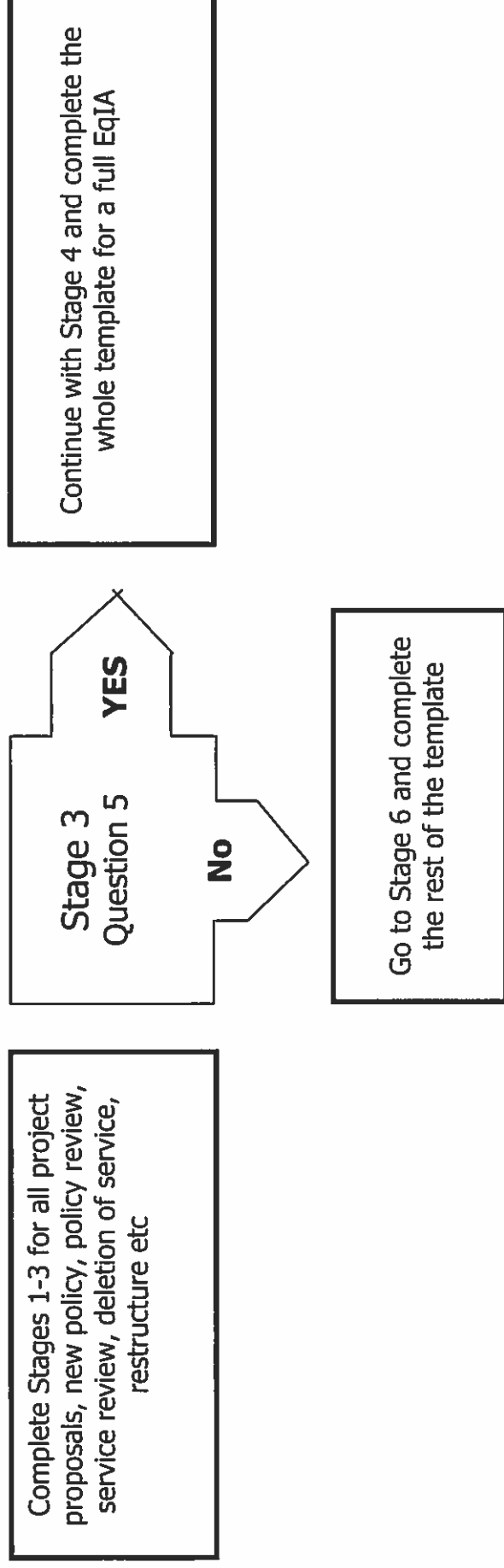


Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process (EqIA). There is now just one Template. Lead Officers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.
- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.
- **SIGN OFF:** All EqIAs need to be signed off by your Directorate Equality Task Groups. EqIAs relating to Cabinet Reports need to be submitted to the EqIA Quality Assurance Group at least one month before your Cabinet Report date. This group meets on the first Monday of each month.
- Legal will NOT accept any reports without a fully completed, Quality Assured and signed off EqIA.

The EqIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓	x	Cabinet	Portfolio Holder	Other (explain)
Date decision to be taken:				
Value of savings to be made (if applicable):				
Title of Project:				
Directorate / Service responsible:				
Name and job title of Lead Officer:				
Name & contact details of the other persons involved in the assessment:				
Date of assessment (including review dates):				
Stage 1: Overview				
<p>1. What are you trying to do? (Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>Events in Harrow Policy</p> <p>This is a new policy that aims to assist with the growth, development and management of events over the next 5 years. The council's aim is to balance the need to hold events with its obligations to residents, businesses, and visitors, ensuring that these activities continue to be regarded by all as safe, lawful, successful and fair. In addition, the council wants to enhance the use of parks and open spaces by supporting community, cultural, charitable and commercial events which in turn provide cultural, social and economic benefits to the borough.</p> <p>This policy sets out the key principles with which Harrow council with its key partners approach the authorisation and management of events in the borough of Harrow. The principles are based on a range of requirements which arise from legislation and the council's formally adopted policies. The approach is applicable to events that impact on the public realm, whether it is publicly managed streets or parks and open spaces.</p> <p>The council will go through careful planning and consultation so that benefits from events can be maximised while disruption to the specific location, the local environment, local residents and the local business community can be kept to a minimum. The council's overall strategy is to actively facilitate events and to promote</p>			

the borough as a place of business, culture and community. The vision is "To enable the delivery of a diverse events programme that creates a vibrant place to visit whilst ensuring the sustainable use of Harrow's open spaces".

Residents / Service Users	X	Partners	X	Stakeholders	X
Staff	X	Age	X	Disability	X
Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
Race		Religion or Belief		Sex	
Sexual Orientation		Other			

2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)

3. Is the responsibility shared with another directorate, authority or organisation? If so:
- Who are the partners?
 - Who has the overall responsibility?
 - How have they been involved in the assessment?

Environment and Enterprise (in particular the community engagement team, public protection and parks and open spaces)

Contractors (when undertaking work on behalf of the Council)

Police, Fire Service and Ambulance Service

Stage 2: Evidence & Data Analysis

4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.

(Where you have gaps (data is not available/being collated for any Protected Characteristic), you may need to include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
Age (including carers of young/older people)	2011 Census Data Harrow Borough Profile	There is no data available to suggest that there would be a disproportionate adverse effect on this protected characteristic. Some venues are likely to be in the vicinity of elderly residents homes and this group in particular may

	Results from consultation	object to noisy events but this will be managed through the consultation process and existing environmental noise mitigation processes so there is likely to be no impact.
Disability (including carers of disabled people)	As above	There is no data available to suggest that there would be a disproportionate adverse effect on this protected characteristic.
Gender Reassignment	As above	As above
Marriage / Civil Partnership	As above	As above
Pregnancy and Maternity	As above	As above
Race	As above	As above
Religion and Belief	As above	As above
Sex / Gender	As above	As above
Sexual Orientation	As above	As above

Stage 3: Assessing Potential Disproportionate Impact

5. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	X	X	X	X	X	X	X	X	X

YES - If there is a risk of disproportionate adverse impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

Stage 4: Further Consultation / Additional Evidence

6. What further consultation have you undertaken on your proposals as a result of your analysis at **Stage 3**?

Who was consulted? What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals

Stage 5: Assessing Impact

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact	Adverse Impact		What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 6)
	✓	Minor ✓	Major ✓	
<p>Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.</p> <p>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</p>				

Age (including carers of young/older people)						
Disability (including carers of disabled people)						
Gender Reassignment						
Marriage and Civil Partnership						
Pregnancy and Maternity						
Race						
Religion or Belief						

Sex								
Sexual orientation								
<p>8. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>				Yes	No			
<p>9. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>				Yes	No			
<p>Stage 6 – Improvement Action Plan</p> <p>List below any actions you plan to take as a result of this Impact Assessment. These should include:</p> <ul style="list-style-type: none"> Proposals to mitigate any adverse impact identified Positive action to advance equality of opportunity Monitoring the impact of the proposals/changes once they have been implemented Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this? 								

Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
Monitoring the impact of this policy	<p>This policy will be reviewed within two years of its implementation. The review will highlight successes as well as areas for improvement and how effective the policy has been in achieving its objectives. Reviews will also seek to introduce where necessary any new powers granted to local authorities in relation to events. The review will include measures such as:</p> <ul style="list-style-type: none"> • Number of events successfully held • Percentage of applications agreed/denied • Diversity of events • Health and Safety statistics 	<p>Timely Reviews Results of this monitoring will be regularly reviewed by service managers and any gaps identified addressed.</p>	Community Engagement Team	2017 (overall review)
Stage 7: Public Sector Equality Duty				
10. How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:				
<p>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</p> <p>2. Advance equality of opportunity between people from different</p>				
<p>Clear events policy supported by robust monitoring arrangements</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> • Communicate clearly the council's events policy to those who either 				

<p>groups</p> <p>3. Foster good relations between people from different groups</p>	<p>reside, work in or visit the Borough</p> <ul style="list-style-type: none"> Engage residents through inclusive and diverse events, ensuring clear and transparent events and charging policies Ensure suitable use of parks and open spaces Support the development of Localism to empower and assist local communities to initiate, participate and manage events Enable the delivery of an events programme that creates a lively and vibrant experience by marketing outdoor event locations to raise the profile of parks and open spaces in the borough. Provide a clear guideline for events staff to apply consistently
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Stage 8: Recommendation

<p>11. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)</p>	
<p>Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.</p>	<p>X</p>
<p>Outcome 2 – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are listed in the Action Plan above.</p>	
<p>Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in Q12 below)</p>	
<p>12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.</p>	

Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?		E&E Directorate Equalities Task Group	
Signed: (Lead officer completing EqIA)	Jackie Barry-Purssell	Signed: (Chair of DETG)	Hanif Islam
Date:	10/07/2015	Date:	10/07/2015
Date EqIA presented at the EqIA Quality Assurance Group (if required)	27/07/2015	Signature of DETG Chair	