



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 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?	Where might an EqIA 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 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), 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: Making Waltham Forest Active Together – Strategy				
2 Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought) A 5-year document outlining our strategic approach to helping to address inactivity levels through our universal provision of great sport and leisure facilities, excellent commercial and asset management, inclusive programming, more targeted activity and working with communities to support all residents to be active. The strategy sets out our vision for “a borough where everyone can be active, connected and thriving” and is organised around three key objectives; 1) Active Places – creating neighbourhoods where everyone has space to move, play and connect. 2) Active Lives – Helping more people feel welcome, supported and motivated to get moving. 3) Active Communities – Working alongside our communities to shape, deliver and sustain a more active borough Our mission: “A million more days of healthy active life to do the things we love” will work alongside the strategy, providing a focused campaign throughout 2026 to support those that will benefit most. This will take a targeted approach to tackling inactivity in three cohorts, allowing us to drive real change. The cohorts are: lowest income residents, 45+ women, older residents at risk of falls				
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"/>	Two of the cohorts for the mission to tackle inactivity are age related: women age 45+ who are more likely to experience a decrease in physical activity levels which can impact health and therefore ability to work, and also older residents age 65+ at risk of falls
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Residents with disabilities are more likely to be represented within the cohorts and to experience challenges to being physically active
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The strategy does not specifically target pregnancy and maternity
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We are not specifically targeting ethnic groups however some ethnic groups may benefit from the inclusive programming.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No impact
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research shows that women aged 45+ often experience a dip in physical activity levels due to social and physical factors, this can negatively impact their health and ability to work. By specifically supporting this cohort to be more active we aim to positively impact these factors
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No impact
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No impact

Care Leavers*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The strategy does not specifically target care leavers, though there could be future interventions that reach this group
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 strategy and mission have been developed with equality at the centre, and no negative impacts have been identified as a result of carrying out this work			
6 Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	<p>During the initial strategy development stage a thorough consultation exercise was undertaken, this included;</p> <ul style="list-style-type: none"> Residents Survey, 270 responses 5 focus groups Sports Clubs Survey, 42 responses School Survey, 20 responses <p>A summary of the key findings for the resident survey shows that:</p> <ul style="list-style-type: none"> 44% of the respondents were from the central area of the Borough, 29% from the south and 20% from the north. Approximately 58% of responses were from people aged 35 to 54 years of age; 66% of respondents describe their ethnicity as white; Approximately 20% of respondents consider themselves to be disabled or have a long-term health impairment, 16% of respondents reported this affected their ability to participate in physical activity; There was a significantly higher response rate from women (69%) compared to men (29%); 97% of respondents thought that physical activity was either very important (70%) or fairly important (27%); 18% of respondents are inactive and had done 30 minutes or less exercise in the past week (2% had done no physical activity at all). A total of 45% had been fairly active (between 30 minutes and 149 minutes) and 37% had been very active and undertaken more than 150 minutes of physical activity in the past week; Walking/hiking, running/jogging, swimming, and cycling are the 4 most popular activities in which respondents participate; Residents use a range of indoor leisure centres across the district, but they also used local walking and cycling paths, public open space, and countryside which reflects on the popularity of informal physical activity. 53% cited 'home' in their 3 locations where they participate in physical activity which may be a positive outcome from the Covid pandemic; 73% participate alone most of the time; Lack of time, lack of motivation, cost of activities, and lack of facilities close by are cited as the main barriers to physical activity. Other key barriers include activities not being available at a convenient time, physical and mental health, and caring duties. <p>A summary of the key findings for the focus group revealed:</p> <ul style="list-style-type: none"> Most participants, despite low levels of physical activity, felt it important to be active and healthy and that they should be doing more; Some participants drew the connection between physical activity and mental wellbeing; Several participants identified a complex relationship between physical activity and body image and self-esteem; Barriers included: Lack of money, time, motivation, energy, and accessibility/safety of venues, including public spaces. Changes in lifestyle following Covid 19 (for example home working) have presented less opportunities to participate in physical activity. 			

	<p>Participants also discussed gyms when talking about physical activity which highlighted affordability, lack of inclusivity, and a feeling that these facilities are only for men or fit people;</p> <ul style="list-style-type: none"> Although there was commonality across the different groups about barriers to participating, these issues were exacerbated for example dependent on ethnic background, deprivation, low income, and disability. 		
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"/>	Based on the assessments outlined above it is not believed that there is any equality detriment in the decision being sought.
8 Name of Lead Officer: Gemma Ryan		Job title: AD Sports and Leisure	Date EqIA screener completed:

Signed off by Head of Service:

Name:

Gemma Ryan

Date:

16.09.25