2024 – 2027 with Waltham Forest’s Corporate Parenting Board’s taking the role of ensuring the council and its partners commit to excellent standards of corporate parenting and deliver the right services to children looked after and care experienced people, so that they are kept safe and have every opportunity to flourish.

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. http://www.walthamforest.gov.uk/Pages/Services/Statistics-economic-information-and-analysis.aspx
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This document considers the statutory requirement for Local Authorities, as far as is reasonably practicable, to ensure there is sufficient accommodation within their Local Authority area to meet the needs of those children for whom they have Corporate Parenting responsibility.</p> <p>Services as detailed in the Action plan are for all young people aged 0-19 and up to 25 if young people have a disability or are in education.</p>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Services as detailed in the Action plan are for all children and young people aged 0-19 and up to 25 if young people have a disability or are in education and are also aimed at minimising disadvantages suffered by people with disabilities and to take steps to meet their needs.</p>
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There are no specific implications on the protected characteristic of pregnancy and maternity. Children Looked After and Care Leavers will be supported as appropriate to access anti-natal or post-natal services / support as required.</p>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There are no specific implications on the protected characteristic of race. Children Looked After and Care leavers are a diverse group made up of multiple ethnicities across the British, European and Non-European spectrum and it seeks to provide accommodation to all eligible children and young people. Young people who are separated from their parents or families i.e. unaccompanied asylum-seeking children would be supported to integrate and settle within the community.</p>

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Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There are no specific implications on the protected characteristic of religion. Children Looked After and Care Leavers will be supported to practice their religion of choice or having no religion.</p>
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Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no specific implications on the protected characteristic of sex and gender reassignment. Young people will be supported as appropriate.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no specific implications on the protected characteristic of sexual orientation. Young people will be supported as appropriate.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no specific implications on the protected characteristic of marriage and civil partnership.
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.	The Service can and will support young people and children regardless of whether have a protected characteristic(s). Individuals with a protected characteristic will receive positive impacts due to the nature of the services being delivered tailored to their needs.			
6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	Services as outlined in the Action Plan will be delivered in a person-centred way and will make reasonable adjustments based on individual needs, which ensures that individuals are supported in a way that best suits them, including what is required in respect of their protected characteristics.			
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.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is very low risk of individuals failing to be supported due to their protected characteristics.	
8. Name of Lead Officer:		Job title:		Date screening tool completed:

Signed off by Head of Service:

Swapnil

Name:

Swapnil Shrivastava

Date:

10/10/2024

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