

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?	Where might an EqIA not be required?
<p>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:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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: Housing Repairs Service Procurement Strategy

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

The procurement strategy outlines the council’s approach to re-procuring the Housing Repairs Services, currently being delivered by the two existing repairs partner contractors whose contracts end on March 31st 2027. Three options were considered, assessed against key evaluation criteria, including control over service delivery performance, resident engagement and customer service, value for money and operational resilience. Key changes to the contract terms are proposed to strengthen performance management in priority service areas, including communal repairs, damp and mould and customer satisfaction, in order to improve service quality and customer satisfaction in the context of current market and regulatory environment. The report seeks approval to the preferred option, and to commence the procurement processes.


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) <input checked="" type="checkbox"/>	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 <ul style="list-style-type: none"> On the EqIA next to each of the groups you have marked as ‘No impact’, instead of “Not known” I would change this text to something along the lines of “It is not expected that there will be any adverse impact on this protected characteristic as a result of the proposals.” 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Older people and children are overrepresented in social housing so will be positively impacted by this strategy through improvements to safety, quality and overall resident satisfaction, as well as energy efficiency improvements which will increase warmth and comfort of homes, resulting in positive impact on health and wellbeing. <p>The procurement strategy and process have a positive impact as they take account of residents’ individual circumstances and any vulnerabilities when delivering repairs services and works.</p> <p>Residents will be engaged with throughout the tender process, to ensure that residents’ views, priorities, and aspirations are fully integrated into the procurement process and the design of the repairs service that will be procured.</p>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Residents with disabilities are overrepresented in social housing so will be positively impacted by this strategy through improvements to safety, quality and overall resident satisfaction, as well as energy efficiency improvements which will increase warmth and comfort of homes, resulting in positive impact on health and wellbeing. <p>The procurement strategy and process have a positive impact as they take account of residents’ individual circumstances and any disabilities when delivering repairs services and works.</p>

				Residents, including those with disabilities, will be engaged with throughout the tender process, to ensure that residents' views, priorities, and aspirations are fully integrated into the procurement process and the design of the repairs service that will be procured.
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	It is not expected that there will be any adverse impact on this protected characteristic as a result of the proposals.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Global majority groups are overrepresented in social housing so will be positively impacted by this strategy through improvements to safety, quality and overall resident satisfaction, as well as energy efficiency improvements which will increase warmth and comfort of homes, resulting in positive impact on health and wellbeing. Residents from a representative race demographic will be engaged with throughout the tender process, to ensure that residents' views, priorities, and aspirations are fully integrated into the procurement process and the design of the repairs service that will be procured.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	It is not expected that there will be any adverse impact on this protected characteristic as a result of the proposals.
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Women are overrepresented in social housing so will be positively impacted by this strategy through improvements to safety, quality and overall resident satisfaction, as well as energy efficiency improvements which will increase warmth and comfort of homes, resulting in positive impact on health and wellbeing. Residents from a representative gender demographic will be engaged with throughout the tender process, to ensure that residents' views, priorities, and aspirations are fully integrated into the procurement process and the design of the repairs service that will be procured.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	It is not expected that there will be any adverse impact on this protected characteristic as a result of the proposals.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	It is not expected that there will be any adverse impact on this protected characteristic as a result of the proposals.
Care Leavers*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council offers secure tenancies to all care leavers, therefore may be positively impacted by this strategy through improvements to safety, quality and overall

				resident satisfaction, as well as energy efficiency improvements which will increase warmth and comfort of homes, resulting in positive impact on health and wellbeing.
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 Procurement Strategy aims to improve the safety and quality of council homes which is expected to have a positive impact on tenants' health and wellbeing, and financial situation. The strategy seeks to strengthen the council's ability to drive service improvement by improving the capacity and capabilities of the supply chain, supported by stronger performance management contractual tools focused on priority Key Performance Indicators (KPIs) relevant to council policies and strategies. Services outlined in the strategy may cause some disruption to tenants. However, once completed this will result in improvements to the safety, condition and quality of their home, so are beneficial overall. The procurement process will assess the communication services and resident engagement procedures offered by the bidders to ensure the repairs are carried out in an empathetic way, that mitigates any adverse impacts on residents whilst repair works are being undertaken. Resident engagement will form a key part of the procurement process to ensure resident's views are taken into account in shaping the tender specification documents and selecting the preferred repairs partners.			
6 Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	The procurement process will assess the communication services and resident engagement procedures offered by the bidders to ensure the repairs services provided are inclusive, and tailored to the needs of residents, in accordance with the council's tender specification documents.			
7 As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Briefly explain your answer. The work outlined in this strategy is expected to have a positive impact on all tenants impacted, which will include an overrepresentation of residents from the protected characteristic groups mentioned here.	
8 Name of Lead Officer: Mark Crane	Job title: Director of Housing Assets		Date EqIA screener completed: 01 April 2026	

Signed off by Head of Service:



Name : Mark Crane

Date: 1.4.2026