



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? | Where might an EA 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 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. 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

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

1. Proposal / Project Title: Housing Scrutiny Committee Themed Review 2021-22: Resident Engagement

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

The purpose of this themed review was to examine how the Council actively involves its residents. The resident engagement team agreed to review their Resident Involvement Strategy at the end of 2021, therefore Housing Scrutiny were able to input into this, as well as the Council's new Building Safety Engagement Strategy. This saw a standing item on the agenda at each meeting where the committee heard from officers involved in drafting the strategies and also heard from residents already involved in resident engagement, including members of the STAR panel. Recommendations have been crafted from the main themes that resulted from discussions, largely around maintaining current levels of engagement and improving communication to residents.

Formal recommendations:

Recommendation 1

That the new Resident Involvement Strategy explores all possibilities to enable digital engagement with residents, whilst ensuring that there are digital inclusion offers in place

Recommendation 2

That all Council staff working in housing services are involved in and responsible for the implementation of the new Resident Involvement Strategy

Recommendation 3

That the new Resident Involvement Strategy maintains its commitment to be inclusive, and builds on this work in line with the Council's Equality, Diversity and Inclusion strategy

Recommendation 4

That as part of the ongoing building engagement resident strategy, there is continued focus on communication, specifically:

- improving communication with harder to reach groups, particularly those who do not have English as a first language
- prioritising pictorial or graphic designs, particularly for immediate or urgent signage such as fire escapes
- ensuring information on fire risk assessments is made available to residents in the most appropriate and comprehensible way

Recommendation 5

That services continue to promote fire safety information to leaseholders and tenants on a regular basis

Recommendation 6

That, when legislation has been finalised, services report back to the committee on how the Accountable Person is held responsible

Recommendation 7

That the STAR panel is supported to implement a formal process between recommendations and Council responses

Recommendation 8

That the Council continues to support the STAR panel, both in providing independent advisory services to train members, and in ensuring members are involved in Council policies that affect them

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"/> | Recommendation 1 includes exploring possibilities for digital inclusion offers, this is positive for older people who are one group who may be more likely to be digitally excluded. Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers. |
| Disability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendation 1 includes exploring possibilities for digital inclusion offers, this is positive for those with a disability who may be more likely to experience digital exclusion. Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers. Recommendation 4 is about a focus on communication to groups that may need adaptations, such as those with a disability. |
| Pregnancy and Maternity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers. |
| Race | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendation 4 seeks that the Council improve communication and building signage/instructions for people who do not speak English as a first language. The Council has consulted with residents on new signage and trained volunteer champions to improve accessibility and support communication with residents who do not speak English as a first language. Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers. |
| Religion or Belief | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers. |
| Sex (Including Gender Re-assignment) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers. |

| | | | | |
|--|---|--|---|--|
| Sexual Orientation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers. |
| Marriage and Civil Partnership | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendation 3 seeks for the Council's Equality, Diversity and Inclusion strategy to be incorporated in resident engagement; the Council's response identifies barriers to involvement and specific support for affected groups to overcome these barriers.. |
| 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 recommendations encompassed within this report should not result in any negative/adverse impacts. They are the result of desk-based research and extensive involvement with relevant services and external witnesses. No specific concerns regarding adverse equalities impacts were identified through this process. The report aims to bring about a positive impact to those equality groups which most need it whilst ensuring that no adverse consequences are to be felt by other groups. | | | |
| 6. Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant). | Click here to enter text. | | | |
| 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 recommendations of this report do not directly relate to the provision or commissioning of services. Any further work undertaken as a result of these recommendations may require a full EA in future. | |
| 8. Name of Lead Officer: Emily Wood | | Job title: Scrutiny Officer | | Date screening tool completed: 02 August 2022 |

Signed off by Head of Service: Head of Electoral and Democratic Services

Name: Ian Buckle

Date: 02 August 2022