Equalities

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?
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 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.

Waltham Forest

1	**Proposal / Project Title:** Annual Procurement Plan 2026				
2	**Brief summary of the above: (include main aims, proposed outcomes, recommendations / decisions sought)** The Council's Contract Procedure Rules require the publication of an Annual Procurement Plan. This report provides details of all proposed procurements in the coming year over £172,000 for supplies and services contracts or £1,000,000 for works contracts and provides transparency to potential suppliers of our contracting intentions.				
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)** ☒	**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	☐	☐	☒	Click here to enter text.
	Disability	☐	☐	☒	Click here to enter text.
	Pregnancy and Maternity	☐	☐	☒	Click here to enter text.
	Race	☐	☐	☒	Click here to enter text.
	Religion or Belief	☐	☐	☒	Click here to enter text.
	Sex (Including Gender Re-assignment)	☐	☐	☒	Click here to enter text.
	Sexual Orientation	☐	☐	☒	Click here to enter text.
	Marriage and Civil Partnership	☐	☐	☒	Click here to enter text.
	Care Leavers*	☐	☐	☒	Click here to enter text.
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.	Individual procurements will be scrutinised by Strategic Commissioning Board (SCB) to there should be no adverse equalities implications. SCB is made up of Directors of various service areas to ensure scrutiny is made widely across the council. Board members include: Director of Procurement (Chair); Director of Financial Management and Accountancy; AD Change; AD Commissioning (Families and Homes); AD Digital Innovation and Delivery; Head of Commercial Law			
6	**Describe how opportunities to advance equality and foster good relations for any of the protected characteristics has been taken up (where relevant).**	There is a specific section of the SCB business cases solely in place for equalities, this ensures equalities are scrutinised for each business case			

7	**As a result of this screening is a full EA necessary (Please check ☒ appropriate box)**	**Yes**	**No**	**Briefly explain your answer.**
		☐	☒	All individual procurement schemes will take into account equality requirements. Therefore a full EA is not necessary
8	**Name of Lead Officer:** Adam Sargent		**Job title:** Director of Procurement	**Date EqIA screener completed:** 26 February 2026

Signed off by Head of Service:	Adam Sargent	Name:	Adam Sargent	Date:	26 02 26