



# 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?

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](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:** Electric Vehicle Charging Point Strategy**2 Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought)**

Waltham Forest Council has had an award-winning Electric Vehicle (EV) Charging Point Strategy since 2020 which has guided the development of our EV charging point network across the borough. In autumn 2024 we reached our milestone of 1000 EV charging sockets and this has been a catalyst for reviewing and updating our Electric Vehicle Charging Point Strategy to ensure it meets the needs of current and future residents of Waltham Forest.

**Aims:**

- To update our EV Charging Point Strategy to document our network to date and ensure it meets the needs of current and future residents of Waltham Forest.
- To include advancements in technology and infrastructure and reflect changes in Government policy and guidance.

**Proposed outcomes:**

- Increased resident satisfaction with our EV charging point network.
- Increased utilisation rates of EV charging points.
- Our EV charging network is as accessible as possible without impacting footway users.

**Recommendations:**

- Approval to implement our updated EV Charging Point Strategy to ensure our network meets the needs of current and future residents of Waltham Forest.

**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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group. There is currently no legal minimum age to use an EV charging point in the UK. The British Standard Institution published PAS 1899:2022 which provides specifications to support the building of an inclusive electric vehicle charging infrastructure in the UK, including for older people. This includes the physical charging point design, the placement of the charging point, the streetscape and public realm around the charging point, and the digital platform used for charging. This specification will be incorporated into our updated EV Charging Point Strategy.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group. The British Standard Institution published PAS 1899:2022 which provides specifications to support the building of an inclusive electric vehicle charging infrastructure in the UK, including for people with disabilities. This includes

				the physical charging point design, the placement of the charging point, the streetscape and public realm around the charging point, and the digital platform used for charging. This specification will be incorporated into our updated EV Charging Point Strategy.
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group. All of our EV charging infrastructure is installed either at the front of the footway in lamp columns or on dedicated build outs in the carriageway which minimises hazards to people walking and pushing prams/buggies on the footway.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group.
Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group.
Care Leavers*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Our EV charging point network is available to everyone and therefore there is no impact on this group.
<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.	Our EV charging point network is available to everyone and therefore we do not believe there are any negative or adverse impacts on residents. This outcome has been identified following carrying out desktop research and reviewing studies carried out by other organisations and the feedback received from residents before and after charging points have been installed.			
<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 purpose of updating our EV Charging Point Strategy is to incorporate the advancements in technology and new guidance that have become available since publishing the initial strategy in 2020 to ensure it meets the needs of current and future residents of Waltham Forest.			
<b>7 As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)</b>	Yes	No	<b>Briefly explain your answer.</b>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No negative or adverse impacts were identified.	
<b>8 Name of Lead Officer:</b> Jane Sherry	<b>Job title:</b> Head of Sustainable Transport			<b>Date EqIA screener completed:</b> 06 January 2025

Signed off by Head of Service:

*Jane Sherry*

Name: Jane Sherry

Date: 06/01/2025