



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 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?

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 EqIA not be required?

- 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.
- 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).
- 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).
- 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.

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), 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: Temporary Accommodation to Settled Homes Strategy				
2 Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought) Approval is being sought from Cabinet for the Temporary Accommodation to Settled Homes Strategy. This Strategy aims to address the significant challenge we face in the borough in relation to temporary accommodation, including both the impact TA has on residents in terms of impacting their health, wellbeing and opportunities and the financial impact it has on the council. The strategy's vision is to reduce the number of households living in Temporary Accommodation by supporting more residents into healthy, safe, and affordable settled 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. *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.				
4 Protected Characteristic (Equality Group) ☒	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	☒	☐	☐	The majority of households in TA have children. In February 2025, 1133 out of 1552 households in TA had children. TA can negatively impact children's development and wellbeing, leading to health and wider inequalities. The Temporary Accommodation to Settled Homes Strategy aims to reduce the number of households living in Temporary Accommodation by supporting more residents into healthy, safe, and affordable settled homes.
Disability	☒	☐	☐	The strategy's delivery priorities focused on prevention, the supply of quality homes and move-on support will have a positive impact on people with disabilities. Demographic data indicates single disabled people overrepresented in TA compared to the general borough population.
Pregnancy and Maternity	☐	☐	☒	The strategy has no specific focus on pregnancy and maternity however support related to the strategy may have a positive impact on this group and any action as a result of the strategy will identify any impacts.
Race	☒	☐	☐	The strategy's delivery priorities focused on prevention, the supply of quality homes and move-on support will have a positive impact on those from global majority ethnicities especially as demographic data indicates global majority ethnicities are overrepresented in TA compared to the general borough population.
Religion or Belief	☒	☐	☐	Demographic data indicates a range of religions are represented in those living in TA. People that have identified as Muslim are most represented in those living in TA. People from all religions or beliefs will be positively impacted by the strategy's delivery priorities focused on prevention, the supply of quality homes and move-on support.

Sex (Including Gender Re-assignment)	☒	☐	☐	The strategy's delivery priorities focused on prevention, the supply of quality homes and move-on support will have a positive impact on females especially as demographic data indicates females are overrepresented in TA compared to the general borough population.
Sexual Orientation	☐	☐	☒	Demographic data indicates the majority of residents living in TA identify as heterosexual. The strategy will have no specific impact as a result of sexual orientation.
Marriage and Civil Partnership	☐	☐	☒	Current demographic data doesn't indicate whether residents living in TA are married or in a civil partnership.
Care Leavers*	☐	☐	☒	While care leavers are especially likely to receive support to be prevented from homelessness, through the Care Leavers Service and Housing Services, current TA data doesn't identify those in TA who are care leavers.
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.		There are no negative impacts identified as a result of this strategy. Any further specific actions as a result of this strategy will be subject to their own equalities impact assessment process to identify any future impacts.		
6 Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).		By seeking to prevent homelessness, improve the quality of homes and support people to move on from TA, this strategy seeks to tackle the inequalities in housing, health and socio-economic status faced by residents, including from protected characteristics overrepresented in temporary accommodation such as single mothers and single disabled people.		
7 As a result of this screening is a full EA necessary (Please check ☒ appropriate box)	Yes	No	Briefly explain your answer.	
	☐	☒	This screener has been completed for a strategy and any specific actions as a result of this strategy will be subject to their own equalities impact assessment process	
8 Name of Lead Officer: Ellie Miller		Job title: Strategy & Policy Manager		Date EqIA screener completed: 29 September 2025

Signed off by Head of Service: LINDSAY MEGSON

Name: Lindsay Megson

Date: 16/10/2025