

## APPENDIX 2 - EQUALITIES IMPACT ASSESSMENT



City of Westminster

### EQUALITY IMPACT ASSESSMENT TEMPLATE

Please download before editing

Completing an EQIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EQIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EQIAs must be undertaken when it is possible for the findings to inform the final decision.

#### SECTION 1:

<b>Title</b>	<b>Public Conveniences Strategy and Programme</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	Westminster is a home for residents as well as a destination for workers and visitors. This Public Conveniences (PC's) strategy and programme will ensure that the service provides a suite of facilities responsive to all user needs, that are both comfortable and safe for use, and designed to deter Anti-Social Behaviour (ASB).  The overall results would future-proof a service to support an overall positive impact on the city.
Details of the lead person completing the screening/EQIA	Devika Samlal – Lead, public conveniences programme
Date sent to <a href="mailto:equalities@westminster.gov.uk">equalities@westminster.gov.uk</a>	25/05/2023
Version number and date of update	V1.0 19/4/2023
<i>You will need to update your EQIA as you move through the decision-making process. Record the version number here and the date you updated the EQIA. Keep all versions so you have evidence that you have considered equality throughout the process. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder. 1</i>	

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EQIA)?**

Not all proposals will require a full EQIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends, or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="512 734 943 938"> <p>How many people use the service currently? What is this as a % of Westminster’s population?</p> </td> <td data-bbox="943 734 1485 938"> <p>&gt; 1,000,000 per annum</p> <p>Using a 2023 population of c234, 000 this represents 300% more than Westminster’s population.</p> </td> </tr> <tr> <td data-bbox="512 938 943 1032"> <p>Gender</p> </td> <td data-bbox="943 938 1485 1032"> <p>Unknown</p> </td> </tr> <tr> <td data-bbox="512 1032 943 1126"> <p>Race</p> </td> <td data-bbox="943 1032 1485 1126"> <p>Unknown</p> </td> </tr> <tr> <td data-bbox="512 1126 943 1220"> <p>Disability</p> </td> <td data-bbox="943 1126 1485 1220"> <p>Unknown</p> </td> </tr> <tr> <td data-bbox="512 1220 943 1314"> <p>Sexual orientation</p> </td> <td data-bbox="943 1220 1485 1314"> <p>Unknown</p> </td> </tr> <tr> <td data-bbox="512 1314 943 1408"> <p>Age</p> </td> <td data-bbox="943 1314 1485 1408"> <p>Unknown</p> </td> </tr> <tr> <td data-bbox="512 1408 943 1489"> <p>Religion or belief</p> </td> <td data-bbox="943 1408 1485 1489"> <p>Unknown</p> </td> </tr> </table>	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>&gt; 1,000,000 per annum</p> <p>Using a 2023 population of c234, 000 this represents 300% more than Westminster’s population.</p>	<p>Gender</p>	<p>Unknown</p>	<p>Race</p>	<p>Unknown</p>	<p>Disability</p>	<p>Unknown</p>	<p>Sexual orientation</p>	<p>Unknown</p>	<p>Age</p>	<p>Unknown</p>	<p>Religion or belief</p>	<p>Unknown</p>
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<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></b></p>	<p>The portfolio of public conveniences is comprised of a combination of chargeable and free sites across areas of the city that can be designated as residential, business or entertainment.</p> <p>There is no data held on any groups with protected characteristics and as such, it is unknown whether any of these groups are overrepresented.</p> <p>It is worth mentioning that there are facilities which cater for gender differences, and others which cater for any gender. The latter provides accessibility for groups with disability as a protected characteristic.</p>														

**2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.**

Refer to response in 2.2 above.

**2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?**

	<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
Men or women	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>1</sup> people (consider different types of physical, learning, or mental disabilities)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing, or have undergone a process or part of a process of gender reassignment	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of faiths and beliefs	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<sup>1</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	Based on your responses, should a full, detailed EQIA be carried out on the project, policy, or proposal?
	No.
2.6	Provide brief reasons on how you have come to this decision?
	<p>Referring to 2.4 above, even though the current proposals are not considered to have a negative or unknown impact on any groups with protected characteristics, the programme will keep this EqlA as a live document to support the design principles when implementing any changes to the infrastructure. This will ensure that there will be an ongoing assessment of potential impact throughout the programme that will support outcomes which are positive to everyone.</p> <p>In summary, conducting a full EqlA is an essential step in ensuring that the strategy and associated programme of work is designed and implemented in a way that promotes equality, accessibility, and inclusion for all members of society.</p>

### SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative, how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What, if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
<b>Gender</b>	Men	x						<p>The programme is aware that the EqIA does not consider the specific impacts to residents, as the assessment impacts ALL users of the public conveniences.</p> <p>The programme will continue to work with specific programmes across the Council where the impact on the local community is considered through the concept and design of public spaces.</p>
	Women	x						
<b>Race</b>	White	x						
	Mixed/Multiple ethnic groups	x						
	Asian/Asian British	x						
	Black/African/Caribbean/Black British	x						
	Gypsies / travellers	x						
	Other ethnic group	x						
<b>Disability</b>	Physical	x		x				
	Sensory	x						
	Learning Difficulties	x						
	Learning Disabilities	x						
	Mental Health	x						

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative, how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual	x						<p>The programme is aware that the EqlA does not consider the specific impacts to residents, as the assessment impacts ALL users of the public conveniences.</p> <p>The programme will continue to work with specific programmes across the Council where the impact on the local community is considered through the concept and design of public spaces.</p>
<b>Age</b>	Older people (50+)	x						
	Younger people (16 - 25)	x						
<b>Gender Reassignment</b>		x						
<b>Impact due to pregnancy/maternity</b>		x						
<b>Groups with particular faiths and beliefs</b>		x						
<b>People on low incomes</b>		x						

## SECTION 4: ACTION PLAN

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
Consider the outcomes to residents and the local communities throughout the process of feasibility, design, and implementation.	All	No group with a protected characteristic disproportionately impacted negatively.	Programme lead to monitor.	Devika Samlal <a href="mailto:dsamlal@westminster.gov.uk">dsamlal@westminster.gov.uk</a>	19/04/2023	Green
N/A						
N/A						
N/A						
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:**

**FULL NAME:** Devika Samlal

**UNIT:** ECM

**EMAIL & TELEPHONE EXT:** [dsamlal@westminster.gov.uk](mailto:dsamlal@westminster.gov.uk)

**DATE (DD/MM/YYYY):** 25/05/2023

**WHAT NEXT?**

**It is the responsibility of the service to complete an EQIA to the required standard and the quality and completeness of EQIAs will be monitored by EMT.**

**All EQIAs for proposed changes to levels of service arising from budget proposals must be completed by (insert date).**

**All completed EQIAs should be sent to [equalities@westminster.gov.uk](mailto:equalities@westminster.gov.uk)**