



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?

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), 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: Waltham Forest's Evening and Nighttime Economy Framework**2 Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought)**

This Evening and Nighttime Framework document forms part of a coordinated, outcome-led approach to delivering key borough missions contained in Mission Waltham Forest, particularly the mission to build an economy that works for everyone, through focused action and activity after 6pm. The Framework is intended to act as a guide to shape how the Council works across service areas and with partners to tackle the diverse needs and challenges of our businesses and residents and support inclusive, safe, sustainable and accessible places to live, work, do business and access leisure and culture into the evening. The framework identifies key nighttime areas across the borough, celebrates the nighttime initiatives already in place supporting our businesses and residents and establishes clear delivery plans which focus on opportunities linked to improving safety and wellbeing at night; strengthening business friendly licensing and regulation; policy curation and promotion to improve the nighttime experience; and supporting employment opportunities at night.

Cabinet is recommended to approve the new Evening and Nighttime Economy Framework for the borough.

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. https://www.walthamforest.gov.uk/content/statistics-about-borough
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Evening and Nighttime Economy Framework considers the nighttime experience for all age groups, catering for young people as well as while ensuring specific actions are taken to promote nighttime areas and experiences for older generations too who may feel excluded from traditional nighttime activities. Under Key Action Area 1 "Improving safety and wellbeing at night" a specific focus is placed on working in partnership with the Mayor's Office for Policing and Crime to make the borough's town centres and nighttime areas safe places for girls, particularly after dark. Other action areas have an overall positive impact on all ages, for example the actions proposed to curate and promotion to improve the nighttime experience go beyond associations with pub and club activity supporting employment opportunities at night. Actions are included to increase employment opportunities for young people within the borough by continuing to offer residents exposure to the creative industries, supporting participants into paid work placements and freelance work; continuing collaboration with local schools, colleges and universities (like Big Creative Education and University of Portsmouth London Campus in Walthamstow) to connect young people entering the market with nighttime employers.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Nighttime Framework includes specific actions to encourage improved access to nighttime employment, as well as improving the nighttime experience so events and

				activities can be inclusive for all. A Case Study about Forest Cinema's Recruitment Drive recounts how, as a result of this targeted effort, 31 job offers were made to local residents. 14 successful candidates were supported through the Individual Placement Support (IPS) programme, designed to help residents with long-term health conditions, including mental and physical disabilities, into sustainable work. The Nighttime Framework references investment in critical transport hub, such as in Walthamstow and Leyton where investment into step-free and inclusive access will future-proof sustainable transport capacity and accessibility for generations to come, while also widening access to local and regional socio-economic opportunities, supporting safe, accessible and joyful experiences after 6pm, creating new jobs and boosting footfall and spend on our highstreets.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Evening and Nighttime Economy Framework includes measures to improve accessibility and inclusivity in the borough's nighttime areas, which will provide benefit to pregnant mothers and parents with young children, particularly in terms of ease of access, range of facilities and the creation of a welcoming and safe environment for the nighttime experience. Directly and indirectly, the action to 'Promote alcohol free options at venues' offers more choice to pregnant mothers at nighttime venues, as well as the added benefit that excessive drinking is also linked to antisocial behaviour and violence, meaning more moderate drinking can help create safer and more enjoyable neighbourhoods and social spaces.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waltham Forest's nighttime areas are key places of diversity where people of different races and ethnicities come together to celebrate and experience unique cross-cultural interactions. The Evening and Nighttime Framework will continue to support this through the creation, programming and promotion of nighttime activity including focal points for communities to participate and enjoy cultural and community activities, shaped to be accessible and enjoyable to people from all racial backgrounds.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Evening and Nighttime Framework supports and promote programmes, initiatives and activities that are open to all, regardless of religion or belief. Events and activation programmes in individual nighttime locations sometime fall on religious events in the yearly calendar, however, are designed to be accessible to all, regardless of religion or belief.
Sex (Including Gender Re-assignment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Evening and Nighttime Framework supports and outline programmes, initiatives and activities that are for everyone to access, regardless of sex. Under Key Action Area 1 " Improving safety and wellbeing at night " there is a strong focus on partnership working to make the borough's nighttime areas safer places for women and girls, particularly after dark, working with the council's community safety team,

				GLA, TfL and Met Police. The action area for improving safety and wellbeing at night prioritises supporting inclusive nighttime spaces.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Evening and Nighttime Framework support and outline programmes, initiatives and activities that are for everyone to access, regardless of sexual orientation. The action area for improving safety and wellbeing at night prioritises supporting inclusive nighttime spaces and includes an action focussing on enhanced safety for our LGBTQIA+ communities, sharing training resources with businesses and venues.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Evening and Nighttime Framework does not include any references, actions or initiatives relevant to Marriage and Civil Partnerships
Care Leavers*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Evening and Nighttime Framework focuses on improved coordination of Council services, initiatives and resources in nighttime locations across the borough, with the opportunity to create targeted positive impact and outcomes for care leavers, through inclusive and accessible nighttime activities for all.
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 publication of the Evening and Nighttime Economy Framework will have a positive impact on addressing inequalities, fostering inclusivity and local partnerships, and advancing equal opportunities for all residents and businesses.			
6 Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).	Waltham Forest's nighttime areas should offer places for communities to come together, to enjoy the nighttime experience, to feel safe, for businesses to grow, and for residents to find sustainable work. The Framework document's key action areas provide a delivery plan for residents to access well curated, accessible and targeted services, as well as leisure, culture, health and wellbeing, and economic opportunities. The actions and programmes set out in the Evening and Nighttime Framework support the advancement of equality and fostering of good relations for people of all backgrounds through making public spaces more inclusive and safer for all, increasing access in participation in low-cost cultural, nighttime activities through event programmes in each location; increasing local enterprise and economic opportunities for all, with a focus on young people; and tackling social isolation and loneliness particularly for older generations.			
7 As a result of this screening is a full EA necessary (Please check <input checked="" type="checkbox"/> appropriate box)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Briefly explain your answer. <input type="checkbox"/> The publication of the Evening and Nighttime Framework will have a positive impact on addressing inequalities, fostering inclusivity and partnerships, and advancing equal opportunities for all residents and businesses.	
8 Name of Lead Officer: Olivia Smith	Job title: Head of Area Regeneration			Date EqIA screener completed: 19 November 2025

Signed off by Head of Service: Assistant Director of Area Regeneration Delivery Name: Will Teasdale

Date: 18 December 2025