



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. The full EA template is available here:

<https://foresthub.walthamforest.gov.uk/services/information-governance/governance-and-law/council-meetings>

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 Equalities (equalities@walthamforest.gov.uk), 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: £75.00 Council Tax Credit for Council Tax Support recipients with less than 100% support				
2. Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought) This report proposes to repurpose £1million income achieved from recovery of overpaid Housing Benefit into providing additional support to financially vulnerable Council Tax payers receiving less than 100% Council Tax Support in the 2022-23 financial year. The scheme credits up to £75.00 to the Council Tax accounts of residents that are in receipt of or eligible to receive Council Tax Support on 1 April 2022 but are not entitled to 100% support so have a residual balance to pay. Eligible households (both working age and pension age) with up to £75.00 balance due for the year would have their balance reduced to Zero so have nothing to pay for the year. Eligible residents with a residual balance of more than £75.00 would have their balance reduced by £75.00 leaving them with a smaller balance to pay.				
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"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.

Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme offers additional support to everyone receiving or eligible to receive Council Tax Support on 1 April 2022 of less than 100% and so have a residual amount to pay. Therefore, there is no identified additional adverse impact on this group arising from the proposal.
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 proposed scheme offers additional support of up to £75.00 to all eligible recipients receiving Council Tax Support of less than 100% and so have a residual balance to pay. Recipients with up to £75.00 will have their Council Tax balance reduced to Zero leaving them with nothing to pay in 2022/23. Those with more than £75.00 residual balance will have the amount due reduced by £75.00 leaving them with less to pay. No individual equality group of Council Tax Support recipient would be disproportionately disadvantaged by the scheme.			
6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	These proposals offer additional financial support to some of the most disadvantaged residents in the borough due to the identified impacts arising from the cost-of-living crisis. The proposals do not identify any additional benefits or risks on any equality group as outlined above.			
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 proposal offers positive benefits in the form of additional financial support to all recipients of the Council Tax Support scheme meeting the eligibility criteria. The screening analysis has not identified any negative impact on any particular equality group.	
8. Name of Lead Officer: Nalda Russell-Stowe		Job title: Director, Revenues and Benefits		Date screening tool completed: 30 May 2022

Signed off by Head of Service:

Name:

Date: