



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 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 to 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.
- 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.

- 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?

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.

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

If you have not identified any negative/ adverse impacts arising from your proposal you do not need to undertake a full EA. However, make sure you have explained clearly why the

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

1. Proposal / Project Title: Public Space Protection Order Extension 2022

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

To make use of the tools available under the ASB, Crime and Policing Act 2014, making it easier to tackle public space ASB such as problematic street drinking, aggressive begging, verbal abuse and ASB associated with moped/motorbike drivers. We currently have two separate PSPO's covering the north and south of the borough which expire in September and October 2022 retrospectively. The main aim is to implement a single boroughwide Order and to extend it until 2025.

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. https://www.walthamforest.gov.uk/content/statistics-about-borough
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For all protected characteristics, the provision of the extension of the PSPO covering
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the same wards will continue to provide access to quicker and more robust response
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	when reporting and tackling ASB in public spaces. Anyone being targeted as a result
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	of a perceived protected characteristic will be afforded and provided an extra level of
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	support through the provision of this PSPO.
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 PSPO extension 2022 has been subject to public consultation with high support [87.8%] for the proposed terms. There are already two PSPO's in place in the north and south of the Borough implemented in October 2019 and September 2020 to tackle issues relevant to those areas. A single boroughwide PSPO will provide greater equality in accessing support to tackle ASB. The ASB Strategy is designed to provide oversight on the development and delivery of the Borough's ASB response over the next 2 years. The focus is on reducing incidents of ASB and specifically on reducing the harm caused by these incidents. The Strategy is designed to improve the quality of life of everyone living and working within the Borough, promoting close links to partner agencies including Victim Support, CGL - our drug and alcohol support service and our homeless outreach service. There are two forums that convene regularly to discuss, evaluate and monitor the use of enforcement powers. These forums will monitor and address any negative impacts identified during the lifespan of the Order.

6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	Not applicable in this case.		
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 are no adverse impacts to consider in the extension of the PSPO for a further 3 years.
8. Name of Lead Officer: Lisa Jones	Job title: AD – Enforcement & Safety	Date screening tool completed: 23 June 2022	

Signed off by Head of Service:

D Beach

Name:

David Beach

Date:

23 June 2022