



# Equality Impact Assessment (EqIA) – screening template

This tool assists services in determining whether the decisions, proposals, or policies they are seeking to make will require a full Equality Impact Assessment (EqIA). EqIAs 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 EqIA is not necessary or is only necessary for certain aspects of a decision. Please email [equalities@walthamforest.gov.uk](mailto:equalities@walthamforest.gov.uk) for a copy of a full EqIA template.

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 the EqIA is proportionate to the impact of decisions on the equality

duty. In some cases, a full EqIA is not necessary and/or the equalities duties do not apply. In other cases, only part of a decision will require an EqIA to ensure the Council has due regard to its equality duties. The following examples are intended to assist:

## Where will a full EqIA 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 EqIA not be required?

- Where it can be proven that the decisions, proposals, or policies has no equalities impact—with particular focus on negative impacts on service users and residents.
- Where it can be proven that the decisions, proposals, or policies has a minimal or theoretical equalities impact (and so does not need to be considered).
- Where the decisions, proposals, or policies 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 EqIA exists and a review shows that it is still relevant at the time of the final decisions, proposals, or policies, i.e., the facts have not changed.

## Important:

- The screening tool should not be used to mask 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 EqIA.
- **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 simpler to omit the

screening process and undertake a full EqIA.

- 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 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 EqIA.

## What to do?

The screening process should be used on **ALL** new decisions, 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 EqIA will be required, then you do not need to complete this screening template and can progress **directly to a full EqIA**. If a negative/adverse impact has been identified during completion of the screening tool, a full EqIA **MUST** be undertaken. If you have not identified any negative/ adverse impacts arising from your proposal, you do not need to undertake a full EqIA. 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 EqIA, you must:**

1. Share your report and completed screening tool with Equalities ([equalities@walthamforest.gov.uk](mailto:equalities@walthamforest.gov.uk)), who will check and challenge your findings and
2. 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:**
Mission Waltham Forest Delivery Update

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

Mission Delivery: Mission Waltham Forest Delivery Update report provides an update 18 months into **Mission Waltham Forest**, showcasing progress on delivering the six borough missions agreed in February 2024. It highlights early impact and celebrates successes across each mission, while sharing learning on what works and how approaches have been adapted. It explains how we are using missions to work differently with staff, members, residents, and partners, building momentum to deliver greater impact through embedding mission-based working across services and partnerships to tackle complex problems and reduce inequality. The report also summarises lessons learned, and the capabilities needed for future delivery, and looks ahead to the next phase of change, reflecting on what this means for taking Mission Waltham Forest forward. Finally, it reinforces that achieving a more equal borough requires collective effort and serves as a call to action: together, we can make Waltham Forest a place where everyone can live and thrive.

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. \*Please note in addition to our statutory obligations under the Equality Act 2010, Waltham Forest Council include care leavers as having a protected characteristic and to this extent passed a motion in April 2023 to recognise this action. Therefore, Waltham Forest Council’s EqIA process also includes a requirement to explore the impact of a proposal on that group.

| 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.<br><a href="https://www.walthamforest.gov.uk/content/statistics-about-borough">https://www.walthamforest.gov.uk/content/statistics-about-borough</a>  |
|---|---|-------------------------------------|--------------------------|--------------------------|---|
|   | Age   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Waltham Forest’s Missions include a dedicated focus on Ageing Well, highlighting our commitment to tackling age-related inequality, especially for our most vulnerable residents. Missions and the mission-based approach developed also addresses inequality affecting age groups including older residents, children and young people—particularly those with intersectional identities, such as disabilities, that may compound disadvantage. In light of this recognition of age-based inequality and the actions we are taking to promote equality and opportunity, a positive impact is expected for individuals with this protected characteristic |
|   | Disability  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mission Waltham Forest outlines the council’s approach to supporting residents with disabilities. Missions and the mission-based approach developed commits to helping individuals with long-term health conditions and disabilities, fostering a culture of ambition and consistency across the local system, aiming to achieve the best possible outcomes and experiences. In recognising inequalities related disability, and setting out actions to promote equality and opportunity, a positive impact is expected for people with these characteristics.  |
|   | Pregnancy and Maternity   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mission Waltham Forest outlines the council’s commitment to supporting parents by ensuring they can access the help they need during pregnancy and throughout their child’s life, alongside an enhanced support offer for children themselves. By recognising inequality related to pregnancy and maternity, and setting out actions to   |

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|                                      |                                     |                          |                                     | promote equality and opportunity, a positive impact is expected for individuals with this protected characteristic.   |
| Race                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Mission Waltham Forest explicitly recognises race and ethnicity based inequality both within the council and experienced by our residents. Mission Waltham Forest and the approach developed to become more mission-based as an organisation and impact our Missions builds on existing insight from reports which make clear recommendations to reduce race and ethnicity based inequality, such as the Marmot Report and Citizens' Assembly on the Future of Neighbourhood Policing, and as such it is anticipated to have a positive impact on people with this characteristic.        |
| Religion or Belief                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Mission Waltham Forest does not make explicit reference to religion and belief; however, through the approach developed to become more mission-based and to impact our Missions, we are committed to driving forward principles of inclusion and diversity and resolutely focused on tackling inequality in all its forms, enshrining this in everything we do. This includes efforts to directly engage more faith communities by actively including them in codesigning and decision-making. Therefore, it is anticipated to have a positive impact on people with this characteristic. |
| Sex (Including Gender Re-assignment) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Mission Waltham Forest reinforces the strength of belief that sex discrimination and gender-based discrimination have no place in Waltham Forest and we will do all we can to tackle both individual prejudice and systemic injustice in our communities. We are committed to change and tackling gender-based and sex-based discrimination, as well as pervasive stereotypes that limit everyone's opportunities and futures. It is anticipated that the work to impact Missions will have a positive impact on people with this characteristic.   |
| Sexual Orientation                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Mission Waltham Forest does not make explicit reference to sexual orientation partnerships; however, it is a commitment to driving forward principles of equity, inclusion and diversity, and resolutely focused on tackling inequality in all its forms. Missions foster a sense of belonging through culturally sensitive engagement, targeted support programs, and policies that remove barriers to participation. This helps reduce inequalities and create a community where individuals feel respected and empowered regardless of their sexual orientation.                       |
| Marriage and Civil Partnership       | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Mission Waltham Forest does not make explicit reference to marriage and civil partnerships; however, it is a commitment to driving forward principles of equity, inclusion and diversity, and resolutely focused on tackling inequality in all its forms. Therefore, a positive impact is expected on people with this characteristic.  |
| Care Leavers*                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Mission Waltham Forest's delivery approach promotes inclusion and equality for care leavers by ensuring services and opportunities are accessible and tailored to meet  |

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|   |  |  |  | their needs. The missions foster a sense of belonging through culturally sensitive engagement, targeted support programs, and policies that remove barriers to participation. This helps reduce inequalities and improve life chances where care leavers feel respected and empowered. |
| <b>5 There are no negative/adverse impact(s)</b><br>If you have not identified any negative/adverse impacts please briefly explain your answer, providing evidence to support decision. | Challenging inequality, promoting inclusion, and advancing equality of opportunity are at the heart of Mission Waltham Forest and of work to deliver and impact Missions. The approach taken to become more mission-based as an organisation reinforces the importance of relentlessly tackling inequality by enshrining this value in everything we do. Interventions and activity is aimed at tackling inequality and breaking down barriers faced by residents experiencing negative/adverse impacts on inequality. Priority areas for mission-based work will continue to ensure a focus on better understanding and tackling inequality. No negative/adverse impacts are therefore expected on people with protected characteristics. |  |  |  |
| <b>6 Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).</b>                          | Mission Waltham Forest and the mission-based approach developed by the council is creating targeted opportunities to advance equality and foster good relations by aligning strategic objectives with the needs of specific communities, including those with protected characteristics. By embedding equality into Missions, and our approach itself, we are taking steps to proactively remove structural barriers, promote representation, and continuing to build trust with residents and communities.  |  |  |  |
| <b>7 As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)</b>  | <b>Yes</b><br><br><input type="checkbox"/>   | <b>No</b><br><br><input checked="" type="checkbox"/> | <b>Briefly explain your answer.</b><br><br>There are no negative or adverse impacts as a result of this work. Therefore, a full equalities assessment is not required. |  |
| <b>8 Name of Lead Officer:</b> Brianna Francis  |  | <b>Job title:</b> Senior Policy Officer              |  | <b>Date EqIA screener completed:</b> 30 October 2025   |

Signed off by Head of Service: Daniel Gardiner

Name: Daniel Gardiner

Date: 30 October 2025