



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: Neighbourhoods Scrutiny Committee Themed Review 2020-21: Climate Emergency Response

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

Following a report to Cabinet in October 2021, which set out the council's initial response to the recommendations of the Climate Emergency Commission, the Neighbourhoods Scrutiny Committee decided to carry out a themed review. The Council identified five strands to categorise the recommendations – each meeting saw an agenda item based on each strand where officers prepared reports detailing the work carried out in response to the Climate Emergency. The Committee had detailed discussions at each meeting, with both internal and external witnesses and visited the Council's Eco Show Home. A set of recommendations have been crafted based on the main themes arising from those discussions. The recommendations have been categorised under the four of the five strands identified by the Council. In addition to this, a new Scrutiny Committee has been created to continue the work undergone here and ensure the Council is adequately responding to the Climate Crisis.

Formal recommendations:

People, communities, and climate

Recommendation one

- That the Council aims to improve the Climate Emergency skills and knowledge of Councillors; that, to achieve this, Carbon Literacy is integrated into the Councillor induction process

Recommendation two

- That, as part of its forthcoming behaviour change strategy, the Council makes full use of the unique connections Councillors have within their communities to further influence residents on their attitudes and behaviours towards the Climate Emergency

Sustainable transport

Recommendation three

- That the Council leads by example in enabling active travel to its staff; that they also engage its health and care partners to do the same for their employees

Recommendation four

- That the Council explores the parameters used to decide when a School Street can be implemented

Greener buildings

Recommendation five

- The Committee commends the Council's Eco Show Home initiative and endorses its fabric first approach to retrofitting its own stock

Recommendation six

- That the Council continues to provide private homeowners with support and guidance on retrofitting their homes and reducing their household carbon emissions

Recommendation seven

- The Committee supports the Council's ambition to lead by example through Sixty Bricks by delivering its first zero carbon development in 2024; that details of out how this will be achieved is presented to the committee in 2022/23

Adapting to the Future

Recommendation eight

- That the Council explores the option of bringing in a dedicated specialist ecologist to provide strategic oversight and maximise effectiveness of biodiversity programmes

Recommendation Nine

- That an item on green jobs is added to the 2022/23 forward plan; that a relevant witness working in the industry is invited to attend

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 4 seeks to offer improvements to young people; school streets aim to boost air quality on the roads surrounding schools including those not situated within a controlled parking zone.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality group will not be affected insofar as there is no direct correlation between its members' situation and wellbeing and the issues tackled within the framework of this report.
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality group will not be affected insofar as there is no direct correlation between its members' situation and wellbeing and the issues tackled within the framework of this report.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality group will not be affected insofar as there is no direct correlation between its members' situation and wellbeing and the issues tackled within the framework of this report.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality group will not be affected insofar as there is no direct correlation between its members' situation and wellbeing and the issues tackled within the framework of this report.
Sex (Including Gender Re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality group will not be affected insofar as there is no direct correlation between its members' situation and wellbeing and the issues tackled within the framework of this report.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality group will not be affected insofar as there is no direct correlation between its members' situation and wellbeing and the issues tackled within the framework of this report.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality group will not be affected insofar as there is no direct correlation between its members' situation and wellbeing and the issues tackled within the

				framework of this report.
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. No negative impacts on any equality group were identified in this screening.	
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: 22 August 2022