Annex C

Equalities Impact Assessments

The Council has a duty to ensure that all policy decisions are considered to assess whether they have any equality impacts. All budget changes set out in this report have been screened to ensure that equality impacts have been considered where appropriate.

An Equalities Impact Assessment (EIA) was produced for each of the savings initiatives for the 2016/17 budget. This Annex sets out all of the completed EIAs, grouped by Cabinet portfolio area. A separate electronic file for each portfolio area has been produced and is saved on the Westminster City Council external website, as follows:

Annex C Part a – Corporate

Annex C Part b – Built Environment

Annex C Part c - Adults & Public Health

Annex C Part d – Housing, Regeneration, Business & Economic Development

Annex C Part e – City Management & Customer Services

Annex C Part f – Public Protection

Annex C Part g – Sports & Leisure

Annex C Part h – Children & Young People

Annex C Part i – Sustainability & Parking

Additionally, a lever arch file containing the EIAs for all savings proposals is held by the Member Services team on the 18th floor of City Hall and will be available for Councillors to review between 9am and 5pm, Monday to Friday, up until the date of the full Council meeting on 2nd March 2016; can Members please ask any one of the team for access to the file if they wish to see them. In order for all Members to have access to these, the file cannot be taken out of the building. All full EIAs were also published as part of the papers issued for the Budget and Performance Task Group meetings held on 8th and 9th February 2016 and are available on the Council's website.

SCHEDULE OF BUDGET PROPOSALS AND EIA REFERENCE NUMBERS - CORPORATE PORTFOLIO

Proposal			
Reference			
lumber	Proposal Description	Cabinet Portfolio	Full?
1.2	Outdoor Media	Corporate	Part 1 only
1.3	Digital Transformation	Corporate	Part 1 only
1.4	Tri-Borough Corporate Services - Legal Services	Corporate	Part 1 only
1.6b	Human Resources - Restructure and Contract Review	Corporate	Part 1 only
1.6c	Managed Services Programme	Corporate	Part 1 only
1.12	Finance service restructure - phase 2	Corporate	Part 1 only
1.14	Business Intelligence	Corporate	Part 1 only
1.15	Managed Services Programme - additional savings	Corporate	Part 1 only
1.16b	Additional HR savings	Corporate	Part 1 only
1.18	Increase in Council Tax Base	Corporate	Part 1 only
1.19	Procurement – Bi-borough service and capitalesourcing platform	Corporate	Part 1 only
1.20	Revenue & Benefits – contract extension	Corporate	Part 1 only
1.21	Increased Treasury Management Income	Corporate	Part 1 only
1.22	Chief of Staff - review of budgets	Corporate	Part 1 only
1.23	Print and document management	Corporate	Part 1 only
1.24	Commercial operating model for procurement	Corporate	Part 1 only
1.25	Corporate Property Strategy	Corporate	Part 1 only
4.3	Major Projects - Income generation	Corporate	Part 1 only
1.32	Income from Telecommunications Masts	Corporate	Part 1 only
1.40	Property Rationalisation and Asset Management (including Hubs)	Corporate	Part 1 only
1.41	New Homes Bonus grant profiling	Corporate	Part 1 only
10.1	Council Tax and Adult social care Levy	Corporate	FULL



EQUALITY IMPACT ASSESSMENT TOOL

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The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
City Promotions: Outdoor Media and Advertising projects
Lead Officer
i. Richie Gibson
ii. Head of City Promotions, Events and Filming
iii. PPC
iv. RGIBSON@WESTMINSTER.GOV.UK EXT: 3256
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the
version number here and the date you updated the EIA. Keep all versions so you have evidence that
you have considered equality throughout the process.
SECTION 1: Initial screening: Do you need to complete an Equality Impact
Assessment (EIA)?
Not all proposals will require an EIA, this initial screening will help you decide if your project or
policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?						
	A new stream of revenue for WCC, with little operational cost, through leveraging prime locations owned by the Council to place outdoor media infrastructure and sell the associated advertising space. We have engaged third party experts, Wildstone Consulting Ltd on a graduated profit share (to incentivise maximum revenue) deliver this project.						
1.2	From a service user and st have the potential to dispurse groups? If so, is the impact	roportionat	ely impact on				
		None	Positive	Negative	Not sure		
	Disabled people	\boxtimes					
	Particular ethnic groups	\boxtimes					
	Men or women (include impacts due to pregnancy/ maternity)						
	People or particular sexual orientation/s						
	People who are proposing to undergo, are undergoing or						

	reassignment					
	People on low incomes					
	People in particular age groups					
	Groups with particular faiths and beliefs					
	Are there any other groups that you think may be affected negatively or positively by this project,					
	policy or proposal?					
	If the answer is "negative"	or "unclear	" consider doi	ng a full El	Α	
1.3	What do you think that th	e overall	None / I	Minimal	Significant	
	NEGATIVE impact on grou	ps and				
	communities will be?					_
	None or minimal imposes would	مطاح مسمطنية	wa ia			
	None or minimal impact would no negative impact identified,					
	will be no change to the service		_			
	Wherever a negative impact ha					
	you should consider undertakir					
	completing the rest of the form	n.				
1.4	Using the screening and in				should a full	
	assessment be carried out	t on the proj	ject, policy or	proposal?		
	Yes ☐ No ⊠					
1.5	How have you come to th					
	The projects will not disprop	ortionately im	pact on groups	as per resp	ponses to 1.2 and	
	1.3 The projects will generate in	come for the	Council and wi	Il therefore	serve to holo	
		COINE IOI LITE	Council and Wi		serve in Heih	
	protect frontline services					

have undergone a process or part of a process of gender

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	• If you do not formally collect data	about a particular group then use the results of local surveys onal trends or anecdotal evidence (indicate where this is the
	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.					
	What is the workforce profile of the service? As a percentage, how	Group	Servic	e	Counci	il
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

Gender Reassignment	65 +	33	2%
• Ethnicity	Disability	33	270
Pregnancy and Maternity	Yes	66	3%
Religion/Belief	No	897	43%
• Sex	Not Known	1115	54%
Sexual Orientation	Ethnicity	1113	3470
Sexual Orientation	Asian/Asian	145	7%
	British	143	770
	Black/Black	416	20%
	British		2070
	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
	Gender		170
	Female	1192	57%
	Male	886	43%
	Pregnancy and Maternit		1.570
		gnant or on mater	nity
		ected by this chang	-
	Tiow are they are	cied by this chang	RC
	Deligion 9 Delief		
	Religion & Belief		
	There is insufficient data		
	this characteristic. Any is		part of
	the consultation process	will be included	
	Sexual Orientation		
	There is insufficient data		
	this characteristic. Any is		part of
	the consultation process	wiii be included	
	Gender Reassignment		
	Data on Gender Reassign	•	
	available but it is unlikely impact either positively o	• •	
	protected characteristic	•	
	The consultation process	-	
	that need to be consider	=	· ·
	protected characteristic.	eu with regards to	, tills
Using the information above, are	protected characteristic.		
any groups of staff			
disproportionately represented			
compared to the Council			
workforce?			
Does TUPE apply to this proposal?			
bocs for Euppiy to tills proposal:			
Will the reorganisation/restructure			
result in an increase or decrease in			
staff numbers? If so, approximately			
tan named in 30, approximately	<u> </u>		

how many?	
Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal have the potential to have a disproportionate impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/maternity)				
	People of particular sexual orientations				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and beliefs				
	Are there any other groups that you think this proposal may affect negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

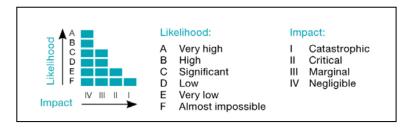
	Consider disability, race, gender, sexu	•		or belief and
	those on low incomes and other exclu	ded individuals or gro	oups	
	Generic impact (across all groups)			
	Men or women (include impacts due			
	to pregnancy/maternity)			
	People of particular sexual			
	orientation			
	People who are proposing to			
	undergo, are undergoing or have undergone a process or part of a			
	process of gender reassignment			
	Disabled people			
	Particular ethnic groups			
	People on low incomes			
	People in particular age groups			
	Groups with particular faiths and			
	beliefs			
	Other excluded individuals and			
	groups			
	esult of what you have learned, what can ity groups and other excluded / vulnerable g			oposed changes on
As a r	•	mpact, what can bout the Council as a v	ve? e done to reduction whole, another ser ny negative impac	ce or mitigate vice area may
As a r equali	Where you have identified an ir the impact? (Remember to think ab already be providing services which co	mpact, what can be out the Council as a van help to deal with a	ve? e done to reduction whole, another ser ny negative impac	ce or mitigate vice area may
As a r equali	Where you have identified an ir the impact? (Remember to think ab already be providing services which co	npact, what can be out the Council as a vent help to deal with as Consider options as	ve? e done to reduction whole, another ser ny negative impac	ce or mitigate vice area may
As a r equali	Where you have identified an ir the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here]	npact, what can be out the Council as a vent help to deal with as Consider options as	ve? e done to reduction whole, another ser ny negative impac	ce or mitigate vice area may
As a r equali	Where you have identified an ir the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here]	npact, what can be out the Council as a vent help to deal with as Consider options as	ve? e done to reduction whole, another ser ny negative impac	ce or mitigate vice area may
As a r equali	Where you have identified an ir the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here]	npact, what can be out the Council as a vent help to deal with as Consider options as	ve? e done to reduction whole, another ser ny negative impac	ce or mitigate vice area may
As a r equali	Where you have identified an ir the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	npact, what can be out the Council as a vent help to deal with as Consider options as	ve? e done to reduction whole, another ser ny negative impac	ce or mitigate vice area may
As a requali	Where you have identified an ir the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	npact, what can be out the Council as a van help to deal with a consider options as impact	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
As a r equali	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	npact, what can be out the Council as a van help to deal with as impact	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
As a requali	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking?	mpact, what can be out the Council as a van help to deal with a consider options as impact	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
As a requali	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified)	mpact, what can be out the Council as a van help to deal with a consider options as impact	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
As a requali	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal	npact, what can be out the Council as a van help to deal with a consider options as impact the potential or acted	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
As a requali	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal (impacts)	npact, what can be out the Council as a van help to deal with a consider options as impact the potential or acted	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
4.1 4.2	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal (impacts) Continue the policy/proposal (impacts)	mpact, what can be out the Council as a van help to deal with a Consider options as impact the potential or acted)	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
As a requali	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal (impacts)	mpact, what can be out the Council as a van help to deal with a Consider options as impact the potential or acted)	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
4.1 4.2	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal (impacts) Continue the policy/proposal (impacts)	mpact, what can be out the Council as a van help to deal with a Consider options as impact the potential or acted)	e done to reduction whole, another ser in y negative impaction what we can de	ce or mitigate vice area may at). o to reduce the
4.1 4.2	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal (impacts) Continue the policy/proposal (impacts)	mpact, what can be out the Council as a van help to deal with a Consider options as impact the potential or acted) s identified) or your decision	ctual effect on	ce or mitigate vice area may et). o to reduce the equality, what

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

5.1	Action Plan 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. 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		

5.2 Ri	sk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



10

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name: Richie Gibson

Unit: Policy Performance and Communications

Email & Telephone Ext: rgibson@westminster.gov.uk

Date of Completion (18/11/15):

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

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Further Guidance

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Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Digital Transformation
Lead Officer
i. Keith Rivers
ii. Programme Director
iii. PPC
iv. krivers@westminster.gov.uk
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
Version number 3 which was completed 29 th May 2013

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 What are you analysing?

The Digital Transformation Programme is a core part of the City Council's programme to reduce running cost and improve customer experience. It is a medium term programme that will affect the delivery of all services by radically improving the ability of customers to transact with the Council through the channel of their choice and to stay informed of the progression of their transaction each step of the way. It is not intended to close any existing channels. The programme aims to improve and enhance existing online and automated telephone services and improve the customer experience by removing some of the frustrations that old technology and suboptimal processes cause residents, business and visitors.

Benefit

It is intended that this Programme will benefit all of the Council's customers who make contact by whichever channel they prefer, by improving the overall customer experience and raising customer satisfaction.

The programme will support the Council's equalities objective/approach to equality and diversity: "to provide high quality, affordable services to the customer and clients we serve".

Results

This EIA focuses on the elements of the programme that will deliver:

- Renewed webcontent and the ability to transact online, that will provide customers with the ability to complete self-service transactions on-line in a straightforward and effective manner
- a new customer assisted self-service (CASS) function that includes call handlers

trained to	transact	on	behalf	of	customers	who	nhone
tianica to	Hallsact	OH	Dellali	U	CUSTOTICIS	VVIIU	PHOHE

- the provision of proactive updates by whichever channel a customer chooses. All transactions will be logged and customers will proactively receive updates on progress and final resolution
- Electronic Document Management which will reduce business printing and maximise the use of e-communication tools
- A Digital Workforce that will enable all staff to operate from wherever they are. The programme will encourage and support customers to transact with the Council using all available channels.

Increase customer satisfaction and experience - offering more convenient channels and locations to do business 24 hours a day, 7 days a week (24/7).

Increase number of customers transacting on-line – contributing to the digital inclusion agenda and "Digital City for All" strategy.

Reduce operating costs.

1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?

groups: 11 30, 13 the impac	groups: If so, is the impact positive of flegative:							
	None	Positive	Negative	Not sure				
Disabled people	\boxtimes							
Particular ethnic groups	\boxtimes							
Men or women (include impacts due to pregnancy/ maternity)								
People or particular sexual orientation/s	\boxtimes							
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment								
People on low incomes	\boxtimes							
People in particular age groups								
Groups with particular faiths and beliefs								
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?								

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and		
	communities will be?		
	None or minimal impact would be where there is		

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?					
	Yes ☐ No ⊠					
1.5	How have you come to this decision?					
	The projects will not disproportionately impact on groups as per responses to 1.2 and 1.3 The projects will generate income for the Council and will therefore serve to help protect frontline services					

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses/will use your service or facility and identify who					
	are likely to be impacted by the proposal					
		a about a particular group then use the results of local surveys				
		tional trends or anecdotal evidence (indicate where this is the				
	case). Please attempt to complet					
	How many people use the service	79% of WCC residents use the internet to transact				
	currently? What is this as a % of					
	Westminster's population?					
	Disabled people					
	Particular ethnic groups					
	Men or women (include impacts due					
	to pregnancy/maternity)					
	People of particular sexual					
	orientations					
	People who are proposing to					
	undergo, are undergoing or have					
	undergone a process or part of a					
	process of gender reassignment					
	People on low incomes					
	People in particular age groups					
	Groups with particular faiths and					
	beliefs					
	Any other groups who may be					
	affected by the proposal?					

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.						
	What is the workforce profile of the service? As a percentage, how	Group	Service	e	Counc	il	
	does this compare to the profile of		No	%	No	%	
	Westminster City Council	Age					
	workforce?	16-24			35	2%	
		25-29			148	7%	
	Age	30-44			893	43%	
	Disability	45-59			854	41%	
	Gender	60-64			115	5%	

Gender Reassignment	65 +	33 2%			
• Ethnicity	Disability	33 270			
Pregnancy and Maternity	Yes	66 3%			
Religion/Belief	No	897 43%			
• Sex	Not Known	1115 54%			
Sexual Orientation	Ethnicity				
	Asian/Asian	145 7%			
	British				
	Black/Black	416 20%			
	British				
	Mixed	62 3%			
	White	1371 66%			
	Other	42 2%			
	Unknown	83 4%			
	Gender				
	Female	1192 57%			
	Male	886 43%			
	Pregnancy and Materni	ty			
	 Are any staff pre 	gnant or on maternity			
	How are they aff	fected by this change			
	Religion & Belief				
	There is insufficient data to make an assessment on				
	this characteristic. Any issues identified as part of				
	the consultation process will be included				
	Sexual Orientation				
	There is insufficient data to make an assessment on				
	this characteristic. Any issues identified as part of				
	the consultation process will be included				
	Gender Reassignment				
	Data on Gender Reassignment is currently not				
	available but it is unlikel				
	impact either positively				
	1 1 -	of gender reassignment. s should identify any issues			
	that need to be consider				
	protected characteristic	9			
Using the information above, are	No	•			
any groups of staff	110				
disproportionately represented					
compared to the Council	*				
workforce?					
Does TUPE apply to this proposal?					
,					
Will the reorganisation/restructure					
will the reorganisation, restructure					
result in an increase or decrease in					

how many?	
Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	

2.3	Summary (to be completed foll	owing analys	is of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	<u>disproportionate</u> impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

	those off low incomes and other exclud	aca marviadas or groups
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientation People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and	
	groups	
4.1	the impact? (Remember to think abo	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may n help to deal with any negative impact). Consider options as to what we can do to reduce the
		impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	
4.2	Now that you have considered the action are you taking?	he potential or actual effect on equality, what
	No major change (no impacts identified	d)
	Adjust the policy/proposal	<u> </u>
	Continue the policy/proposal (impacts	identified)
	Stop and remove the policy/proposal	
12		y vous docicios
4.3	Please document the reasons for	r your decision

Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

∵! 3 bigital Trans	Action Plan Complete the action gaps.	Action Plan Complete the action plan if you need to reduce or remove gaps.	duce or remove the ne	egative impacts you h	the negative impacts you have identified, take steps to foster good relations or fill data	teps to foster good re	lations or fill data
sformatio	NB. Add any additio	NB. Add any additional rows, if required.					
on	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

ow,	<i></i>	Ref Risk	Impact	Actions in place to	Current risk score	Further actions to be
[Enter here the likely [Record here any impact if the risk came actions already in place enter the current risk to pass] to reduce the risk] score]	F	-		mitigate the risk		developed
if the risk came actions already in place enter the current risk to reduce the risk] score]	Lente	r risk nerej	[Enter here the likely	[Record here any	[Using the key below,	Enter here any actions
to reduce the risk] score]			impact if the risk came	actions already in place	enter the current risk	that can be developed
risk identified]			to pass]	to reduce the risk]	score]	in future to reduce the
						risk identified]
						7



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name:

KEITH RIVERS

Unit:

CPMU

Email & Telephone Ext: KRIVERS QUESTMINISTER. GOU. UK

Date of Completion (18/11/15):

13 h January 2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- ElAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal

Legal Services MTP Savings for 2016/17

Lead Officer

- i. Full Name Richard Cutbush
- ii. Position Business Manager
- iii. Department Legal Services
- iv. Contact Details rcutbush@westminster.gov.uk

Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.

No

Date of original EIA: NA

Version number and date of update

You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.

Version 1.0

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 What are you analysing?

• What is the project, policy or proposal?

To deliver the MTP savings target for WCC Legal Services for 2016/17. This will be delivered with reduced posts in the establishment, reducing spend on supplies and services and in sourcing the provision of legal advice that had hitherto been outsourced.

What is the purpose of the policy/project/activity/strategy?

To deliver WCC Legal Services contribution to the 2016/17 MTP savings.

In what context will it operate?

These savings will be delivered in the context of the service becoming shared with both the London Borough of Hammersmith and Fulham and the Royal Borough of Kensington and Chelsea and also co-location of most of the WCC's provision to Kensington Town Hall. However, all changes are intended to be seamless to the client departments who receive legal advice.

What results are intended?

Delivering the WCC Legal Services contribution to the 2016/17 MTP savings. No adverse impact has been highlighted for client departments.

• Why is it needed?

To deliver WCC Legal Services contribution to the 2016/17 MTP savings.

• Who is it intended to benefit and how?

In addition to the savings being delivered,

 Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?

The savings have been assessed as not having a detrimental impacts on any parties.

A member of the public should have a good grasp of the proposal after reading this section.

1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Disabled people	Yes			• 🗌
Particular ethnic groups	Yes			
Men or women (include impacts due to pregnancy/ maternity)	Yes			
People or particular sexual orientation/s	Yes			
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	Yes			
People on low incomes	Yes			
People in particular age groups	Yes			
Groups with particular faiths and beliefs	Yes			
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	Yes			
		· 🗆		

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and	Yes	
	communities will be?	ý.	
	None or minimal impact would be where there is		
法法	no negative impact identified, or where there		
	will be no change to the services for any groups.		
	Wherever a negative impact has been identified		9
	you should consider undertaking a full EIA by		
	completing the rest of the form.		B 2

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?
	No
1.5	How have you come to this decision?
	The savings that are the subject of the assessment will be realised by a) voluntary redundancies of staff members and b) an increase in income from external clients to the service. a) As there will be no compulsory redundancies then no staff group will be adversely affected. Secondly, as legal services do not provide legal advice to the public nor have direct contact with them there will be no impact. Any front line services the department provides advice will still have the service available to them at the same hourly rate offered hitherto so we will not see an indirect diminution in the quality of the service provided to the public. b) Additional income will primarily come from areas that had previously been
	externalised. Internalising the work will be delivered at a lower cost and as above will not impact on the public. Where recruitment is required to provide capacity for additional work it will be carried in in line with all corporate good practice.

SECTION 2: EQUALITY IMPACT ASSESSMENT

Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date or consultations, census data, na case). Please attempt to complet 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
×	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeu affected.	o of the workf	orce prof	ile in th	e service	A ALL
	What is the workforce profile of	3			8	*
	the service? As a percentage, how	Group	Service	2 K	Council	
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44		,	893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

	 Gender Reassignment 	65 +	33	2%
	Ethnicity	Disability	a a	
	 Pregnancy and Maternity 	Yes	66	3%
	Religion/Belief	No	897	43%
	• Sex	Not Known	1115	54%
	 Sexual Orientation 	Ethnicity	,	
		Asian/Asian	145	7%
		British	8	
	* *	Black/Black	416	20%
		British		
×		Mixed	62	3%
		White	1371	66%
		Other	42	2%
		Unknown	83	4%
		Gender	1	
		Female	1192	57%
	w.	Male	886	43%
		Pregnancy and Materni		
			gnant or on mater	nitv
		How are they aff	ected by this chang	ge
		Religion & Belief		
	•	There is insufficient data	to make an assess	ment on
		this characteristic. Any i	ssues identified as	part of
382	*	the consultation process		•
		Sexual Orientation		
		There is insufficient data	to make an assess	ment on
	*	this characteristic. Any i	ssues identified as	part of
		the consultation process	will be included	
			will be included	<u> </u>
		the consultation process	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
1	ng the information above, are	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively of protected characteristic. The consultation process that need to be consider	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
any	groups of staff	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively of protected characteristic. The consultation process that need to be consider	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
any disp	groups of staff roportionately represented	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively of protected characteristic. The consultation process that need to be consider	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
any disp com wor	groups of staff roportionately represented pared to the Council kforce?	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively of protected characteristic. The consultation process that need to be consider	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
any disp com wor	groups of staff roportionately represented pared to the Council	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively of protected characteristic. The consultation process that need to be consider	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
any disp com wor Doe	groups of staff roportionately represented pared to the Council kforce? s TUPE apply to this proposal?	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively protected characteristic. The consultation process that need to be consider protected characteristic.	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
any disp com wor Doe	groups of staff roportionately represented pared to the Council kforce? s TUPE apply to this proposal? the reorganisation/restructure	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively protected characteristic. The consultation process that need to be consider protected characteristic.	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues
any disp com wor Doe	groups of staff roportionately represented pared to the Council kforce? s TUPE apply to this proposal?	the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively protected characteristic. The consultation process that need to be consider protected characteristic.	nment is currently y that this proposa or negatively on the of gender reassign should identify ared with regards to	l will e ment. ny issues

,	how many?	
	Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If	
	so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the		8 4		
	impact positive or negative?				
	Disabled people		, .		
	Particular ethnic groups	3			
2	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have		4 0		4
	undergone a process or part of a	5,			
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				*
	you think this proposal may affect				
	negatively or positively?	* *		*	
2					

SECTION 3: Assessing 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.

3.1 Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted) 3.2 What might the potential impact on individuals, groups or staff be?

	Consider disability, race, gender, sexu			or belief and
	those on low incomes and other exclu	ıded individuals or gr	oups	本語 語 "
	Generic impact (across all groups)			
	Men or women (include impacts due			
	to pregnancy/maternity)			
	People of particular sexual orientation			
	People who are proposing to			
	undergo, are undergoing or have			
	undergone a process or part of a			
	process of gender reassignment		- 2	
	Disabled people			
	Particular ethnic groups			
26	People on low incomes	2		
	People in particular age groups		•	er e
	Groups with particular faiths and			
	beliefs	d		
	Other excluded individuals and			
	groups			<u>.</u>
4.1	Where you have identified an in the impact? (Remember to think ab already be providing services which co	oout the Council as a	whole, another se	rvice area may
	Impact 1: [Insert impact here]	Consider options a impact	s to what we can o	do to reduce the
	Impact 2: [Insert impact here]			
	Impact 3: [Insert impact here]			
	Impact 4: [Insert impact here]			,
-	Impact 5: [Insert impact here]			
	-		a 2	
4.2	Now that you have considered	the potential or a	ctual effect on	equality, what
	action are you taking?	ine potential of a		equality, mat
	No major change (no impacts identific	ed)		
	J	,		
	Adjust the policy/proposal			
	Adjust the policy/proposal Continue the policy/proposal (impact	s identified)	-	
	Continue the policy/proposal (impact			
12	Continue the policy/proposal (impact Stop and remove the policy/proposal			
4.3	Continue the policy/proposal (impact			
4.3	Continue the policy/proposal (impact Stop and remove the policy/proposal			
4.3 4.4	Continue the policy/proposal (impact Stop and remove the policy/proposal	or your decision		

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact
ś	

SECTION 5: Next Steps

3	ns or fill data					
	relatio	RAG				
	steps to foster good	Completion Date (DD/MM/YY)				
	ave identified, take :	Name of Lead, Unit & Contact Details			4	
	he negative impacts you have identified, take steps to foster good relations or fill data	Resources Needed				
		Intended Outcome				
	Action Plan Complete the action plan if you need to reduce or remove i gaps. NB. Add any additional rows, if required.	Equality Groups Targeted				
	Action Plan Complete the action plan if you need to r gaps. NB. Add any additional rows, if required.	Action Required				
1.	4 <mark>元</mark> i-Borough Corpora	te Services	- L€	egal	Sen	vice:

5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to	Current risk score	Further actions to be
			mitigate the risk		developed
R1.1	R1.1 [Enter risk here]	[Enter here the likely	[Record here any	[Using the key below,	Enter here any actions
		impact if the risk came	actions already in place	enter the current risk	that can be developed
		to pass]	to reduce the risk]	score]	in future to reduce the
					risk identified]
	~			2	



1.4 Tri-Borough Corporate Services - Legal Services

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER	
Signature:	*
Full Name: RICHPRD CUTIBUSH	
Unit:	
Email & Telephone Ext:	
Date of Completion (DD/MM/YY):	

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



1.6b, 1.16b - HR Reorganisation

Title of Proposal

Lead	Officer				
i.	Full Name – Carolyn Beech				
ii.	Position – Director of HR				
iii.	. Department – Corporate Services				
iv.					
	this project, policy or propose se state date of original and				
Yes	No 🔀				
THE RESERVE OF THE PERSON NAMED IN	of original EIA: Not applicable				
	on number and date of upo	date			
Versio	n 1 – 17 November 2015				
Not a	ION 1: Initial screening: Do Il proposals will require an Ele es a full EIA by looking at the pe	A, this initial	screening will h	elp you decide i	
1.1	What are you analysing? This EIA considers the impact of t			ges on the organis	ation.
1.1	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadershith The proposal will have no impact reorganisation of the HR service with the HR service	es are implement aligned more bining knowledge engaged workfung equipped to each on front-line sewhich will lead to the confirmation of the confirmation will lead to the confirmation will be also the confirmation wil	nted to deliver: closely with the business and expertise to corce where people engage and lead high ervices. There will have changes in job rottive, does the particles to changes the particles to change the particles the particles to change the particles the pa	siness commitmen deliver the best quality learn and develop th performing tean owever be a need les and redundance	ots of aspiration, uality service to
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadershith The proposal will have no impact reorganisation of the HR service with the potential to displace the potential to displace in the HR service with the potential to displace the potent	es are implement aligned more bining knowledge engaged workfung pequipped to each on front-line seath which will lead to the comportion at	nted to deliver: closely with the bus ge and expertise to orce where people engage and lead hig ervices. There will h to changes in job ro tive, does the p	siness commitmen deliver the best quality learn and develop th performing tean owever be a need les and redundance	ots of aspiration, uality service to
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadershith The proposal will have no impact reorganisation of the HR service with the HR service	e aligned more aligned more bining knowledge engaged workf pequipped to each on front-line sewhich will lead to the engaged workf which will lead to the engaged workf perspectation at the positive of the engaged which will lead to the engaged workforthis will lead to the engaged which will be engaged with the engaged which will be engaged with the engaged workforthis work will be engaged workforthis work with the engaged work for the engag	nted to deliver: closely with the buses ge and expertise to orce where people engage and lead high ervices. There will he to changes in job ro tive, does the people ely impact on a r negative?	siness commitment deliver the best quality learn and develop the performing team owever be a need ales and redundant project, policy any of the following the sand redundant and the sand redundant project, policy any of the following the sand redundant project, policy any of the following the sand redundant project, policy any of the following the sand redundant project, policy any of the following the sand redundant project.	ots of aspiration, uality service to
	This EIA considers the impact of the HR structural and process change. • A fit for the future service choice and heritage combour customers. • A skilled, specialised and. • A strong visible leadershith The proposal will have no impact reorganisation of the HR service of the HR s	e aligned more pining knowledgengaged workf pequipped to e on front-line sewhich will lead to the taff perspectoroportionate to solve to solve on None	nted to deliver: closely with the bus ge and expertise to orce where people engage and lead hig ervices. There will h to changes in job ro tive, does the p	siness commitmen deliver the best quality learn and develop th performing tean owever be a need les and redundance	ots of aspiration, uality service to
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadershi The proposal will have no impact reorganisation of the HR service with the potential to disparent to disp	e aligned more aligned more bining knowledge engaged workful pequipped to each on front-line seath of the confortion at	nted to deliver: closely with the buses ge and expertise to orce where people engage and lead high ervices. There will he to changes in job ro tive, does the people ely impact on a r negative?	siness commitment deliver the best quality learn and develop the performing team owever be a need ales and redundant project, policy any of the following the sand redundant and the sand redundant project, policy any of the following the sand redundant project, policy any of the following the sand redundant project, policy any of the following the sand redundant project, policy any of the following the sand redundant project.	ots of aspiration, uality service to
	This EIA considers the impact of the HR structural and process change. • A fit for the future service choice and heritage combour customers. • A skilled, specialised and. • A strong visible leadershith the proposal will have no impact reorganisation of the HR service visible to disperse the potential to disperse groups? If so, is the impact possible people. Disabled people Particular ethnic groups	e aligned more aligned more bining knowledge engaged workful pequipped to each on front-line sewhich will lead to the coroportion at the coroporti	nted to deliver: closely with the buses ge and expertise to orce where people engage and lead high ervices. There will he to changes in job ro tive, does the people ely impact on a r negative?	siness commitment deliver the best quality of the best quality of the following team owever be a need and redundant or oject, policy any of the following the sand redundant of the following of	ots of aspiration, uality service to
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadershi The proposal will have no impact reorganisation of the HR service with the potential to disparent to disp	e aligned more aligned more bining knowledge engaged workful pequipped to each on front-line seath of the confortion at	nted to deliver: closely with the buses ge and expertise to orce where people engage and lead high ervices. There will he to changes in job ro tive, does the people ely impact on a r negative?	siness commitment deliver the best quality of the best quality of the following team owever be a need and redundant or oject, policy any of the following the sand redundant of the following of	ots of aspiration, uality service to

orientation/s			
People who are proposing to			
undergo, are undergoing or			
have undergone a process or			
part of a process of gender			
reassignment			
People on low incomes	\boxtimes		
People in particular age	\boxtimes		
groups			
Groups with particular faiths			
and beliefs			
Are there any other groups			
that you think may be			
affected negatively or			
positively by this project,			
policy or proposal?			

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant		
	NEGATIVE impact on groups and	\bowtie			
	communities will be?				
	None or minimal impact would be where there is				
	no negative impact identified, or where there will be no change to the services for any groups.				
	Wherever a negative impact has been identified				
	you should consider undertaking a full EIA by				
	completing the rest of the form.				
1.4	Using the screening and information in que	estions 1.2 and 1.3	s, should a full		
	assessment be carried out on the project,	policy or proposal	?		
	Yes ☐ No ⊠				
1.5	How have you come to this decision?	10 TO	PERMIT		
	The proposals have no effect on front-line services, so i	•			
	communities. None of the changes being made are spe groups.	cilically aimed at any pa	articular equality		
	0.5 5425				
	The implementation of a more strategic HR service better aligned to the business will support earlier				
	intervention and increased engagement. This will foster better relations between different groups of people and promote increased equality of opportunity.				
	people and promote increased equality of opportunity.				
	The significant budgetary reductions will lead to reduce	•			
	may need to apply for new posts within the structure. Thas been minimised by a freeze on recruitment of perm		-		
	detail of the proposed changes are still being drafted he				
	in line with the council's policy and best practice to ens				
	Furthermore staff equality impact assessments will be opposess.	carried out at key stages	s of the reorganisation		
	At this initial assessment stage, there is no disproportion	nately negative impact	to staff in any		

particular equality groups. This equality impact assessment will however be reviewed again once the proposed new HR structure is finalised.

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name:Carolyn Beech
Unit:Human Resources
Email & Telephone Ext:cbeech@westminster.gov.uk X3221
Date of Completion (DD/MM/YY):13 th January 2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
1.6c & 1.15 Managed Services Programme
Lead Officer
i. Nick Dawe
ii. Interim Director of Corporate Services, Shared Corporate Services
iii. TriB Corporate Services
iv. ndawe@westminster.gov.uk EXT 1541
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of evision IFIA.
Date of original EIA:
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the
version number here and the date you updated the EIA. Keep all versions so you have evidence that
you have considered equality throughout the process.
SECTION 1: Initial screening: Do you need to complete an Equality Impact
Assessment (EIA)?
Not all proposals will require an EIA, this initial screening will help you decide if your project or
policy requires a full EIA by looking at the potential impact on any equality groups.
poncy regaines a jun Lin by looking at the potential impact on any equality groups.
1.1 What are you analysing?
Additional councils joining the Managed Services Framework.

1.1	What are you analysing?					
	Additional councils joining the Managed Services Framework.					
1.2	From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?					
		None	Positive	Negative	Not sure	
	Disabled people	\boxtimes				
	Particular ethnic groups	\boxtimes				
	Men or women (include impacts due to pregnancy/ maternity)					
	People or particular sexual orientation/s					
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender					

	People on low incomes		Ш			
	People in particular age	\boxtimes				
	groups					
	Groups with particular faiths	\boxtimes				
	and beliefs					
	Are there any other groups	\boxtimes				
	that you think may be					
	affected negatively or					
	positively by this project,					
	policy or proposal?					
1.3	What do you think that the	overall	None / N		Significant	
	NEGATIVE impact on groups	and				
	communities will be?			-		
	None or minimal impact would b	COLOR STOP PRINCES AT THE PERSON				
	no negative impact identified, or	A THE LEAVING THE BEAUTY OF THE PARTY.				
	will be no change to the services	CONTRACTOR DESCRIPTION OF THE PROPERTY OF THE	North Act of the			
	Wherever a negative impact has		ed			
	you should consider undertaking	a full EIA by				
	completing the rest of the form.	33-1820年2月1日				_
1.4	Using the screening and info	ormation in	auestions 1.2	and 1.3. sh	ould a full	
	assessment be carried out of					
	Yes No X	in the proje	cet, policy of p	roposar.		
1.5	How have you come to this	decision?				
200	•					
	Having reviewed the processe	s or require	ments to delive	r the addition	al income, I am	ì
	satisfied that none of them will	impact on s	service users or	staff.		

reassignment

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be	
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.					
	What is the workforce profile of the service? As a percentage, how	Cuaura	Service		Counci	1
		Group	200.000			
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

Gender Reassignment	65 +	33	2%	
• Ethnicity	Disability			
 Pregnancy and Maternity 	Yes	66	3%	
Religion/Belief	No	897	43%	
• Sex	Not Known	1115	54%	
Sexual Orientation	Ethnicity			
	Asian/Asian	145	7%	
	British			
	Black/Black	416	20%	
	British			
	Mixed	62	3%	
	White	1371	66%	
	Other	42	2%	
	Unknown	83	4%	
	Gender			
	Female	1192	57%	
	Male	886	43%	
	Pregnancy and Mater	nity		
	 Are any staff p 	regnant or on materr	nity	
	 How are they a 	affected by this chang	ge	
	Religion & Belief			
	There is insufficient da	nta to make an assess	ment on	
	this characteristic. An	y issues identified as	part of	
	the consultation proce	ess will be included		
	Sexual Orientation			
	There is insufficient da	ita to make an assess	ment on	
	this characteristic. An	y issues identified as	part of	
	the consultation proce	ess will be included		
	Gender Reassignment			
	Data on Gender Reass	ignment is currently r	not	
	available but it is unlik	(B)	1	
	impact either positivel		1	
	protected characterist			
	The consultation proce	=	-	
	that need to be consid	•	this	
I lating the distance the second	protected characterist	IC.		
Using the information above, are				
any groups of staff				
disproportionately represented compared to the Council				
workforce?				
Does TUPE apply to this proposal?				
Does Tore apply to this proposal!				
Will the reorganisation/restructure				
result in an increase or decrease in				
staff numbers? If so, approximately				
stati tiatinacioi ii so, approximately				

how many?	
Will the reorganisation/restructure	
result in changes in job roles or	
terms and conditions for staff? If	
so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect			8	
	negatively or positively?				

SECTION 3: Assessing 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.

3.1	This se	ultation Information ection should record the consultation activity undertaken in relation to this project, or proposal
	i. ii.	Who will you consult with? How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What	t might the potential impact on individuals,groups or staff be?

	those on low incomes and other excl	uded individuals or groups
	Generic impact (across all groups)	
	Men or women (include impacts du	e
	to pregnancy/maternity)	
	People of particular sexual	
	orientation	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and	
	groups	
4.1	the impact? (Remember to think al	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	
4.2		
	Now that you have considered action are you taking?	the potential or actual effect on equality, what
	action are you taking?	
	action are you taking? No major change (no impacts identifi	ed)
	action are you taking? No major change (no impacts identifi Adjust the policy/proposal Continue the policy/proposal (impact	ed)
	action are you taking? No major change (no impacts identifi Adjust the policy/proposal Continue the policy/proposal (impact Stop and remove the policy/proposal	ed) cs identified)
4.3	action are you taking? No major change (no impacts identifi Adjust the policy/proposal Continue the policy/proposal (impact	ed) cs identified)
	action are you taking? No major change (no impacts identification Adjust the policy/proposal Continue the policy/proposal (impact Stop and remove the policy/proposal Please document the reasons for the policy identification and proposal Please document the reasons for the policy identification and proposal please document the reasons for the policy identification and proposal please document the reasons for the policy identification and proposal please document the reasons for the policy identification and proposal please document the policy identification and proposal please document the policy identification and proposal please document the policy identification and please document the policy identif	ed) cs identified)

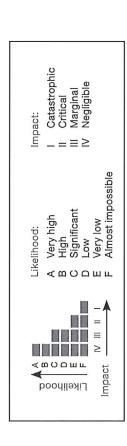
Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

Action Plan 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.		Resources Needed Name of Lead, Completion Date RAG Unit & Contact (DD/MIM/YY) Details	
tion plan if you need to reduce or remove the negative im	NB. Add any additional rows, if required.	Equality Groups Intended Outcome Targeted	
Action Plan Complete the act gaps.		Action Required	

5.2 Ris	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to	Current risk score	Further actions to be
anaç			mitigate the risk		developed
R1.1	[Enter risk here]	[Enter here the likely	[Record here any	[Using the key below,	[Enter here any actions
Serv		impact if the risk came	actions already in place	enter the current risk	that can be developed
ices		to pass]	to reduce the risk]	score]	in future to reduce the
Pro					risk identified]
grar					
nme					



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name:
Unit:
Email & Telephone Ext:
Date of Completion (DD/MM/YY):

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

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Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Finance Service Restructure – Ph	ase 2			
Lead Officer				
i. Full Name – Steve Mair				
ii. Position – City Treasurer	ror Donartmont			
iii. Department – City Treasu iv. Contact Details – smair@		k		
Has this project, policy or pr			on it previously	/? If ves.
please state date of original				
Yes No 🖂				
Date of original EIA:				
Version number and date of				
You will need to update your EIA				
version number here and the date			ons so you have ev	vidence that
you have considered equality thro	nugnout the process			
SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)? Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.				
policy requires a juli EIA by lookii	ng at the potential	impact on any e	quanty groups.	
1.1 What are you analysin	ng?			
Finance restructure is part anything up to 20+ emplo April 2015 with some rem facilitate business continu Reduction in agency staff embedded. This combined	yed for some considerations on an agence ity and knowledge once new structure	derable time, wil y/fixed term-basi transfer in such a and new ways o	l be reduced by 75 is for following 6-2 is MSP. If working implem	5% by the 17 L2 months to ented and
£1.072m that can further				•
		*		
1.2 From a service user ar	nd staff perspect	tive, does the I	project, policy (or proposal
have the potential to	<u>disproportionat</u>	<u>ely</u> impact on a	any of the follo	wing
groups? If so, is the in	npact positive or	negative?		
	None	Positive	Negative	Not sure
Disabled people				
Particular ethnic groups				
Men or women (include				
impacts due to pregnancy/				

3	People or particular sexual orientation/s			. 🔲	
	People who are proposing to undergo, are undergoing or				
	have undergone a process or part of a process of gender reassignment				,
	People on low incomes				
	People in particular age groups				
,	Groups with particular faiths and beliefs				
-, .	Are there any other groups that you think may be affected negatively or positively by this project,	,			
	policy or proposal?				1
1.3	If the answer is "negative"		onsider doin None / M	-	ignificant
1.0	What do you think that the	eoverali	INOTIE / IV	IIIIIIIai S	igiiiicaiic
1.5	NEGATIVE impact on group communities will be?		Mone / W	illillilai 3	
1	NEGATIVE impact on group	be where there r where there s for any groups been identified a full EIA by	is :	January S	
	NEGATIVE impact on group communities will be? None or minimal impact would into negative impact identified, o will be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form.	be where there rest where there so for any groups to been identified a full EIA by	i <u>s</u>		
1.4	NEGATIVE impact on group communities will be? None or minimal impact would I no negative impact identified, o will be no change to the services. Wherever a negative impact has you should consider undertaking	be where there restricted be where there so for any groups been identified a full EIA by	is questions 1.2	and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would into negative impact identified, owill be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and into assessment be carried out	be where there r where there for any groups been identified a full EIA by	is questions 1.2	and 1.3, shou	
1.4	NEGATIVE impact on group communities will be? None or minimal impact would into negative impact identified, owill be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and into assessment be carried out Yes No	be where there r where there s for any groups been identified g a full EIA by formation in con the project c decision? project is estable	questions 1.2 t, policy or p	and 1.3, shou roposal?	ıld a full

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

maternity)

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 If you do not formally collect data or consultations, census data, nat 	about a particular group then use the results of local surveys ional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complete	e all boxes.
ä	How many people use the service	
	currently? What is this as a % of	, and the second se
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
×	People who are proposing to	
	undergo, are undergoing or have	
İ	undergone a process or part of a	4
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
r	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

Build up a picture of the makeup of the workforce profile in the service 2.2 affected. What is the workforce profile of the service? As a percentage, how Service Council Group does this compare to the profile of % % No No **Westminster City Council** Age workforce? 2% 16-24 35 25-29 148 7% Age 43% 893 30-44 Disability 41% 45-59 854 Gender 60-64 115 5% **Gender Reassignment** 2% 65 + 33 **Ethnicity** Disability

	 Pregnancy and Maternity 	Yes	66	3%
	Religion/Belief	No	897	43%
	• Sex	Not Known	1115	54%
	Sexual Orientation	Ethnicity		3 170
	- Soxial Crisiliansi	Asian/Asian	145	7%
		British		//0
	· ·	Black/Black	416	20%
		British		2070
		Mixed	62	3%
	* "	White	1371	66%
		Other	42	2%
	8	Unknown	83	4%
		Gender		770
	4	Female	1192	57%
		Male	886	43%
		Pregnancy and Mate		4370
				_ :a
		11	pregnant or on materi	
		• How are they	/ affected by this chan	ge
		Deliaion C Deliaf		
		Religion & Belief		
	•	1 1	data to måke an assess	00000000
			any issues identified as	part of
	*		cess will be included	
		Sexual Orientation	*	
		There is insufficient	data to make an assess	ment on
		1.1	ny issues identified as	part of
		the consultation pro	cess will be included	
		Gender Reassignme	nt	
	*	Data on Gender Reas	ssignment is currently	not
		available but it is unl	ikely that this proposal	
	9	11	incly that this proposal	l will
			ely or negatively on th	A
		impact either positiv		e)
		impact either positiv protected characteri The consultation pro	ely or negatively on the stic of gender reassign cess should identify an	e ment. y issues
		impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
-		impact either positiv protected characteri The consultation pro	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	Using the information above, are	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	Using the information above, are any groups of staff	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
-		impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
-	any groups of staff disproportionately represented compared to the Council	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	any groups of staff disproportionately represented	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	any groups of staff disproportionately represented compared to the Council	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
-	any groups of staff disproportionately represented compared to the Council workforce?	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	any groups of staff disproportionately represented compared to the Council workforce?	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	any groups of staff disproportionately represented compared to the Council workforce?	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal?	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal? Will the reorganisation/restructure result in an increase or decrease in	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues
	any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal? Will the reorganisation/restructure	impact either positiv protected characteri The consultation pro that need to be cons	ely or negatively on the stic of gender reassign cess should identify an idered with regards to	e ment. y issues

Will the reorganisation/restructure	· · · · · · · · · · · · · · · · · · ·
result in changes in job roles or	
terms and conditions for staff? If	a.
so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of			1	
	the following groups? If so, is the			1	
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
u u	People of particular sexual				
	orientations				
	People who are proposing to				Ш.
	undergo, are undergoing or have				
	undergone a process or part of a	10			
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs		×		
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?				
	,				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
,	i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be? Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups

61	Men or women (include impacts du	e
	to pregnancy/maternity) People of particular sexual	
	orientation	
	People who are proposing to	, .
	undergo, are undergoing or have	
	undergone a process or part of a	*
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	· · · · · · · · · · · · · · · · · · ·
	People on low incomes	· · · · · · · · · · · · · · · · · · ·
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	
	Impact 1: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the impact
5 %	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	
4.2	Adjust the policy/proposal Continue the policy/proposal (impact)	ts identified)
	Stop and remove the policy/proposa	
4.3	Please document the reasons f	or your decision
4.4	How will the impact of the proj	ect, policy or proposal and any changes made
	to reduce the impact be monitor	

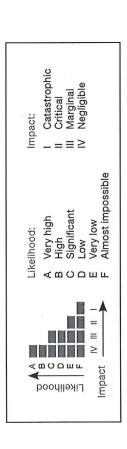
Generic impact (across all groups)

4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

lations or fill data	RAG							
Action Plan 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. NB. Add any additional rows, if required.	Completion Date	(DD/MM/YY)					*	
have identified, take s	Name of Lead,	Unit & Contact	Details					
egative impacts you l	Resources Needed					la.		
duce or remove the n	Intended Outcome				*			
Action Plan Complete the action plan if you need to re gaps. NB. Add any additional rows, if required.	Equality Groups	Targeted		·				
Action Plan Complete the action gaps. NB. Add any additio	Action Required					×		
Finance service re	estru	cture) - p	has	e 2		*	

	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
Ce service restrue	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
		*			
ase 2					·



1.12 Finance service restructure - phase 2

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: STEVEN MAIR
Unit: CITY TREASURER
Email & Telephone Ext: Smar a Westminster, gov. UK
Date of Completion (DD/MM/YY): 29 01 2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

1.14 Business Intelligence

Title of Proposal
Business Intelligence for enhanced decision making across TriB - additional savings
Lead Officer
i. Full Name – Neil Wholey
ii. Position – Head of Evaluation and Performance
iii. Department – Policy, Performance and Communications
iv. Contact Details – <u>nwholey@westminster.gov.uk</u> , x3317
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
V1. 14/01/2016
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1 g
SECTION 1: Initial screening: Do you need to complete an Equality Impact

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?		and the						
	 What is the project, pol 	icy or proposa	al?						
	 What is the purpose of 	the policy/pro	ject/activity/stra	itegy?					
	In what context will it operate?								
	What results are intended?								
	Why is it needed?								
	 Who is it intended to benefit and how? 								
	 Who, potentially, could this project, policy or proposal have a detrimental effect on, 								
	and how?								
	The Business Intelligence team will identify savings from a pipeline of potential data-led								
	projects. These will aid service improvements and efficiencies not identified elsewhere in service budgets. The impact of each project cannot be identified until the data analysis is								
	complete. At this stage it is not envisaged that any would have EIA implications, but this will								
	be reviewed on a case-by-case								
1.2	From a service user and st								
	have the potential to disp	<u>roportionat</u>	ely impact on	any of the follo	wing				
	groups? If so, is the impac	t positive or	negative?	A PLANT					
		None	Positive	Negative	Not sure				
	Disabled people	\boxtimes							

	Particular ethnic groups				
b	Men or women (include impacts due to pregnancy/ maternity)				
	People or particular sexual orientation/s				
,	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes				
-	People in particular age groups				
:	Groups with particular faiths and beliefs				
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
	If the answer is "negative"	or "unclear"	' consider doir	ng a full EIA	
4.2					Significant_
1.3	What do you think that the	e overall	None / N	/linimal S	Significant
1.3	What do you think that the NEGATIVE impact on group	e overall		/linimal S	Significant
1.3	What do you think that the	e overall os and be where there or where there s for any group s been identific g a full EIA by	None / No	/linimal S	Significant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking	e overall os and be where there or where there s for any group s been identific g a full EIA by	None / No	/linimal S	Significant
1.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in assessment be carried out	be overall be where there or where there s for any group s been identific g a full EIA by . formation ir	None / No	Ainimal S	
1.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in assessment be carried out. Yes No	be overall be where there or where there s for any group s been identifie g a full EIA by formation in on the proje	None / No	Ainimal S	
	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in assessment be carried out	be overall be where there or where there s for any group s been identifie g a full EIA by formation in on the proje s decision?	None / No	Ainimal S uld a full	

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

≈	n a	
2.1	are likely to be impacted by the	
	 If you do not formally collect date 	a about a particular group then use the results of local surveys
	or consultations, census data, na	tional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complet	e all boxes.
	How many people use the service	* *
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	- Canada y Sapas	
3 * 3	Particular ethnic groups	
	Men or women (include impacts due	,
	to pregnancy/maternity)	, •
	,	4
	People of particular sexual	
	orientations	9
	People who are proposing to	* 1
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	· · · · · · · · · · · · · · · · · · ·
	People on low incomes	*
	People in particular age groups	
	Groups with particular faiths and	
ē.	beliefs	
	Any other groups who may be	*
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeu	p of the wo	rkforce pr	ofile in	the servi	ce
	affected.					
	What is the workforce profile of				ž.	
	the service? As a percentage, how	Group	Servic	е	Counci	I
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age			•	10
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

Canda Bassimus at	CF.	33 2%
Gender Reassignment False lake.	65 +	55 270
• Ethnicity	Disability Yes	66 3%
Pregnancy and Maternity Polician / Polician	No	897 43%
Religion/Belief	Not Known	1115 54%
• Sex	Ethnicity	1113 34%
Sexual Orientation	Asian/Asian	145 7%
* *	British	145 //6
·	Black/Black	416 20%
	British	. 20%
	Mixed	62 3%
	White	1371 66%
	Other	42 2%
	Unknown	83 4%
	Gender	,
	Female	1192 57%
	Male	886 43%
	Pregnancy and Maternity	
		ant or on maternity
	How are they affect	
*	,	,
	1	
	Religion & Belief	
	There is insufficient data t	o make an assessment on
£	this characteristic. Any iss	THE STATE OF THE S
	the consultation process v	1.5.
	Sexual Orientation	
	There is insufficient data t	o make an assessment on
*	this characteristic. Any iss	ues identified as part of
	the consultation process w	vill be included
	Gender Reassignment	
*	Data on Gender Reassignn	-
*	available but it is unlikely t	The state of the s
	impact either positively or	
	protected characteristic of	_
	The consultation process s	
	that need to be considered	d with regards to this
	protected characteristic.	
Using the information above, are	2	
any groups of staff		*
disproportionately represented compared to the Council		
workforce?		
Does TUPE apply to this proposal?		7
Does for Eappry to this proposal:		
Will the reorganisation/restructure		
result in an increase or decrease in		
staff numbers? If so, approximately		

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how many?					
Will the reorganisation/restructure	¥			er.	
result in changes in job roles or terms and conditions for staff? If					
so, what changes are proposed?			5		

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
75	have the potential to have a				
	disproportionate impact on any of		2		(4)
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				· <u> </u>
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual			· L	
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				2
	undergone a process or part of a				
	process of gender reassignment	N			
	People on low incomes				
	People in particular age groups				
0 9	Groups with particular faiths and				200
	beliefs	ì		к	5
	Are there any other groups that				
	you think this proposal may affect	2 1		41	
	negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
3	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

1.14 Business Intelligence

6

	those on low incomes and other exclud	aca marviadais or groups
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientation	
	People who are proposing to	*
	undergo, are undergoing or have undergone a process or part of a	,
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
11	Groups with particular faiths and	
	beliefs	
	Other excluded individuals and	
	groups	
a r Iuali	ity groups and other excluded / vulnerable gr	you do to minimise the impact of the proposed changes roups, as outlined above?
ar	result of what you have learned, what can yity groups and other excluded / vulnerable gr Where you have identified an im	you do to minimise the impact of the proposed changes
a r uali	result of what you have learned, what can yity groups and other excluded / vulnerable gr	you do to minimise the impact of the proposed changes roups, as outlined above?
a r uali	result of what you have learned, what can yity groups and other excluded / vulnerable gr Where you have identified an im	you do to minimise the impact of the proposed changes roups, as outlined above?
a r uali	result of what you have learned, what can yity groups and other excluded / vulnerable gr Where you have identified an im	you do to minimise the impact of the proposed changes roups, as outlined above?
a r uali	result of what you have learned, what can yity groups and other excluded / vulnerable gr Where you have identified an im	you do to minimise the impact of the proposed changes roups, as outlined above?
a r uali	result of what you have learned, what can yity groups and other excluded / vulnerable gr Where you have identified an im	you do to minimise the impact of the proposed changes roups, as outlined above?
a r uali	result of what you have learned, what can yity groups and other excluded / vulnerable gr Where you have identified an im	you do to minimise the impact of the proposed changes roups, as outlined above?
a ruuali	what you have learned, what can gity groups and other excluded / vulnerable groups and other exc	you do to minimise the impact of the proposed changes roups, as outlined above? npact, what can be done to reduce or mitigate
a ruuali	what you have learned, what can gity groups and other excluded / vulnerable groups and other exc	you do to minimise the impact of the proposed changes roups, as outlined above?
a r uali	Where you have identified an im the impact? Now that you have considered to action are you taking?	you do to minimise the impact of the proposed changes roups, as outlined above? npact, what can be done to reduce or mitigate the potential or actual effect on equality, who
a ruuali	Where you have identified an im the impact? Now that you have considered to action are you taking? No major change (no impacts identified)	you do to minimise the impact of the proposed changes roups, as outlined above? npact, what can be done to reduce or mitigate the potential or actual effect on equality, who
a r uali	Where you have identified an im the impact? Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal	you do to minimise the impact of the proposed changes roups, as outlined above? npact, what can be done to reduce or mitigate the potential or actual effect on equality, when the potential or actual effect on equality, when the potential or actual effect on equality is a second content of the proposed changes roups, as outlined above?
a ruuali	Where you have identified an im the impact? Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal (impacts)	you do to minimise the impact of the proposed changes roups, as outlined above? npact, what can be done to reduce or mitigate the potential or actual effect on equality, when the potential or actual effect on equality, when the potential or actual effect on equality is a second content of the proposed changes roups, as outlined above?
a riuali	Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal Stop and remove the policy/proposal	he potential or actual effect on equality, who identified)
a r Iuali	Where you have identified an im the impact? Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal (impacts)	he potential or actual effect on equality, who identified)
a ruuuli 1	Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal Stop and remove the policy/proposal	he potential or actual effect on equality, who identified)
a ruuuli 1	Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal Stop and remove the policy/proposal	he potential or actual effect on equality, who identified)
a ruuali 1	Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal Please document the reasons for	he potential or actual effect on equality, who identified)

4.5	Conclusion	

SECTION 5: Next Steps

.t4 Business Inte	Action Plan Complete the action gaps.	Action Plan 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.	educe or remove the n	egative impacts you h	ave identified, take st	teps to foster good re	ations or fill data
elliger	NB. Add any additio	NB. Add any additional rows, if required.					
ice	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
- Comp							
				2			

5.2 Risk	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to	Current risk score	Further actions to be
usin			mitigate the risk		developed
ess			,		
Inte			e		
lige					
nce					



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature: Neil Wholey

Full Name: Neil Wholey

Unit: Evaluation and Performance - Policy, Performance and Communications

Email & Telephone Ext: nwholey@westminster.gov.uk x3177

Date of Completion (DD/MM/YY): 14/01/2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
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Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
1.6c & 1.15 Managed Services Programme
Lead Officer
i. Nick Dawe
ii. Interim Director of Corporate Services, Shared Corporate Services
iii. TriB Corporate Services
iv. ndawe@westminster.gov.uk EXT 1541
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the
version number here and the date you updated the EIA. Keep all versions so you have evidence that
you have considered equality throughout the process.
, carrier constraint of a squarry sin eagine at the process.
SECTION 1: Initial screening: Do you need to complete an Equality Impact
Assessment (EIA)?
Not all proposals will require an EIA, this initial screening will help you decide if your project or
policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?						
	Additional councils joining	the Manage	d Services Fra	mework.			
1.2	From a service user and st have the potential to dispure groups? If so, is the impact	roportionat	ely impact on a				
		None	Positive	Negative	Not sure		
	Disabled people	\boxtimes					
	Particular ethnic groups	\boxtimes					
	Men or women (include impacts due to pregnancy/ maternity)						
	People or particular sexual orientation/s						
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender						

	People on low incomes			Ш		
	People in particular age groups					
	Groups with particular faiths and beliefs					
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal? If the answer is "negative"	or "unclear"	consider doir	Π ng a full FIΔ		
1.3	What do you think that the		None / N	_	Significant	100
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service Wherever a negative impact has	os and be where there or where there s for any group	<u> </u>			
	you should consider undertakin completing the rest of the form	g a full EIA by				
1.4	Using the screening and in assessment be carried out Yes □ No ☑				nould a full	
1.5	How have you come to thi	s decision?				

Having reviewed the processes or requirements to deliver the additional income, I am satisfied that none of them will impact on service users or staff.

reassignment

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be	
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeu affected.	o of the woi	kforce pro	ofile in	the servic	e
	What is the workforce profile of the service? As a percentage, how	Cuaura	Service		Counci	1
		Group	200.000			
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

Gender Reassignment	65 +	33	2%
Ethnicity	Disability		
 Pregnancy and Maternity 	Yes	66	3%
Religion/Belief	No	897	43%
• Sex	Not Known	1115	54%
Sexual Orientation	Ethnicity		
	Asian/Asian	145	7%
	British		
	Black/Black	416	20%
	British		
	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
	Gender		•
	Female	1192	57%
	Male	886	43%
	Pregnancy and Matern	nity	
	How are they at	ffected by this chan	ge
	D !! ! O D !! (
	Religion & Belief		
	There is insufficient dat	ta to make an asses.	sment on
	There is insufficient dat	issues identified as	
	There is insufficient date this characteristic. Any the consultation process	rissues identified as ss will be included	part of
	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data	r issues identified as ss will be included ta to make an assess	s part of
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	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment	r issues identified as ss will be included ta to make an assess r issues identified as ss will be included	s part of sment on s part of
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	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassignavailable but it is unlike	r issues identified as sis will be included to make an assest issues identified as sis will be included gnment is currently that this proposa	sment on spart of part of not
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	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassign available but it is unliked impact either positively protected characteristic. The consultation process that need to be considered.	r issues identified as ses will be included to make an assest issues identified as ses will be included gnment is currently ely that this proposal or negatively on the cof gender reassign as should identify an ered with regards to	sment on spart of not al will ne ament.
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any groups of staff disproportionately represented	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassign available but it is unliked impact either positively protected characteristic. The consultation process that need to be considered.	r issues identified as ses will be included to make an assest issues identified as ses will be included gnment is currently ely that this proposal or negatively on the cof gender reassign as should identify an ered with regards to	sment on spart of not al will ne ament.
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any groups of staff disproportionately represented compared to the Council workforce?	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassign available but it is unliked impact either positively protected characteristic. The consultation process that need to be considered.	r issues identified as ses will be included to make an assest issues identified as ses will be included gnment is currently ely that this proposal or negatively on the cof gender reassign as should identify an ered with regards to	sment on spart of not al will ne ament.
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any groups of staff disproportionately represented compared to the Council workforce?	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassign available but it is unliked impact either positively protected characteristic. The consultation process that need to be considered.	r issues identified as ses will be included to make an assest issues identified as ses will be included gnment is currently ely that this proposal or negatively on the cof gender reassign as should identify an ered with regards to	sment on spart of not al will ne ament.
any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal?	There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassign available but it is unliked impact either positively protected characteristic. The consultation process that need to be considered.	r issues identified as ses will be included to make an assest issues identified as ses will be included gnment is currently ely that this proposal or negatively on the cof gender reassign as should identify an ered with regards to	sment on spart of not al will ne ament.

how many?	
Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If	
so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal have the potential to have a disproportionate impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/maternity)				
	People of particular sexual orientations				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and beliefs				
	Are there any other groups that you think this proposal may affect negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

		ual orientation, transgender, age, faith or belief and
	those on low incomes and other exclu	ided individuals or groups
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual orientation	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and	
	groups	
a r	ION 4: Reducing & Mitigating Impessult of what you have learned, what can ty groups and other excluded / vulnerable g	you do to minimise the impact of the proposed change
a r	esult of what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitiga out the Council as a whole, another service area ma
a r uali	esult of what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab already be providing services which ca	you do to minimise the impact of the proposed change proups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may be help to deal with any negative impact).
a r uali	esult of what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitiga out the Council as a whole, another service area ma
a r uali	esult of what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab already be providing services which ca	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the service of the council as a whole impact.
a r uali	what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab already be providing services which ca Impact 1: [Insert impact here]	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the service of the council as a whole impact.
a r uali	what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab already be providing services which can impact 1: [Insert impact here]	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the service of the council as a whole impact.
a r uali	what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab already be providing services which called Impact 1: [Insert impact here] Impact 2: [Insert impact here]	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the service of the council as a whole impact.
a r uali	what you have learned, what can ty groups and other excluded / vulnerable g Where you have identified an ir the impact? (Remember to think ab already be providing services which ca Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 4: [Insert impact here]	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the service of the council as a whole impact.
a rauali	what you have learned, what can be groups and other excluded / vulnerable groups and in the impact? (Remember to think ab already be providing services which can be provided impact as [Insert impact here] Impact 1: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Now that you have considered to the provided in the provided impact here]	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the service of the council as a whole impact.
a reuali	what you have learned, what can try groups and other excluded / vulnerable generated with the impact? (Remember to think ab already be providing services which can impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	you do to minimise the impact of the proposed change proups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact
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a rauali	what you have learned, what can be groups and other excluded / vulnerable groups and in the impact? (Remember to think ab already be providing services which can be provided in the provid	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the impact impact the potential or actual effect on equality, where
a r uali	what you have learned, what can be groups and other excluded / vulnerable groups and in the impact? (Remember to think ab already be providing services which can impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified)	mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact impact the potential or actual effect on equality, where the can be done to reduce the can be done t
a rauali	what you have learned, what can be groups and other excluded / vulnerable groups and in the impact? (Remember to think ab already be providing services which could be providing services which could be provided in the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Now that you have considered the action are you taking? No major change (no impacts identified Adjust the policy/proposal	mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact impact the potential or actual effect on equality, where the can be done to reduce the can be done t

How will the impact of the project, policy or proposal and any changes made

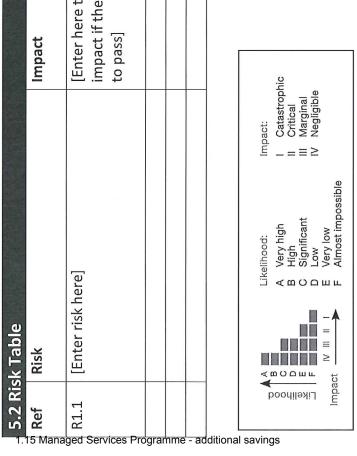
4.4

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

1.។៩ Mar ហ	Action Plan Complete the action	Action Plan Complete the action plan if you need to reduce or remove th	duce or remove the ne	e negative impacts vou have identified. take stens to foster good relations or fill data	ave identified, take st	tens to foster and re	lations or fill data
naged Se	gaps.						
ervices	NB. Add any additio	NB. Add any additional rows, if required.					
s Prograi	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact	Completion Date (DD/MM/YY)	RAG
nme - a					Details		
additic							
onal sa							
avings							

5.2 Ri	5.2 Risk Table				
Se 15 Mana	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
다. 단 요 ged Services Programme - a	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
dd					



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name:
Unit:
Email & Telephone Ext: 07939449512 .
Date of Completion (DD/MM/YY):

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



Title of Proposal

1.6b, 1.16b - HR Reorganisation

Lead	Officer				
i.	Full Name – Carolyn Beech				
ii.	Position – Director of HR				
iii.	Department – Corporate S	ervices			
iv.	Contact Details – cbeech@	westminster.	gov.uk		
	his project, policy or propose state date of original and				
Yes	No 🔀				
Date o	of original EIA: Not applicable				
Versi	on number and date of upo	date			
Versio	n 1 – 17 November 2015				
Not a	ION 1: Initial screening: Do Il proposals will require an Elaces a full EIA by looking at the po	A, this initial	screening will h	elp you decide i	
1.1	What are you analysing? This EIA considers the impact of t	he HR structura	al and process chan	ges on the organisa	ation.
1.1		s are implement aligned more obtaining knowledge engaged workfor equipped to e	ated to deliver: closely with the buge and expertise to orce where people engage and lead hig	siness commitment deliver the best qual learn and develop. If performing team nowever be a need	ts of aspiration, uality service to . ns.
1.1	This EIA considers the impact of t HR structural and process change	s are implement aligned more obtaining knowledge engaged workfor equipped to each on front-line sewhich will lead to the caff perspectaff perspectaff	ated to deliver: closely with the bu ge and expertise to orce where people engage and lead high ervices. There will he co changes in job ro	siness commitment deliver the best qualified the best and developed the best and redundance the best and redundance the best qualified the best qu	ts of aspiration, uality service to is. for a ities.
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadership. The proposal will have no impact reorganisation of the HR service with the potential to displace.	s are implement a aligned more obtaining knowledge engaged workfor equipped to each on front-line seath which will lead to each coportionat	tive, does the plant in the burth of the bur	siness commitment deliver the best qualified the best and developed the best and redundance the best and redundance the best qualified the best qu	ts of aspiration, uality service to is. for a ities.
	This EIA considers the impact of t HR structural and process change	s are implement aligned more coining knowledge engaged workfor equipped to each on front-line seath which will lead to each engaged workfor each engaged workfor each engaged workfor each engaged eng	tive, does the pegative?	siness commitment deliver the best quality of the best quality of the following team and the same of the following team of the following the same of the following the same of the following of the following the same of the	ts of aspiration, uality service to is. for a sies. or proposal owing
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadership the proposal will have no impact reorganisation of the HR service with the potential to disparence of the potential to disparence in the pot	s are implement aligned more coining knowledge engaged workfor equipped to each on front-line sewhich will lead to each on the work of the	tive, does the plant in the burth of the bur	siness commitment deliver the best qualified the best and developed the best and redundance the best and redundance the best qualified the best qu	ts of aspiration, uality service to is. for a ities. or proposal owing Not sure
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadership the proposal will have no impact reorganisation of the HR service where the potential to disparate groups? If so, is the impact Disabled people	s are implement aligned more coining knowledge engaged workfor equipped to each on front-line seath the confirmation of the co	tive, does the pegative?	siness commitment deliver the best quality of the best quality of the following team and the same of the following team of the following the same of the following the same of the following of the following the same of the	ts of aspiration, uality service to ins. for a sites. or proposal owing Not sure
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadership. The proposal will have no impact reorganisation of the HR service with the potential to dispart groups? If so, is the impact possible people. Disabled people Particular ethnic groups	s are implement a aligned more coining knowledge engaged workfor equipped to each on front-line sewhich will lead to each on front-line sewhich will lead to each on the coincide to positive of the coincide None	tive, does the pegative?	siness commitment deliver the best quality of the best quality of the following team and the same of the following team of the following the same of the following the same of the following of the following the same of the	ts of aspiration, uality service to is. for a ities. or proposal owing Not sure
	This EIA considers the impact of the HR structural and process change • A fit for the future service choice and heritage combour customers. • A skilled, specialised and • A strong visible leadership the proposal will have no impact reorganisation of the HR service where the potential to disparate groups? If so, is the impact Disabled people	s are implement aligned more coining knowledge engaged workfor equipped to each on front-line seath the confirmation of the co	tive, does the pegative?	siness commitment deliver the best quality of the best quality of the following team and the same of the following team of the following the same of the following the same of the following of the following the same of the	ts of aspiration, uality service to ins. for a sites. or proposal owing Not sure

orientation/s			
People who are proposing to			
undergo, are undergoing or			
have undergone a process or			
part of a process of gender			
reassignment			
People on low incomes			
People in particular age	\boxtimes		
groups			
Groups with particular faiths	\boxtimes		
and beliefs			
Are there any other groups	\boxtimes		
that you think may be			
affected negatively or			
positively by this project,			
policy or proposal?			

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and		П
	communities will be?		
	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.		
1.4	Using the screening and information in quassessment be carried out on the project,		
	Yes ☐ No ⊠		
1.5	How have you come to this decision?		
	The proposals have no effect on front-line services, so communities. None of the changes being made are spe groups.		
	The implementation of a more strategic HR service bet intervention and increased engagement. This will foste people and promote increased equality of opportunity.	r better relations betwe	• •
	The significant budgetary reductions will lead to reduce may need to apply for new posts within the structure. That been minimised by a freeze on recruitment of permediate of the proposed changes are still being drafted he in line with the council's policy and best practice to ensure Furthermore staff equality impact assessments will be process.	There is a high risk of renament staff and the engo nanent staff and the engo nowever any selection prousers any negative impac	dundancy although this gagement of TACS. The occess will be managed t is mitigated.
	At this initial assessment stage, there is no disproportion	onately negative impact	to staff in any

particular equality groups. This equality impact assessment will however be reviewed again once the proposed new HR structure is finalised.

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name:Carolyn Beech
Unit:Human Resources
Email & Telephone Ext:cbeech@westminster.gov.uk X3221
Date of Completion (DD/MM/YY):13 th January 2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title o	f Proposal
	es in Council Tax Base
in or odd	
Lead C	Officer
i.	Full Name – Steve Mair
ii.	Position – City Treasurer
iii.	Department – City Treasurer Department
	Contact Details – <u>smair@westminster.gov.uk</u>
	is project, policy or proposal had an EIA carried out on it previously? If yes,
	state date of original and append to this document for information.
Yes	No 🔀
THE RESERVE	original EIA:
the same of the sa	n number and date of update
1	need to update your EIA as you move through the decision-making process. Record the
	number here and the date you updated the EIA. Keep all versions so you have evidence that e considered equality throughout the process.
you nav	e considered equality throughout the process.
	ON 1: Initial screening: Do you need to complete an Equality Impact ssment (EIA)?
	proposals will require an EIA, this initial screening will help you decide if your project or equires a full EIA by looking at the potential impact on any equality groups.
1.1	What are you analysing?
	Organic growth through the building of additional homes and enhancements to
1 1	existing homes, as well as changes to eligibility for discounts (single person
	discount for example) result in a modest but steady annual increase in the tax
	base.
9	pase.
	This regults in an increasing tay yield even though the average Rand D amount
1 1	This results in an increasing tax yield even though the average Band D amount
	remains constant.
	From a service user and staff perspective, does the project, policy or proposal
	have the potential to <u>disproportionately</u> impact on any of the following

	None	Positive	Negative	Not sure
Disabled people	\boxtimes		а	
Particular ethnic groups	\boxtimes			
Men or women (include	\boxtimes		2	
impacts due to pregnancy/				

groups? If so, is the impact positive or negative?

	People or particular sexual orientation/s			Ш	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender			,	
	reassignment People on low incomes				
10	People in particular age groups				
9	Groups with particular faiths and beliefs				
-	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
	posity of proposition			П	
	** **	or "unologe"	consider doing	a full FIA	
1.3	What do you think that the	e overall	None / Mir		Significant
1.3		e overall			Significant
1.3	What do you think that the NEGATIVE impact on group	e overall os and be where there r where there s for any group s been identifie g a full EIA by	None / Min		Significant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking	e overall os and be where there r where there s for any group s been identifie g a full EIA by	None / Min		Significant
1.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking	be overall be where there r where there s for any group be been identifie g a full EIA by formation in	None / Mir	nimal	

maternity)

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	are likely to be impacted by the	
		a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the e all boxes.
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
П	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
·	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
90	Groups with particular faiths and beliefs	; 3
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup affected.	o of the wo	rkforce pr	ofile in	the servic	ce
	What is the workforce profile of					
	the service? As a percentage, how	Group	Servic	e	Counci	I
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	 Gender 	60-64			115	5%

	 Gender Reassignment 	65 +	33	2%
	• Ethnicity	Disability		*
	 Pregnancy and Maternity 	Yes	66	3%
	Religion/Belief	No	897	43%
	• Sex	Not Known	1115	54%
	Sexual Orientation	Ethnicity		
		Asian/Asian	145	7%
		British		
		Black/Black	416	20%
		British		
	3	Mixed	62	3%
		White	1371	66%
		Other	42	2%
		Unknown	83	4%
		Gender	×	
		Female	1192	57%
		Male	886	43%
	*	Pregnancy and Materni	ity	0.00
	*	Are any staff pre	gnant or on materi	nity
	×	How are they aft	fected by this chang	ge
	*			
			n.	
		Religion & Belief		
	e :	There is insufficient data	a to make an assess	ment on
		this characteristic. Any	issues identified as	part of
		the consultation process	s will be included	
		Sexual Orientation		
	- 20	There is insufficient data	a to make an assess	ment on
		this characteristic. Any	issues identified as	part of
		the consultation process	s will be included	ş.
		Gender Reassignment		
		Data on Gender Reassig	nment is currently	not
		available but it is unlikel		
ä	,	impact either positively	•	
		protected characteristic	-	
	,	The consultation proces	•	•
e e		that need to be consider		this
		protected characteristic	•	
	Using the information above, are	4		
	any groups of staff	,		
	disproportionately represented	* '		
2	compared to the Council workforce?			
	Does TUPE apply to this proposal?			
	Will the reorganisation/restructure			
	result in an increase or decrease in			
	staff numbers? If so, approximately	,		
	stan numbers: It so, approximately			14

	how many?	
	Will the reorganisation/restructure result in changes in job roles or	
9	terms and conditions for staff? If	
	so, what changes are proposed?	9

2.3 Summary (to be completed fo	lowing analysi	is of the evide	nce above)	
Does the project, policy or proposal	None	Positive	Negative	Not sure
have the potential to have a			y .	
disproportionate impact on any of				ž
the following groups? If so, is the		2		
impact positive or negative?				
Disabled people				
Particular ethnic groups				
Men or women (include impacts due		. 🔲		
to pregnancy/maternity)				
People of particular sexual				
orientations				
People who are proposing to				
undergo, are undergoing or have				
undergone a process or part of a	*			
process of gender reassignment				
People on low incomes				
People in particular age groups				
Groups with particular faiths and	. 1			
beliefs				
Are there any other groups that				
you think this proposal may affect				
negatively or positively?				
		*		

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

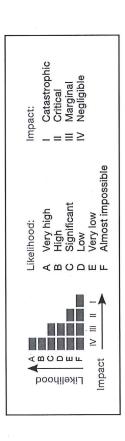
	Consider disability, race, gender, sexuenthose on low incomes and other exclu	al orientation, transgender, age, faith or belief and ded individuals or groups
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientation	
. 8	People who are proposing to	
	undergo, are undergoing or have	* ,
	undergone a process or part of a	
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	·
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	
4.1		npact, what can be done to reduce or mitigate
	Where you have identified an ir the impact? (Remember to think ab	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an ir the impact? (Remember to think ab already be providing services which ca	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact).
	Where you have identified an ir the impact? (Remember to think ab already be providing services which ca	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here]	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here]	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what
4.1	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered the action are you taking?	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what
4.1	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified)	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the impact he potential or actual effect on equality, what
4.1	Where you have identified an in the impact? (Remember to think ab already be providing services which considered 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal	npact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the impact he potential or actual effect on equality, what
4.1	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal (impacts)	hpact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the impact he potential or actual effect on equality, what d) identified)
4.2	Where you have identified an in the impact? (Remember to think ab already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal (impacts Stop and remove the policy/proposal	hpact, what can be done to reduce or mitigate out the Council as a whole, another service area may in help to deal with any negative impact). Consider options as to what we can do to reduce the impact he potential or actual effect on equality, what d) identified)

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

Action Plan 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. NB. Add any additional rows, if required.	Completion Date RAG (DD/MIM/YY)			
steps to fo	Completion D (DD/MIM/YY)			
ave identified, take	Name of Lead, Unit & Contact Details			
gative impacts you h	Resources Needed			
duce or remove the ne	Intended Outcome			
Action Plan Complete the action plan if you need to re. gaps. NB. Add any additional rows, if required.	Equality Groups Targeted		1	
Action Plan Complete the action gaps. NB. Add any additio	Action Required	35		
Cl 1 1/2 Increase in Counc	cil Tax Base			

	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
Se in Conneil La	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
				20	



1.18 Increase in Council Tax Base

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGE	R
Signature:	
Full Name: SIEVEN MAIR	
Unit: CITY TREASURER	
Email & Telephone Ext: Smair Of Westminster, gov. OK	¥
Date of Completion (DD/MM/YY): 29 /01/2016	

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implement[ed even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Bi-borough and eSourcing Procurement under a Shared Services Strategic Procurement Team
Lead Officer
i. Anthony Oliver
ii. Chief Procurement Officer
iii. Strategic & Commercial Procurement
iv. Contact Details
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
Version 1_17/11/2015

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 What are you analysing?

- The purpose of this initiative is to establish a single Shared Services Strategic Procurement team to comprises of a bi-borough procurement service across Westminster City Council and Royal Borough of Kensington & Chelsea and a triborough capitalEsourcing platform on behalf of all three boroughs.
- The annual third party expenditure across the two councils is approximately £795m (WCC £516m; RBKC £279m based on 2013/14 spend) with almost 8,000 (WCC 3821; RBKC 4636) suppliers, across both services and works. A single bi-borough procurement team, with a centre led approach, will ensure that the full range of benefits are delivered from this significant external spending and will be better placed to drive this level of spending down over time through obtaining more leverage from contracts by aggregating spend and dealing with fewer suppliers.
- The implementation of a single team for tri-borough eSourcing will provide support and development of capitalEsourcing, the Councils procurement system, across the three councils and will ensure that the strategic objectives of the capitalEsourcing programme are achieved.
- The bi-borough element of the initiative is expected to deliver cumulative savings of £649k however part of this saving is offset by cost of the capitalEsourcing platform of £221k (16/17). This cost reduces by £13k in 17/18. The full set up costs are circa £156k and £43k for anticipated cost for redundancy and pension costs. These costs

of a Shared Service organized From a service user and standard have the potential to disp	aff perspect			
groups? If so, is the impac	WHEN THE RESIDENCE PROPERTY OF		arry or the rolls	Jwilig
	None	Positive	Negative	Not s
Disabled people	\boxtimes			
Particular ethnic groups				
Men or women (include impacts due to pregnancy/maternity)				
People or particular sexual orientation/s	\boxtimes			
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
People on low incomes	\boxtimes			
People in particular age groups				
Groups with particular faiths and beliefs				
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and	\boxtimes	
	communities will be?		
	None or minimal impact would be where there is	ex.	
	no negative impact identified, or where there		
	will be no change to the services for any groups.		
	Wherever a negative impact has been identified		
	you should consider undertaking a full EIA by		
	completing the rest of the form.		

1.4 Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?

	Yes ☐ No ⊠
1.5	How have you come to this decision?
	This is an internal reorganisation only inconjunction with the Royal Borough of Kensington & Chelsea and the London Borough of Hammersmith & Fulham.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses	will use your service or facility and identify who			
2.1	are likely to be impacted by the proposal				
	If you do not formally collect data about a particular group then use the results of local surveys				
		tional trends or anecdotal evidence (indicate where this is the			
	case). Please attempt to complet	e ali boxes.			
	How many people use the service				
	currently? What is this as a % of				
	Westminster's population?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Any other groups who may be				
	affected by the proposal?				

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.					
	What is the workforce profile of					
	the service? As a percentage, how	Group	Service	9	Counci	l
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29	,		148	7%
	Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%
	Gender Reassignment		•		•	

Ethnicity	65 +	33 2%			
 Pregnancy and Matern 	ity Disability				
Religion/Belief	Yes	66 3%			
• Sex	No	897 43%			
Sexual Orientation	Not Known	1115 54%			
	Ethnicity				
	Asian/Asian	145 7%			
	British				
	Black/Black	416 20%			
	British				
	Mixed	62 3%			
	White	1371 66%			
	Other	42 2%			
	Unknown	83 4%			
	Gender				
	Female	1192 57%			
	Male	886 43%			
	Pregnancy and Materni				
	11	gnant or on maternity			
	How are they aff	ected by this change			
	Delinion & Delinf				
	Religion & Belief				
	137 CONSTRUCTION TO THE CONSTRUCTION OF THE STATE OF THE	There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included Sexual Orientation			
	11				
		Sexual Orientation There is insufficient data to make an assessment on this characteristic. Any issues identified as part of			
	AND THE PROPERTY OF THE PROPER				
	-	the consultation process will be included Gender Reassignment Data on Gender Reassignment is currently not			
	available but it is unlikely				
	impact either positively				
	protected characteristic	of gender reassignment.			
	The consultation process	s should identify any issues			
	that need to be consider	red with regards to this			
	protected characteristic.				
Using the information above, a	are No				
any groups of staff					
disproportionately represente	d				
compared to the Council					
workforce?					
Does TUPE apply to this propo	sal? No				
Will the reorganisation/restructure	cture Reduction of senior mans	agement roles from three to			
result in an increase or decrease	1	abement roles from tillee to			
staff numbers? If so, approxim	20 (Bridge) (10 - 47.05)				
Total I dillice of II do, approxim					

how many?	
Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	No changes in terms and conditions with broader biborough or tri-borough (capitalEsourcing) responsibilities.

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes	\boxtimes			
	People in particular age groups				
	Groups with particular faiths and	\square			
	beliefs				
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	Any reorganisation will be subject to formal staff consultation overseen by Human Resources within each Council.
3.2	What might the potential impact on individuals, groups or staff be? Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups

Generic impact (acro	ss all groups) Non	е
Men or women (inclute to pregnancy/materi		е
People of particular someontation	sexual Non	е
People who are propundergo, are undergoundergone a process process of gender rea	oing or have or part of a	e
Disabled people	Non	e
Particular ethnic grou	ıps Non	e
People on low incom	es Non	e
People in particular a	ge groups Non	e
Groups with particula beliefs	ar faiths and Non	е
Other excluded indiv	iduals and Non	е

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).			
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact		
	Impact 2: [Insert impact here]			
	Impact 3: [Insert impact here]			
	Impact 4: [Insert impact here]			
	Impact 5: [Insert impact here]			

4.2	Now that you have considered the potential or action are you taking?	tual effect on equality, what
	No major change (no impacts identified)	\boxtimes
	Adjust the policy/proposal	
	Continue the policy/proposal (impacts identified)	
	Stop and remove the policy/proposal	
4.3	Please document the reasons for your decision	
	This is an internal reorganisation only inconjunction wi Kensington & Chelsea and the London Borough of Ha	

4.4	How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact
	No overall impact.

SECTION 5: Next Steps

p ;	
elations or fill dat	RAG
teps to foster good re	Completion Date (DD/MM/YY)
ave identified, take s	Name of Lead, Unit & Contact Details
egative impacts you h	Resources Needed
duce or remove the ne	Intended Outcome
Action Plan 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.	Action Required Equality Groups Targeted
Action Plan Complete the action gaps.	Action Required
1.19 Procurement –	Bi-borough service and capitalesourcing platform

SECTION 5: Next Steps

lations or fill data	RAG	
teps to foster good re	Completion Date (DD/MM/YY)	
nave identified, take s	Name of Lead, Unit & Contact Details	
egative impacts you k	Resources Needed	
duce or remove the ne	Intended Outcome	
Action Plan 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.	Equality Groups Targeted	
Action Plan Complete the action gaps.	Action Required	
1.។ទ Procurement –	Bi-borough service and capitalesourcing platform	n

	5.2 Risk Table				
.19 Proc	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
urement – Bi-bor	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
rough service					



1.19 Procurement – Bi-borough service and capitalesourcing platform

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: ANTHONY OZIWA
Unit: 57RHTEGIC + COMMENCIAL MOCHPONIONT,
Email & Telephone Ext: a oliver Questminster, gov. uk ×2608
Date of Completion (DD/MM/YY): 27/01/16

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
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- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Extension of the Revenue Services and Revenue Services Ancillary contracts
Lead Officer
i. Full Name – Steve Mair
ii. Position – City Treasurer
iii. Department – City Treasurer Department
iv. Contact Details -

From a service user and staff perspective, does the project, policy or proposal

Positive

Negative

have the potential to disproportionately impact on any of the following

None

 \boxtimes

 \boxtimes

groups? If so, is the impact positive or negative?

Not sure

Disabled people

maternity)

Particular ethnic groups

Men or women (include impacts due to pregnancy/

1.2

	and the second s				
	People or particular sexual orientation/s				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment		. , ,		
	People on low incomes				
	People in particular age groups		. 🗆		
	Groups with particular faiths and beliefs	. Doran			
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
	policy of proposal:				1
1.3	What do you think that the NEGATIVE impact on group		None / N	1inimal S	ignificant
1.3		be where ther r where there s for any group s been identifi g a full EIA by	e is	linimal S	ignificant
1.4	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking	be where there where there so for any groups been identified a full EIA by	e is os. ed n questions 1.2	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in assessment be carried out	be where there where there is for any group is been identified a full EIA by formation in on the project is estated.	e is os. ed questions 1.2 ect, policy or p	and 1.3, shou proposal?	Id a full

SECTION 2: EQUALITY IMPACT ASSESSMENT

Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date or consultations, census data, na case). Please attempt to complet 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
	Particular ethnic groups	
÷	Men or women (include impacts due to pregnancy/maternity)	
_	People of particular sexual orientations	,
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup affected.	o of the wor	kforce pro	file in	the servic	ce
	What is the workforce profile of		6			
	the service? As a percentage, how	Group	Service		Counci	
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				v
	workforce?	16-24			35	2%
		25-29			148	7%
	Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%
	Gender Reassignment	65 +		22	33	2%

	• Ethnicity	Disability		15
	 Pregnancy and Maternity 	Yes	66	3%
*	Religion/Belief	No	897	43%
	• Sex	Not Known	1115	54%
	 Sexual Orientation 	Ethnicity	2	
	,	Asian/Asian	145	7%
	,	British		
	9	Black/Black	416	20%
		British		* .
		Mixed	62	3%
		White	1371	66%
		Other	42	2%
		Unknown	83	4%
		Gender		
	,	Female	1192	57%
		Male	886	43%
		Pregnancy and Matern	ity	
*		 Are any staff pre 	egnant or on materr	nity
	9	 How are they af 	fected by this chang	ge
		2		
		Religion & Belief		
		There is insufficient dat	a to make an assess	ment on
		this characteristic. Any	issues identified as	part of
	· ·	the consultation proces	s will be included	
	-	Sexual Orientation		
		There is insufficient dat		
**	* Y	this characteristic. Any		part of
	*	the consultation proces	s will be included	
	*	Gender Reassignment		
		Data on Gender Reassig		
3		available but it is unlike		
	*	impact either positively	,	
		protected characteristic		
		The consultation proces that need to be conside	·	•
		protected characteristic		LIIIS
	Using the information above, are	proceeded characteristic		
,	any groups of staff			
	disproportionately represented			
	compared to the Council			
	workforce?			
	Does TUPE apply to this proposal?			
		· .		
	Will the reorganisation/restructure			3
	result in an increase or decrease in			
1				
ŀ	staff numbers? If so, approximately			

		e, i
Will the reorganisation/restructure		
result in changes in job roles or		
terms and conditions for staff? If	9	
so, what changes are proposed?	*	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a		9		
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
_	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
8	People of particular sexual				
W	orientations				
	People who are proposing to	· 🗀			
	undergo, are undergoing or have				9
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect			9	
	negatively or positively?				
			11		

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
,	i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be? Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and

	ivien or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientation	
	People who are proposing to	
11	undergo, are undergoing or have undergone a process or part of a	
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	•
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	,
	already be providing services which ca Impact 1: [Insert impact here]	on help to deal with any negative impact). Consider options as to what we can do to reduce the impact
		mpaet
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	
4.2	Now that you have considered t action are you taking?	he potential or actual effect on equality, what
	No major change (no impacts identifie	ed)
	Adjust the policy/proposal	
	Continue the policy/proposal (impacts	identified)
	Stop and remove the policy/proposal	
4.3	Please document the reasons fo	r your decision
4.4	How will the impact of the proje	ect, policy or proposal and any changes made
THE RESERVE		

those on low incomes and other excluded individuals or groups

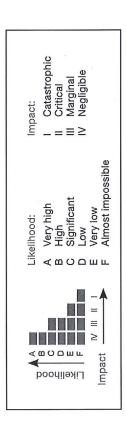
Generic impact (across all groups)

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

elations or fill data	RAG						
Action Plan 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. NB. Add any additional rows, if required.	Completion Date	(DD/MM/YY)					
have identified, take :	Name of Lead,	Unit & Contact	Details				
egative impacts you i	Resources Needed						
duce or remove the n	Intended Outcome						
Action Plan Complete the action plan if you need to re gaps. NB. Add any additional rows, if required.	Equality Groups	Targeted				٠	
Action Plan Complete the action gaps. NB. Add any additio	Action Required						
Revenue & Benefi	ts –	cont	ract	ext	ens	ion	

5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



1.20 Revenue & Benefits – contract extension

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: STEVEN MAIR
Unit: CTY TREASURER
Email & Telephone Ext: Smair & Westminster. Gov. JK
Date of Completion (DD/MM/YY): 29 01 2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

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SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Increased Treasury Management Income
Lead Officer
i. Full Name – Steve Mair
ii. Position – City Treasurer
iii. Department – City Treasurer Department
iv. Contact Details – smair@westminster.gov.uk
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that
you have considered equality throughout the process.
you have considered equality throughout the process.
SECTION 1: Initial screening: Do you need to complete an Equality Impact
Assessment (EIA)?
Not all proposals will require an EIA, this initial screening will help you decide if your project or
policy requires a full EIA by looking at the potential impact on any equality groups.
1.1 What are you analysing?
Increased budgeted income following a review of the Treasury Management
function and related matters.

including the investment strategy. From a service user and staff perspective, does the project, policy or proposal 1.2 have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative? None **Positive Negative** Not sure X Disabled people X Particular ethnic groups \boxtimes Men or women (include impacts due to pregnancy/ . 2

A number of options are considered viable to increase income for the Treasury Management Function relating to a review of the function and related matters

	maternity)				
	People or particular sexual				
-	orientation/s	N 4			
	People who are proposing to				
	undergo, are undergoing or		20		
	have undergone a process or part of a process of gender				
	reassignment				
	People on low incomes				
	People in particular age	\boxtimes			
	groups				
	Groups with particular faiths				
	and beliefs				,
	Are there any other groups	e e			
	that you think may be affected negatively or				190
	positively by this project,				
	policy or proposal?				
	pency or proposar.				
	If the answer is "negative"	or "unclear"	consider doir	ng a full EIA	
1.3	What do you think that the		None / N	1inimal S	ignificant
1.3	What do you think that the NEGATIVE impact on group		None / N		ignificant
1.3	What do you think that the				ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be?	os and			ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would	os and be where ther			ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, or	os and be where ther r where there	e is		ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service	os and be where ther r where there s for any group	e is		ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, or	be where ther r where there s for any group s been identific	e is		ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service Wherever a negative impact has	be where ther r where there s for any group s been identific g a full EIA by	e is		ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service Wherever a negative impact has you should consider undertaking	be where ther r where there s for any group s been identific g a full EIA by	e is		ignificant
	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertakin completing the rest of the form.	be where ther where there s for any groups been identifications	e is os. ed		
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	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertakin completing the rest of the form. Using the screening and in assessment be carried out.	be where there the	e is os. ed a questions 1.2	2 and 1.3, shou	
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	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service. Wherever a negative impact has you should consider undertakin completing the rest of the form. Using the screening and in assessment be carried out. Yes No Market No	be where there where there is for any groups been identified a full EIA by the formation in on the project decision?	e is os. ed questions 1.2 ect, policy or p	2 and 1.3, shou proposal?	ıld a full
1.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service. Wherever a negative impact has you should consider undertakin completing the rest of the form. Using the screening and in assessment be carried out. Yes No Modern No	be where there where there is for any group is been identified a full EIA by formation in on the project is estated.	e is os. ed questions 1.2 ect, policy or p	2 and 1.3, shou proposal?	ıld a full
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2.1	 are likely to be impacted by the If you do not formally collect date or consultations, census data, na case). Please attempt to complet 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service currently? What is this as a % of	
	Westminster's population?	E.
	Disabled people	
	Particular ethnic groups	3
	Men or women (include impacts due to pregnancy/maternity)	
1	People of particular sexual orientations	4
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
ar .	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup affected.	o of the woi	kforce pr	ofile in	the servic	ce .
	What is the workforce profile of the service? As a percentage, how	Group	Servic	e	Counci	1
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	 Gender 	60-64			115	5%

(4)	Gender Reassignment	65 +	33	2%
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	· .	Female	1192	57%
		Male	886	43%
		Pregnancy and Matern	ity	
	. *	Are any staff pre	egnant or on materi	nity
		757	fected by this chang	
		Religion & Belief		
	*	There is insufficient dat	a to make an assess	ment o
		this characteristic. Any		
		the consultation proces		parcor
		Sexual Orientation		
	,	There is insufficient dat	a to make an assess	ment or
	,	this characteristic. Any		
		the consultation proces		
		Gender Reassignment	¥	
	, · · · · · · · · · · · · · · · · · · ·	Data on Gender Reassig	nment is currently i	not
		available but it is unlike	ly that this proposal	will
		impact either positively	or negatively on the	e
		protected characteristic	of gender reassign	ment.
		The consultation proces	s should identify an	y issues
		that need to be conside	•	this
		protected characteristic		
	Using the information above, are			
9	any groups of staff	¥		
	disproportionately represented			
	compared to the Council			
	workforce?			
	Does TUPE apply to this proposal?			
	*	*		
	Will the vegetiestics to the total			
	Will the reorganisation/restructure		*	
	result in an increase or decrease in			
- 1	staff numbers? If so, approximately			

	how many?	e ^t	
	Will the reorganisation/restructure result in changes in job roles or		
3	terms and conditions for staff? If	, s	
	so, what changes are proposed?	•	-2

2.3	Summary (to be completed follo	owing analysi	s of the evider	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
-	have the potential to have a	*		že.	
	disproportionate impact on any of				
	the following groups? If so, is the				R
	impact positive or negative?		,		
	Disabled people			\	
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations	-			
	People who are proposing to				ļ. <u>L</u>
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs	* "			
	Are there any other groups that			Ш.	
	you think this proposal may affect	9			
	negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

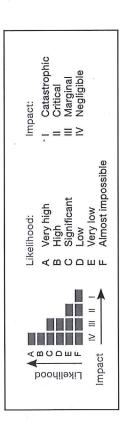
Ger Me to p Peo orie Peo und und pro	neric impact (across all groups) In or women (include impacts depregnancy/maternity) In ple of particular sexual entation Include who are proposing to lergo, are undergoing or have lergone a process or part of a cess of gender reassignment	
Me to p Peo orie Peo und und pro	n or women (include impacts de pregnancy/maternity) ople of particular sexual entation ople who are proposing to lergo, are undergoing or have lergone a process or part of a	ue
to produce	pregnancy/maternity) uple of particular sexual entation uple who are proposing to lergo, are undergoing or have lergone a process or part of a	
Ped orie Ped und und pro	pple of particular sexual entation ple who are proposing to lergo, are undergoing or have lergone a process or part of a	
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und und pro	lergo, are undergoing or have lergone a process or part of a	
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pro		
	cess of gender reassignment	
DIS		·
	abled people	
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	ple on low incomes	*
	ple in particular age groups	
1	ups with particular faiths and	,
beli		
gro	er excluded individuals and	
8.00		
		about the Council as a whole, another service area may can help to deal with any negative impact).
	act 1: [Insert impact here]	can help to dear with any negative impact).
		Consider options as to what we can do to reduce th
	ast at [most timpact here]	Consider options as to what we can do to reduce the impact
	and at [mont impact nere]	Consider options as to what we can do to reduce the impact
Imp	act 2: [Insert impact here]	-
		-
Imp	act 2: [Insert impact here]	-
Imp	act 2: [Insert impact here] act 3: [Insert impact here]	-
Imp	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here]	-
Imp	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here]	impact
Impa Impa Impa	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered	-
Impaired Imp	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered on are you taking?	the potential or actual effect on equality, wh
Impaired Imp	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered on are you taking? major change (no impacts identif	the potential or actual effect on equality, wh
Important Import	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered on are you taking? major change (no impacts identicated the policy/proposal	the potential or actual effect on equality, where the potential or actual effect on equality and the field)
Important Import	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered on are you taking? major change (no impacts identified the policy/proposal tinue the policy/proposal (impact)	d the potential or actual effect on equality, where the potential or actual effect on equality and the potential effect of the potential effect or equality and the potential effect of the potential effect or equality and the potential effect of the
Impa Impa Impa 2 Nov acti No r Adju Cont	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered on are you taking? major change (no impacts identified the policy/proposal tinue the policy/proposal (impact and remove the policy/proposal	impact d the potential or actual effect on equality, where the potential or actual effect on equality is actually actually actually the potential or actual effect on equality is actually actuall
Impa Impa Impa 2 Nov acti No r Adju Cont	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered on are you taking? major change (no impacts identified the policy/proposal tinue the policy/proposal (impact)	impact d the potential or actual effect on equality, where the potential or actual effect on equality is actually actually actually the potential or actual effect on equality is actually actuall
Impa Impa Impa .2 Nov acti No r Adju Cont	act 2: [Insert impact here] act 3: [Insert impact here] act 4: [Insert impact here] act 5: [Insert impact here] w that you have considered on are you taking? major change (no impacts identified the policy/proposal tinue the policy/proposal (impact and remove the policy/proposal	impact d the potential or actual effect on equality, where the potential or actual effect on equality is actually actually actually the potential or actual effect on equality is actually actuall

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

lations or fill data	RAG		į.		
Action Plan 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. NB. Add any additional rows, if required.	Completion Date (DD/MM/YY)				
have identified, take s	Name of Lead, Unit & Contact Details	2			
egative impacts you l	Resources Needed	2			
duce or remove the n	Intended Outcome				
Action Plan Complete the action plan if you need to re gaps. NB. Add any additional rows, if required.	Equality Groups Targeted				
Action Plan Complete the action gaps. NB. Add any additio	Action Required				
Increased Treasu	ry Manageme	ent I	ncor	ne	

5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
다. 보고 Seed Treasury Managemen	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



1.21 Increased Treasury Management Income

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: STEVEN MAIR
Unit: CITY TREASURER
Email & Telephone Ext: Smair a Westminster gov. UK
Date of Completion (DD/MM/YY): $29/01/2016$

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: <u>www.learningpool.com/westminster/course/view.php?id=159</u>

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title o	of Proposal				
	ing Chief Executive's budgets				
Lead (Officer				
i.	Siobhan Coldwell				
ii.	Chief of Staff				
iii.	Chief Executive's				
iv.	18 th Floor, Westminster City Hall x 6596 or <u>scoldwell@westminster.gov.uk</u>				
Has th	nis project, policy or proposal had an EIA carried out on it previously? If yes,				
please	e state date of original and append to this document for information.				
Yes	No 🖂				
Date o	f original EIA:				
Version	on number and date of update				
DRAFT	v0.1				
	ON 1: Initial screening: Do you need to complete an Equality Impact essment (EIA)?				
	I proposals will require an EIA, this initial screening will help you decide if your project or requires a full EIA by looking at the potential impact on any equality groups.				
1.1	What are you analysing?				
	What is the project, policy or proposal?				
	 What is the purpose of the policy/project/activity/strategy? 				
	In what context will it operate?				
	What results are intended?				
	Why is it needed?				
	Who is it intended to benefit and how?				
	Who, potentially, could this project, policy or proposal have a detrimental effect on,				
	and how?				
	A member of the public should have a good grasp of the proposal after reading this section.				
	A member of the public should have a good grasp of the proposal after reading this section.				
1.2	From a service user and staff perspective, does the project, policy or proposal				
1.2	have the potential to <u>disproportionately</u> impact on any of the following				
	groups? If so, is the impact positive or negative? None Positive Negative Not sure				

 \boxtimes

 \boxtimes

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Disabled people

Particular ethnic groups

Men or women (include impacts due to pregnancy/

	orientation/s						
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender						
	reassignment						
	People on low incomes						
	People in particular age groups						
	Groups with particular faiths and beliefs						
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?						
			П	П			
1.3	If the answer is "negative" What do you think that the		" consider doir None / N		Significant		
1.5			None / N	inimiai .	Jigiiiiicanic		
	NEGATIVE impact on group	os and					
	communities will be?		470				
	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.						
1.4	Using the screening and in assessment be carried out				uld a full		
	Yes ☐ No ☒						
1.5	How have you come to thi	s decision?	UNIVERSE AND	17 15 12 E	TO THE REAL PROPERTY.		
	The aim of the proposal is to rebuild the budgets for each of the teams in the department so they reflect current spending commitments. Overall historically there has been an underspend across the budgets and removing these underspends will deliver the savings. There will be no impact on the delivery of the services and no staff will be impacted on any way.						
	*						

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maternity)

People or particular sexual

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Pautianiau athuis guarras	
	Particular ethnic groups	
	Men or women (include impacts due	,
	to pregnancy/maternity)	
	, , , , , , , , , , , , , , , , , , , ,	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	1 1 3 3 .	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

What is the workforce profile of					
the service? As a percentage, how	Group	Servic	e	Counci	il
does this compare to the profile of		No	%	No	%
Westminster City Council	Age				
workforce?	16-24			35	2%
	25-29			148	7%
• Age	30-44			893	43%
 Disability 	45-59			854	41%
 Gender 	60-64			115	5%

Gender Reassignment	65 +	33 2%
• Ethnicity	Disability	33 270
 Pregnancy and Maternity 	Yes	66 3%
Religion/Belief	No	897 43%
Sex	Not Known	1115 54%
Sexual Orientation	Ethnicity	1113 3470
Sexual Offentation	Asian/Asian	145 7%
	British	143 770
	Black/Black	416 20%
	British	
	Mixed	62 3%
	White	1371 66%
	Other	42 2%
	Unknown	83 4%
	Gender	
	Female	1192 57%
	Male	886 43%
	Pregnancy and Maternity	
		nant or on maternity
		cted by this change
		,
	Religion & Belief	
	There is insufficient data t	to make an assessment on
	this characteristic. Any iss	
	the consultation process v	-
	Sexual Orientation	III be illerade
		o make an assessment on
	this characteristic. Any iss	
	the consultation process v	
	Gender Reassignment	
	Data on Gender Reassignr	nent is currently not
	available but it is unlikely	·•
	impact either positively or	negatively on the
	protected characteristic of	f gender reassignment.
	The consultation process s	should identify any issues
	that need to be considere	d with regards to this
	protected characteristic.	
Using the information above, are	No service delivery is affect	0.E.)
any groups of staff	staff, therefore sections ab	ove have not been
disproportionately represented	completed.	
compared to the Council		
workforce?		
Does TUPE apply to this proposal?	NO	
VACIDADO DO COMO DE CO	N/A	
Will the reorganisation/restructure result in an increase or decrease in		
result in an increase or decrease in	N/A	
staff numbers? If so, approximately		

how many?	
Will the reorganisation/restructure	N/A
result in changes in job roles or	
terms and conditions for staff? If	
so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)	<u> </u>			
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups			ne	
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?				

SECTION 3: Assessing 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.

3.1	policy or proposal	ion activity undertaken in relation to this project,
	i. Who will you consult with?	
	ii. How will you consult? (inc mee	ting dates, activity undertaken & groups consulted)
3.2		on individuals, groups or staff be?
		orientation, transgender, age, faith or belief and
	those on low incomes and other exclude	ed individuals or groups
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientation	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an in			
	the impact? (Remember to think ab			
	already be providing services which co			
	Impact 1: [Insert impact here]		o what we can do to reduce the	
		impact		
	Impact 2: [Insert impact here]			
	Impact 3: [Insert impact here]			
	Impact 4: [Insert impact here]			
	Impact 5: [Insert impact here]			
4.2	Now that you have considered	the potential or ac	tual effect on equality, what	
	action are you taking?			
	No major change (no impacts identification	ed)	\boxtimes	
	Adjust the policy/proposal			
	Continue the policy/proposal (impacts identified)			
	Stop and remove the policy/proposal			
4.3	Please document the reasons for	or your decision		
4.4	How will the impact of the proj	ect, policy or propo	osal and any changes made	
	to reduce the impact be monito	ored?		
4.5	Conclusion			
	This section should record the overall	impact, who will be in	pacted upon and the steps being	
	taken to reduce/mitigate impact			

SECTION 5: Next Steps

1							
્ર <u>ા</u> જે.ડ	Action Plan						· · · · · · · · · · · · · · · · · · ·
hief	Complete the action	plan if you need to re	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	egative impacts you h	ave identified, take st	eps to foster good re	ations or fill data
of Sta	gaps.						
ff - revi	NB. Add any additio	NB. Add any additional rows, if required.					
ew c	Action Required	Equality Groups	Intended Outcome	Resources Needed	Name of Lead,	Completion Date	RAG
of bu		Targeted			Unit & Contact	(DD/MM/YY)	
dge					Details		
ts							

5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to	Current risk score	Further actions to be
nief			mitigate the risk		developed
R1.1	[Enter risk here]	Enter here the likely	[Record here any	[Using the key below,	[Enter here any actions
aff -		impact if the risk came	actions already in place	enter the current risk	that can be developed
revi		to pass]	to reduce the risk]	score]	in future to reduce the
ew c					risk identified]
of bu					
dge					
s					



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: SIOBHAN CODDATELL
Unit: Chief of Stall
Email & Telephone Ext:6596
Date of Completion (DD/MM/YY):

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Print & Document Management
Lead Officer
i. Anthony Oliver
ii. Chief Procurement Officer
iii. Strategic & Commercial Procurement
iv. Contact Details
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
Version 1_17/11/2015

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 What are you analysing?

- Consolidation of a number of services relating to Print and Document Management, such as Parking, Planning, MFD's, Print Management and Reprographics under a single supplier framework agreement. This includes a new fleet of MFDs and "Follow You" Equitrac software across the full Westminster estate and an updated print room facility on the 15th floor. The framework awarded by Westminster is available to 19 other local authorities who signed up to the Contract Notice.
- To deliver savings as follows:
 - £244k from MFD contract savings (therefore £184k after accounting for £60K legacy IT budget saving)
 - o £80K from print and reprographics contract savings
 - o Parking saving is £325k PA compared to agreed baseline
 - o Programme is enabling £200 savings in the Planning Transformation Programme
 - Wide Format annual contract saving £8k

1.2	From a service user and st have the potential to disp				
	groups? If so, is the impac	t positive o	r negative?		
		None	Positive	Negative	Not sure
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/ maternity)				
	People or particular sexual orientation/s			2	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes	\boxtimes			
	People in particular age groups				
	Groups with particular faiths and beliefs				
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
	promote proposition				
1.3	If the answer is "negative" What do you think that the NEGATIVE impact on group	e overall	" consider doir	linimal S	Significant
	None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form.	r where there s for any grou s been identifi g a full EIA by	re is ! ps. ed		
1.4	Using the screening and in assessment be carried out Yes No No How have you come to this	on the proj			ıld a full

1	This is an internal transformation of business processes to drive efficiency and reduce costs.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses/w	vill use your service or facility and identify who
	are likely to be impacted by the	proposal
		about a particular group then use the results of local surveys
		ional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complete	all boxes.
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeu affected.	o of the wo	rkforce pro	ofile in	the servic	ce
	What is the workforce profile of	-				*
	the service? As a percentage, how	Group	Service	9	Counci	Ī
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age		•		
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	 Gender 	60-64			115	5%
	Gender Reassignment	1		1		

• Ethnicity	65 +	33	2%
 Pregnancy and Maternity 	Disability		1270
Religion/Belief	Yes	66	3%
• Sex	No	897	43%
Sexual Orientation	Not Known	1115	54%
	Ethnicity		0.00
	Asian/Asian	145	7%
	British		
	Black/Black	416	20%
	British		
	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
	Gender		
	Female	1192	57%
	Male	886	43%
	Pregnancy and Matern	ity	
	Are any staff process.	egnant or on matern	ity
	 How are they af 	fected by this chang	e
	Religion & Belief		
	There is insufficient dat		
	this characteristic. Any		part of
	the consultation proces	ss will be included	
	Sexual Orientation		
	There is insufficient dat		
	this characteristic. Any		part of
	the consultation proces	ss will be included	
	Gender Reassignment		
	Data on Gender Reassig	- ·	
	available but it is unlike	and the second s	
	impact either positively protected characteristic		1
	The consultation proces		
	that need to be consider		
	protected characteristic	-	.1115
Using the information above, are	No	T-1	
any groups of staff			
disproportionately represented			
compared to the Council			
workforce?			
Does TUPE apply to this proposal?	No		
Will the reorganisation/restructure			
result in an increase or decrease in			
staff numbers? If so, approximately			

	how many?		
Ī	Will the reorganisation/	restructure	
	result in changes in job	roles or	
	terms and conditions fo	r staff? If	
	so, what changes are pr	oposed?	

2.3 Summary (to be completed foll	owing analysi	s of the evide	nce above)	
Does the project, policy or proposal	None	Positive	Negative	Not sure
have the potential to have a				
disproportionate impact on any of				
the following groups? If so, is the				
impact positive or negative?				
Disabled people				
Particular ethnic groups				
Men or women (include impacts due				
to pregnancy/maternity)				
People of particular sexual				
orientations				
People who are proposing to			Ш	
undergo, are undergoing or have				
undergone a process or part of a				
process of gender reassignment				
People on low incomes				
People in particular age groups				
Groups with particular faiths and beliefs				
Are there any other groups that				
you think this proposal may affect			_	
negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	This is an internal transformation of business processes to drive efficiency and reduce costs. The Executive Management Team were consulted and a Programme Board put in place with representation from key stakeholders.
3.2	What might the potential impact on individuals, groups or staff be? Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and

those on low incomes and other exclude	ed individuals or groups
Generic impact (across all groups)	None
Men or women (include impacts due to pregnancy/maternity)	None
People of particular sexual orientation	None
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	None
Disabled people	None
Particular ethnic groups	None
People on low incomes	None
People in particular age groups	None
Groups with particular faiths and beliefs	None
Other excluded individuals and groups	None

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	the impact? (Remember to think ab	mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

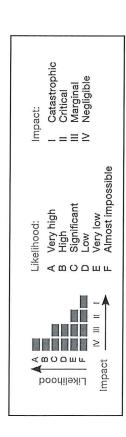
4.2	Now that you have considered the potential or action are you taking?	ctual effect on equality, what
	No major change (no impacts identified)	\boxtimes
	Adjust the policy/proposal	
	Continue the policy/proposal (impacts identified)	
	Stop and remove the policy/proposal	
4.3	Please document the reasons for your decision	
	This is an internal transformation of business processe costs.	es to drive efficiency and reduce

4.4	How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact No overall impact.

SECTION 5: Next Steps

Print and doc	Action Plan Complete the action gaps.	ı plan if you need to re	Action Plan 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.	gative impacts you h	ave identified, take st	eps to foster good re	ations or fill data
umei	NB. Add any additio	NB. Add any additional rows, if required.					
nt managem	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
ent							

	Further actions to be developed	[Enter here any actions that can be developed in future to reduce the risk identified]	
	Current risk score	[Using the key below, enter the current risk score]	
	Actions in place to mitigate the risk	[Record here any actions already in place to reduce the risk]	
	Impact	[Enter here the likely impact if the risk came to pass]	
5.2 Risk Table	Risk	[Enter risk here]	
5.2 Ris	23 Prin	T. T. W. T.	agement



1.23 Print and document management

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: ANTHONY DILIWA
Unit: STRATEGIC + COTHERCIAL PROCUROHENT,
Email & Telephone Ext: acliver @ westminster gov. uk x 2608
Date of Completion (DD/MM/YY): 27/61/16

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
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- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

			ON BUILDING ASSESSED		(A) This 2 is 20 4 is	
Lead	Officer					
i.	,					
ii.	Chief Procurement Officer					
	Procurement					
THE PROPERTY OF	aoliver@westminster.gov.uk I	The second secon				
	his project, policy or propo e state date of original and					
Yes	No 🔀					
NO AND AND THE	of original EIA:					
Versi	on number and date of upo	late				
You w	ill need to update your EIA as yo	u move throug	h the decision-m	aking process. Re	ecord the	
versio	n number here and the date you	updated the E	IA. Keep all versi	ons so you have e	vidence that	
you ha	ave considered equality through	out the process	5.			
SECTI	ON 1: Initial screening: Do	vou need to	complete an	Equality Impac	t	
	essment (EIA)?	,				
A330	ESSITICITE (EIA):					
Not al	ll proposals will require an EIA	this initial s	creening will he	In you decide if	vour project or	
			_		your project or	
policy	policy requires a full EIA by looking at the potential impact on any equality groups.					
11	What are you analysing?			(A)		
1.1	What are you analysing?					
	Development of commerci		•		_	
	 Generating income through pan London Frameworks let by City Council 					
	 Promotion of capitalEsou 	ircing as solu	ution of choice	for local autho	orities	
	 Development of Business 	s Case for pr	ocurement tra	ded model "co	nsultancy	
	practice" offering service					
		es to other it	Jear authornie	s and public se	2101	
	organisations.					
1.2	From a service user and st	aff perspect	ive, does the I	project, policy	or proposal	
	have the potential to disp	roportionate	ely impact on	any of the follo	wing	
	groups? If so, is the impac					
		None	Positive	Negative	Not sure	
	Disabled needle			Tregative	THOU SUITE	
	Disabled people					
	Particular ethnic groups					
	Men or women (include					
	impacts due to pregnancy/					
	maternity)					

Title of Proposal

Development of Commercial Operating Model for Procurement

	People or particular sexual orientation/s				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and beliefs				
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
	policy of proposar:				
	If the answer is "negative"				
1.3	What do you think that the		None / M	inimal S	ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be?		None / M	inimal S	ignificant
1.3	NEGATIVE impact on group	be where there the there	e is 0s.	inimal S	
	NEGATIVE impact on group communities will be? None or minimal impact would into negative impact identified, owill be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form.	be where there r where there s for any group been identifie g a full EIA by	e is os. ed		
1.4	NEGATIVE impact on group communities will be? None or minimal impact would I no negative impact identified, o will be no change to the services. Wherever a negative impact has you should consider undertaking	be where there where there so for any group to been identified a full EIA by	e is os. ed	and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would into negative impact identified, owill be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and intassessment be carried out	be where there r where there s for any group been identifie g a full EIA by formation in on the proje	e is os. ed	and 1.3, shou	

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses/v	will use your service or facility and identify who
	are likely to be impacted by the	보통하다 이 나는 이후 사용되는 때문에 없었다면 이는 사람들이 되는 아내를 하는데 아니라 내가 다른 사람들이 살아 없다.
		a about a particular group then use the results of local surveys
		tional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complete	e all boxes.
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.					
	What is the workforce profile of					
	the service? As a percentage, how	Group	Servic	е	Counci	I
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

Gender Reassignment	65 +	33	2%
Ethnicity	Disability		1
 Pregnancy and Maternity 	Yes	66	3%
Religion/Belief	No	897	43%
• Sex	Not Known	1115	54%
 Sexual Orientation 	Ethnicity		
	Asian/Asian	145	7%
	British		
	Black/Black	416	20%
	British		
	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
	Gender		
	Female	1192	57%
	Male	886	43%
	Pregnancy and Matern		
	 Are any staff pre 	egnant or on matern	ity
	 How are they af 	fected by this chang	e
	Religion & Belief There is insufficient dat	a to make an assessi	ment or
	A PERSON OF THE PROPERTY AND AND ADDRESS OF THE PROPERTY OF TH		
	this characteristic. Any the consultation proces		partor
	Sexual Orientation	s will be iliciaded	
	There is insufficient dat	a to make an assess	ment on
	this characteristic. Any		
	the consultation proces	•	541 C 51
	Gender Reassignment	5 Will be intoluded	
	Data on Gender Reassig	nment is currently n	ot
	available but it is unlike	ly that this proposal	will
	impact either positively protected characteristic		
	The consultation proces	0	
	that need to be conside	•	-
	protected characteristic	•	5
Using the information above, are	1	201	
any groups of staff			
disproportionately represented			
compared to the Council			
workforce?			
Does TUPE apply to this proposal?			
Will the reorganisation/restructure			
result in an increase or decrease in			
staff numbers? If so, approximately			

how many?	
Will the reorganisation/restructure result in changes in job roles or	
terms and conditions for staff? If	
so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the		2		
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

	those on low incomes and other exclu	uca marviadais or groups	
	Generic impact (across all groups)		
	Men or women (include impacts due	2	
	to pregnancy/maternity)		
	People of particular sexual		
	orientation		
	People who are proposing to		
	undergo, are undergoing or have undergone a process or part of a		
	process of gender reassignment		
	Disabled people		
	Particular ethnic groups		***************************************
	People on low incomes		
	People in particular age groups		
_	Groups with particular faiths and		
	beliefs		
	Other excluded individuals and		
a re ualit	groups ION 4: Reducing & Mitigating Impendent of what you have learned, what can try groups and other excluded / vulnerable of the whole you have identified an in	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red	uce or mitig
a re ualit	ION 4: Reducing & Mitigating Impesuit of what you have learned, what can ty groups and other excluded / vulnerable of the impact? (Remember to think about the impact?)	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another s	uce or mitig
a re ualit	ION 4: Reducing & Mitigating Impession of what you have learned, what can groups and other excluded / vulnerable groups where you have identified an in	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another s	uce or mitig ervice area ma act).
a re Ialit	ION 4: Reducing & Mitigating Impesuit of what you have learned, what can by groups and other excluded / vulnerable of the impact? (Remember to think abalready be providing services which can be impact).	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to reduct the Council as a whole, another san help to deal with any negative imp	uce or mitig ervice area ma act).
a re Ialit	ION 4: Reducing & Mitigating Impossible of what you have learned, what can be groups and other excluded / vulnerable of the impact? (Remember to think about already be providing services which collimpact 1: [Insert impact here]	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative impactions as to what we can	uce or mitig ervice area ma act).
a re ıalit	ION 4: Reducing & Mitigating Imposed of what you have learned, what can be groups and other excluded / vulnerable of the impact? (Remember to think about already be providing services which collimpact 1: [Insert impact here]	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative impactions as to what we can	uce or mitig ervice area ma act).
a re ualit	ION 4: Reducing & Mitigating Impost 1: [Insert impact here] Impact 3: [Insert impact here]	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative impactions as to what we can	uce or mitig ervice area ma act).
a re ualit	ION 4: Reducing & Mitigating Impact 4: [Insert impact here] ION 4: Reducing & Mitigating Impact 4: [Insert impact here]	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative impactions as to what we can	uce or mitig ervice area ma act).
a re	ION 4: Reducing & Mitigating Impost 1: [Insert impact here] Impact 3: [Insert impact here]	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative impactions as to what we can	uce or mitig ervice area ma act).
a reuualit	ION 4: Reducing & Mitigating Impact 4: [Insert impact here] Impact 5: [Insert impact here] Impact 5: [Insert impact here]	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative imports consider options as to what we can impact	uce or mitig ervice area ma act). do to reduce t
a re	Where you have identified an in the impact? (Remember to think at already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative imports consider options as to what we can impact	uce or mitig ervice area ma act). do to reduce t
a reualit	ION 4: Reducing & Mitigating Impost of what you have learned, what can be groups and other excluded / vulnerable of the impact? (Remember to think about already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking?	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative implementations as to what we can impact the potential or actual effect on	uce or mitig ervice area ma act). do to reduce t
a re	ION 4: Reducing & Mitigating Imposed of what you have learned, what can be groups and other excluded / vulnerable of the impact? (Remember to think about already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identification)	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to red out the Council as a whole, another san help to deal with any negative implementations as to what we can impact the potential or actual effect on	uce or mitig ervice area ma act). do to reduce t
a re ualit	ION 4: Reducing & Mitigating Imposult of what you have learned, what can be groups and other excluded / vulnerable of the impact? (Remember to think about already be providing services which could be impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identified Adjust the policy/proposal	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to reduce the Council as a whole, another san help to deal with any negative impact. Consider options as to what we can impact. The potential or actual effect on ed)	uce or mitig ervice area ma act). do to reduce t
a re	ION 4: Reducing & Mitigating Imposed of what you have learned, what can be groups and other excluded / vulnerable of the impact? (Remember to think about already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identification)	you do to minimise the impact of the paroups, as outlined above? mpact, what can be done to reduce the Council as a whole, another san help to deal with any negative impact. Consider options as to what we can impact. The potential or actual effect on ed)	uce or mitig ervice area ma act). do to reduce t

How will the impact of the project, policy or proposal and any changes made

4.4

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

1. Z Commercial c	Action Plan Complete the action gaps.	Action Plan Complete the action plan if you need to reduce or remove th gaps.	educe or remove the ne	ne negative impacts you have identified, take steps to foster good relations or fill data	ave identified, take st	teps to foster good re	lations or fill data
opera	NB. Add any additio	NB. Add any additional rows, if required.					
ting model fo	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
or pr							
ocui							
reme							
ent							

	Impact Actions in place to Current risk score Further actions to be mitigate the risk	[Enter here the likely [Record here any [Using the key below, impact if the risk came actions already in place enter the current risk to pass] to reduce the risk] score]
5.2 Risk Table	Risk	[Enter risk here]
	ያ 24 Com	mercial operating model for p



1.24 Commercial operating model for procurement

Signature: Mulhoy for Commence of the Reconstructor of the Commence of the Com

Date of Completion (DD/MM/YY): 27/1/16

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk





EQUALITY IMPACT ASSESSMENT TOOL

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Further Guidance

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Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal				
1.25 - MTP: Corporate Property Strategy, Property rationalisation and asset management and Rationalising buildings occupied by the voluntary sector				
Lead Officer				
 i. Full Name Guy Slocombe ii. Position Director of Property, Investment & Estates iii. Department Corporate Property iv. Contact Details gslocombe@westminster.gov.uk 				
Has this project, policy or proposal had an EIA carried out on it previously? If yes,				
please state date of original and append to this document for information.				
Yes No 🖂				
Date of original EIA: We do not believe an EIA is required at this point as nothing has been designed, built or rationalised. All are at early feasibility stage and are unable to provide further comment until taken further				
Version number and date of update				
You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.				
SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)? Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.				
1.1 What are you analysing?				
This programme comprises the redevelopment and rationalisation of key Council owned properties to generate new or improved revenue. The redevelopment projects are at varying stages of project planning and the deliverables are subject to amendment as the concepts mature. In addition the projects will be subject to usual development risks including planning, market and finance.				

From a service user and staff perspective, does the project, policy or proposal

Positive

Negative

have the potential to disproportionately impact on any of the following

None

X

X

groups? If so, is the impact positive or negative?

Not sure

Disabled people

Particular ethnic groups

Men or women (include impacts due to pregnancy/

1.2

	maternity)				
	People or particular sexual				
	orientation/s				
	People who are proposing to				
	undergo, are undergoing or		g g	×.	
	have undergone a process or	-	· · · · · · · ·		
	part of a process of gender		-	э х	
	reassignment		541		
	People on low incomes	\boxtimes			
	People in particular age			П	П
	groups	_			
	Groups with particular faiths				
	and beliefs			. —	
	Are there any other groups				
	that you think may be				
	affected negatively or				
	positively by this project,				:
	policy or proposal?	i)	£ ,		
	ропсу от рторозит.				
	If the answer is "negative"	9		¥.	
.3	What do you think that the	e overall	" consider doi	¥.	Significant
.3	What do you think that the NEGATIVE impact on group	e overall		· ·	
3	What do you think that the	e overall		· ·	
.3	What do you think that the NEGATIVE impact on group	e overall		· ·	
.3	What do you think that the NEGATIVE impact on group	e overall os and	None / N	· ·	
.3	What do you think that the NEGATIVE impact on group communities will be?	e overall os and be where the	None / No	· ·	
3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would	e overall os and be where the r where there	None / No	· ·	
3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o	e overall os and be where the r where there s for any grou	None / No	· ·	
.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the services.	e overall os and be where the r where there s for any grou s been identif	None / No	· ·	
.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the services. Wherever a negative impact has	be overall be where the r where there s for any grou be been identif g a full EIA by	None / No	· ·	
.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking	be overall be where the r where there s for any grou be been identif g a full EIA by	None / No	· ·	
	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form.	e overall os and be where they r where there s for any grou s been identif g a full EIA by	re is esps.	Vinimal	Significant
	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in	be overall be where the r where there s for any grou s been identif g a full EIA by formation i	None / No	Vinimal 2 and 1.3, si	Significant
	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and impassessment be carried out	be overall be where the r where there s for any grou s been identif g a full EIA by formation i	None / No	Vinimal 2 and 1.3, si	Significant
	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in	be overall be where the r where there s for any grou s been identif g a full EIA by formation i	None / No	Vinimal 2 and 1.3, si	Significant
.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in assessment be carried out Yes No	be where the where the solution formation in the proj	None / No	Vinimal 2 and 1.3, si	Significant
.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and impacts assessment be carried out Yes No Modern No Mode	be where the r where there is for any grous been identifing a full EIA by formation in on the project of the pr	None / No	2 and 1.3, sloroposal?	Significant I
.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and impact has you should consider undertaking the rest of the form. Using the screening and impact has you have you come to this The scheme does not dispropression.	be where the r where there is for any grous been identifing a full EIA by formation in on the projection of the projecti	n questions 1 ect, policy or p	2 and 1.3, sloroposal?	Significant hould a full s including
.4	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and impacts assessment be carried out Yes No Modern No Mode	be where the r where there is for any grous been identifing a full EIA by formation in on the projection of the projecti	n questions 1 ect, policy or p	2 and 1.3, sloroposal?	Significant hould a full s including

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	are likely to be impacted by theIf you do not formally collect date	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
	Particular ethnic groups	
я	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
¥)	Any other groups who may be	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.						
	What is the workforce profile of	Group	Service	1 -	Counci	1	
	the service? As a percentage, how does this compare to the profile of	Group	No	- %	No	%	
	Westminster City Council	Age				4	
10	workforce?	16-24			35	2%	
		25-29			148	7%	
	• Age	30-44			893	43%	
	Disability	45-59			854	41%	
	Gender	60-64			115	5%	

affected by the proposal?

Gender Reassignment	65 +	33	2%
_			270
		66	3%
			43%
			54%
SIII: 904(CM)			3 170
Johan Grieffiadion		145	7%
			//
	Black/Black	416	20%
4	British		
	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
1 ,	Gender		
	Female	1192	57%
a a	Male	886	43%
,	Pregnancy and Materni		
			nity
	11	•	
v 5		,	
	,		
	Religion & Belief		
	There is insufficient data	a to make an assess	ment or
*	1 1		part o.
er .	Sexual Orientation	*	li .
. ,	There is insufficient data	a to make an assess	ment or
·	this characteristic. Any	issues identified as	part of
	the consultation process	s will be included	
	Gender Reassignment		
	Data on Gender Reassig	nment is currently	not
	available but it is unlikel	y that this proposa	l will
	11 ~		
	11	• **	•
	I II		this
Hairanda information 1	protected characteristic	•	
	×		
	•		
	2		
	1	*	
2003 FOLE apply to this proposal:			
Will the reorganisation/restructure	x x		
viie i eei gaineation/i coti actal c	n n		
result in an increase or decrease in			
	 Gender Reassignment Ethnicity Pregnancy and Maternity Religion/Belief Sex Sexual Orientation Using the information above, are any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal?	Ethnicity Pregnancy and Maternity Religion/Belief Sex Sexual Orientation Ethnicity Asian/Asian British Black/Black British Mixed White Other Unknown Gender Female Male Pregnancy and Maternit • Are any staff pre • How are they aff Religion & Belief There is insufficient data this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassig available but it is unlikel impact either positively protected characteristic. The consultation process that need to be consided protected characteristic. Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?	Ethnicity Pregnancy and Maternity Religion/Belief Sex Sexual Orientation Ethnicity Asian/Asian

how many?	
Will the reorganisation/restructure result in changes in job roles or	,
terms and conditions for staff? If so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evider	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a		x .		
	disproportionate impact on any of				
	the following groups? If so, is the				1
	impact positive or negative?				
G.	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/maternity)		<u> </u>		
	People of particular sexual				
*	orientations		a .		
	People who are proposing to				
	undergo, are undergoing or have		1		
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect				2
	negatively or positively?	A CONTRACTOR OF THE CONTRACTOR	,		
					g g

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

4.1	the impact? (Remember to think a already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	impact, what can be done to reduce or mitigate about the Council as a whole, another service area may can help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what
	the impact? (Remember to think a already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the impact
4.1	the impact? (Remember to think a already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	the impact? (Remember to think a already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	the impact? (Remember to think a already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	the impact? (Remember to think a already be providing services which impact 1: [Insert impact here] Impact 2: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	the impact? (Remember to think a already be providing services which impact 1: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	the impact? (Remember to think already be providing services which	can help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	the impact? (Remember to think already be providing services which	about the Council as a whole, another service area may can help to deal with any negative impact).
4.1	the impact? (Remember to think o	about the Council as a whole, another service area may
4.1		
11	Whore you have identified an	import what can be done to will be in
	ity groups and other excluded / vulnerable	
	FION 4: Reducing & Mitigating In result of what you have learned, what co	npact an you do to minimise the impact of the proposed changes o
	W W	
	groups	_
	Other excluded individuals and	
n	Groups with particular faiths and beliefs	
	People in particular age groups	
	People on low incomes	
	Particular ethnic groups	
	Disabled people	
	undergone a process or part of a process of gender reassignment	•
	undergo, are undergoing or have	
	People who are proposing to	
	orientation	
1	People of particular sexual	
	to pregnancy/maternity)	,

Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and

those on low incomes and other excluded individuals or groups

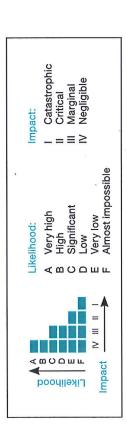
Generic impact (across all groups)

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

.25 Corporate F	Action Plan Complete the action gaps.	Action Plan 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.	educe or remove the n	egative impacts you h	ave identified, take s	teps to foster good re	lations or fill data
Property	NB. Add any additio	NB. Add any additional rows, if required.					
y Strategy	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact	Completion Date (DD/MM/YY)	RAG
					Details		
2						5)	
				5.		×	
					2	4	
	35						
×							

Ref Risk Current risk score R1.1 [Enter risk here] [Enter here the likely impact if the risk came to pass] [Letter the risk came actions already in place actions are actions actions.	5.2 Ri	5.2 Risk Table		100 · 100 ·		
R1.1 [Enter risk here] [Enter here the likely [Record here any [Using the key below, impact if the risk came actions already in place enter the current risk to pass] to reduce the risk] score]		Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
		[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



1.25 Corporate Property Strategy

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name: Guy Slo¢ombe (Director of Property, Investments and Estates)

Unit: Corporate Property

Email & Telephone Ext: gslocombe@westminster.gov.uk ext. 5465

Date of Completion (DD/MM/YY): 21/12/15

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



Cy

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
1.40 - MTP: Corporate Property Strategy, Property rationalisation and asset management and Rationalising buildings occupied by the voluntary sector
Lead Officer
 i. Full Name Guy Slocombe ii. Position Director of Property, Investment & Estates iii. Department Corporate Property iv. Contact Details gslocombe@westminster.gov.uk
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA: We do not believe an EIAs are required at this point as nothing has been designed, built or rationalised. All are at early feasibility stage and are unable to provide further comment until taken further
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.
SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)? Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.
1.1 What are you analysing?
This programme comprises the redevelopment and rationalisation of key Council owned properties to generate new or improved revenue. The redevelopment projects are at varying stages of project planning and the deliverables are subject to amendment as the concepts mature. In addition the projects will be subject to the usual development risks including planning, market and finance.

From a service user and staff perspective, does the project, policy or proposal

Positive

have the potential to <u>disproportionately</u> impact on any of the following

None

X

X

X

groups? If so, is the impact positive or negative?

. .

2

Not sure

Negative

Disabled people

Particular ethnic groups

Men or women (include impacts due to pregnancy/

1.2

	maternity)				
	People or particular sexual				
	orientation/s				
	People who are proposing to				
	undergo, are undergoing or				
	have undergone a process or			,,	
	part of a process of gender				
	reassignment		* 2		8
	People on low incomes				
-	People in particular age				
	groups				
	Groups with particular faiths				
	and beliefs	<u> </u>			
	Are there any other groups				
	that you think may be		<		
	affected negatively or				
	positively by this project,				-
v v	policy or proposal?			F-1	
				9	
1.3	What do you think that the NEGATIVE impact on group		None / N		ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be?		The second secon		ignificant
1.3	NEGATIVE impact on group communities will be?	os and			ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would	os and be where ther	re is		ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o	os and be where ther r where there	re is		ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service.	os and be where ther r where there s for any grou	re is ps.		ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has	os and be where there r where there s for any grou s been identifi	re is ps.		ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking	be where there the there	re is ps.		ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has	be where there the there	re is ps.		ignificant
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form.	be where ther r where there s for any grou s been identifi g a full EIA by	re is ps. ed		
1.4	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in	be where then r where there is for any grounds been identified a full EIA by	re is ps. ed n questions 1.2	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and imassessment be carried out	be where then r where there is for any grounds been identified a full EIA by	re is ps. ed n questions 1.2	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service: Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in	be where then r where there is for any grounds been identified a full EIA by	re is ps. ed n questions 1.2	2 and 1.3, shou	
1.4	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in assessment be carried out Yes No	be where there where there is for any groups been identifing a full EIA by	re is ps. ed n questions 1.2	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and imassessment be carried out	be where there where there is for any groups been identifing a full EIA by	re is ps. ed n questions 1.2	2 and 1.3, shou	
1.4	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in assessment be carried out Yes No	be where there where there is for any group is been identifing a full EIA by formation in on the project decision?	re is ps. ed n questions 1.2 ect, policy or p	2 and 1.3, shou proposal?	Ild a full

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service	
	currently? What is this as a % of	•
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientations	à .
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	*
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup affected.	o of the wo	rkforce pr	ofile in	the servio	ce
	What is the workforce profile of	6	Camia		Carre	ıſ
	the service? As a percentage, how	Group	Servic	e	Counci	l l
	does this compare to the profile of		No	%	No	%
I	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	Age	30-44			893	43%
	Disability	45-59			854	41%
	 Gender 	60-64			115	5%

	 Gender Reassignment 	65 +	33	2%
	• Ethnicity	Disability	33	270
	 Pregnancy and Maternity 	Yes	66	3%
	• Religion/Belief	No	897	43%
	• Sex	Not Known	1115	54%
	Sexual Orientation	Ethnicity		3470
	3 Sexual Offentation	Asian/Asian	145	7%
		British	143	/ 70
		Black/Black	416	20%
		British	410	20%
		Mixed	62	3%
		White	1371	66%
		Other		2002 200 00 000
	8		42	2%
		Unknown	83	4%
		Gender	1	T
		Female	1192	57%
	T	Male	886	43%
		Pregnancy and Materr		
(2)		1 1	egnant or on matern	
		How are they a	ffected by this chang	e
- 1		this characteristic Any	ta to make an assessi	
		this characteristic. Any the consultation process Sexual Orientation There is insufficient data this characteristic. Any the consultation process Gender Reassignment Data on Gender Reassign available but it is unlike impact either positively protected characteristic The consultation process that need to be consider that need to be considered.	r issues identified as pass will be included to make an assessor issues identified as pass will be included gnment is currently nearly that this proposal or negatively on the cof gender reassignments should identify any	ment of part of ot will enent.
		the consultation proces Sexual Orientation There is insufficient data this characteristic. Any the consultation proces Gender Reassignment Data on Gender Reassign available but it is unlike impact either positively protected characteristic The consultation procest that need to be considered.	r issues identified as pass will be included to make an assessor issues identified as pass will be included gnment is currently nelly that this proposal or negatively on the cof gender reassignments should identify any pared with regards to the	ment of part of ot will enent.
a d	Jsing the information above, are iny groups of staff lisproportionately represented ompared to the Council workforce?	the consultation proces Sexual Orientation There is insufficient data this characteristic. Any the consultation proces Gender Reassignment Data on Gender Reassig available but it is unlike impact either positively protected characteristic. The consultation proces	r issues identified as pass will be included to make an assessor issues identified as pass will be included gnment is currently nelly that this proposal or negatively on the cof gender reassignments should identify any pared with regards to the	ment of part of ot will enent.
a d c	iny groups of staff lisproportionately represented ompared to the Council	the consultation proces Sexual Orientation There is insufficient data this characteristic. Any the consultation proces Gender Reassignment Data on Gender Reassign available but it is unlike impact either positively protected characteristic The consultation procest that need to be considered.	r issues identified as pass will be included to make an assessor issues identified as pass will be included gnment is currently nelly that this proposal or negatively on the cof gender reassignments should identify any pared with regards to the	ment of part of ot will enent.
a d d c w	Iny groups of staff lisproportionately represented ompared to the Council workforce? Does TUPE apply to this proposal? Will the reorganisation/restructure	the consultation proces Sexual Orientation There is insufficient data this characteristic. Any the consultation proces Gender Reassignment Data on Gender Reassign available but it is unlike impact either positively protected characteristic The consultation procest that need to be considered.	r issues identified as pass will be included to make an assessor issues identified as pass will be included gnment is currently nelly that this proposal or negatively on the cof gender reassignments should identify any pared with regards to the	ment of part of ot will enent.
a d c w D	iny groups of staff lisproportionately represented ompared to the Council vorkforce? Does TUPE apply to this proposal?	the consultation proces Sexual Orientation There is insufficient data this characteristic. Any the consultation proces Gender Reassignment Data on Gender Reassign available but it is unlike impact either positively protected characteristic The consultation procest that need to be considered.	r issues identified as pass will be included to make an assessor issues identified as pass will be included gnment is currently nelly that this proposal or negatively on the cof gender reassignments should identify any pared with regards to the	ment of part of ot will enent.

	how many?		
	Will the reorganisation/restructure	,	
	result in changes in job roles or	4	
3.0	terms and conditions for staff? If		
	so, what changes are proposed?		×

2.3	Summary (to be completed follo	owing analysi	s of the evider	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				v
	disproportionate impact on any of				
	the following groups? If so, is the		5		4
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due	y	, "		
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
1	undergo, are undergoing or have				
	undergone a process or part of a		e		
	process of gender reassignment			3	
	People on low incomes		у		
	People in particular age groups				Ц
	Groups with particular faiths and				. Ш
	beliefs				
	Are there any other groups that				
	you think this proposal may affect	,		p.	
	negatively or positively?				0

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

	Men or women (include impacts du	C
	to pregnancy/maternity)	y
	People of particular sexual	
	orientation	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
E	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Other excluded individuals and	
	groups	
	Where you have identified an i	mpact, what can be done to reduce or mitigate
	Where you have identified an in the impact? (Remember to think all already be providing services which contains the services which contains th	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact).
	Where you have identified an in the impact? (Remember to think all	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may
	Where you have identified an in the impact? (Remember to think all already be providing services which contains the services which contains th	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an in the impact? (Remember to think all already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here]	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an in the impact? (Remember to think all already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the
	Where you have identified an in the impact? (Remember to think as already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	Where you have identified an in the impact? (Remember to think all already be providing services which compact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the
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4.1	Where you have identified an in the impact? (Remember to think as already be providing services which continued in the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the
4.1	Where you have identified an in the impact? (Remember to think all already be providing services which continued in the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking?	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what
4.1	Where you have identified an in the impact? (Remember to think all already be providing services which continued in the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identification)	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what
4.1	Where you have identified an in the impact? (Remember to think all already be providing services which continued in the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking?	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what
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4.1	Where you have identified an in the impact? (Remember to think all already be providing services which continue the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identified Adjust the policy/proposal (impact Stop and remove the policy/proposal)	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what ed) sidentified)
4.1	Where you have identified an in the impact? (Remember to think all already be providing services which continued in the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identified Adjust the policy/proposal (impact)	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what ed) sidentified)
4.1	Where you have identified an in the impact? (Remember to think all already be providing services which continue the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identified Adjust the policy/proposal (impact Stop and remove the policy/proposal)	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what ed) sidentified)
	Where you have identified an in the impact? (Remember to think all already be providing services which continue the impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identified Adjust the policy/proposal (impact Stop and remove the policy/proposal)	mpact, what can be done to reduce or mitigate bout the Council as a whole, another service area may an help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what ed) sidentified)

Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and

those on low incomes and other excluded individuals or groups

Generic impact (across all groups)

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact
¥	

SECTION 5: Next Steps

.25 Corporate Propert	Action Plan Complete the action gaps. NB. Add any additio	Action Plan 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. NB. Add any additional rows, if required.	educe or remove the n	egative impacts you h	ave identified, take si	eps to foster good rel	ations or fill data
y Strategy	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
			8		21		

	5.2 Risk Table		子の名の名を変し		· · · · · · · · · · · · · · · · · · ·
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
T. T. L.	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
eav.					



1.25 Corporate Property Strategy

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name: Guy Slocombe (Director of Property, Investments and Estates)

Unit: Corporate Property

Email & Telephone Ext: gslocombe@westminster.gov.uk ext. 5465

Date of Completion (DD/MM/YY): 21/12/15

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk

Title of Proposal
Corporate Property – Income from Telecommunications Masts
Lead Officer
i. Full Name – Guy Slocombe
ii. Position – Director of Property
iii. Department – Growth Planning and Housing
iv. Contact Details -
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
No
Date of original EIA: n/a

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Version number and date of update

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

4.4	111			No. of the last of	
1.1	What are you analysing?				
	The increase in income refle sites within the Council's tele Investment Portfolio and reflecations, leased to mobile provide mobile phone signal Although the Telecom Portfowith all other public sector oused where possible to incre	ecoms portfolicects income for the second of	io. The rental ger from roof top aer lies and broadbar and in some case held for income nust ensure that	nerated forms par ials and building l nd operators. The es broadband data generation, the C land and building	t of the evel micro cell se sites capacity. Council along
1.2	From a service user and st	aff perspect	ive, does the	project, policy	or proposal
1.2					
1.2	have the potential to disp	roportionat	ely impact on		
1.2		roportionat	ely impact on		
1.2	have the potential to disp	roportionat t positive or	ely impact on negative?	any of the follo	owing
1.2	have the potential to dispose groups? If so, is the impac	roportionat t positive or None	ely impact on negative?	any of the follo	owing
1.2	have the potential to dispersion of the impaction of the potential to dispersion of the impaction of the imp	roportionat t positive or None	ely impact on negative?	any of the follo	owing
1.2	have the potential to dispersion of the impact of the impa	roportionat t positive or None	ely impact on negative?	any of the follo	owing
1.2	have the potential to dispersion of the impact of the impa	roportionat t positive or None	ely impact on negative?	any of the follo	owing
1.2	have the potential to dispersion of the impact of the impa	roportionat t positive or None	ely impact on negative?	any of the follo	owing
1.2	have the potential to dispersion of the impact of the impa	roportionat t positive or None	ely impact on negative?	any of the follo	owing

	part of a process of gender reassignment				
	People on low incomes				
	People in particular age groups	\boxtimes			
	Groups with particular faiths and beliefs				
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	No			
187	If the answer is "negative"	or "unclear'			
1.3	What do you think that th	e overall	None / N	1inimal S	ignificant
	NEGATIVE impact on grou	ps and]	
16. 1	communities will be?				
	None or minimal impact would	ha whara than	to is		
	no negative impact identified,				
	will be no change to the service				
	Wherever a negative impact ha		ed		
	you should consider undertaking				
	you should consider undertaking completing the rest of the form				
1.4		ı	n questions 1.2	2 and 1.3, shoւ	ıld a full
1.4	completing the rest of the form	n. nformation i			ıld a full
1.4	Completing the rest of the form Using the screening and in	n. nformation i			ıld a full
1.4	Using the screening and in assessment be carried out	nformation it on the proj			ıld a full
	Using the screening and in assessment be carried out Yes No No How have you come to the	nformation in the project on the project of the pro	ect, policy or p	oroposal?	
	Using the screening and in assessment be carried out	nformation in the project on the project of the pro	ect, policy or p	oroposal?	
	Using the screening and in assessment be carried out Yes No No How have you come to the	nformation in the project on the project of the pro	ect, policy or p	oroposal?	

undergo, are undergoing or have undergone a process or

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses/v	vill use your service or facility and identify who
	are likely to be impacted by the	
	 If you do not formally collect data 	about a particular group then use the results of local surveys
	or consultations, census data, nat	ional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complete	e all boxes.
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Deuticular ethnic arrays	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup affected.	o of the woi	kforce pro	ofile in	the servic	е
	What is the workforce profile of the service? As a percentage, how	Group	Service	e	Counci	
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age			'	
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

Gender Reassignment	65 +	33	2%
• Ethnicity	Disability		
 Pregnancy and Maternity 	Yes	66	3%
Religion/Belief	No	897	43%
• Sex	Not Known	1115	54%
Sexual Orientation	Ethnicity		
	Asian/Asian	145	7%
	British		
	Black/Black	416	20%
	British		
	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
	Gender		
	Female	1192	57%
	Male	886	43%
	Pregnancy and Materni	itv	
		gnant or on maternit	V
	11	fected by this change	´
	The second secon	,	
	Religion & Belief		
	There is insufficient dat	a to make an assessm	ent on
	this characteristic. Any		
	the consultation proces		11001
	Sexual Orientation	5 Will be included	
	There is insufficient dat	a to make an assessm	ent on
	this characteristic. Any		
	the consultation proces		
	Gender Reassignment	o will be interested	
	Data on Gender Reassig	nment is currently no	ot .
	available but it is unlike		
	impact either positively		
	protected characteristic		ent.
	The consultation proces	-	1
	that need to be conside	5 15	
	protected characteristic	2.	
Using the information above, are			
any groups of staff			
disproportionately represented			
compared to the Council			
workforce?			
Does TUPE apply to this proposal?			
The second secon			
Will the reorganisation/restructure			
result in an increase or decrease in			
staff numbers? If so, approximately			
			4

how many?		
Will the reorganisation/	restructure	
result in changes in job r	oles or	
terms and conditions for	r staff? If	
so, what changes are pro	oposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal have the potential to have a disproportionate impact on any of the following groups? If so, is the	None	Positive	Negative	Not sure
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/maternity)				. \square
	People of particular sexual orientations				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and beliefs				
	Are there any other groups that you think this proposal may affect negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

ndividuals or			
	,5		
	th any negati		
act	s as to what v	we can do to	o reduce tr
	r actual eff	ect on equ	uality wh
otential o			uality, wi
ootential o			uality, wi
ootential o			uanty, wi
ootential o			dancy, wi
			danty, wi
ootential o			danty, wi
ntified)			danty, wi
[Insert impact here] t you have considered the present the presen	change (no impacts identified) policy/proposal	change (no impacts identified) policy/proposal	change (no impacts identified) policy/proposal
ntified	d)	d) ecision	d)

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

ill data					
lations or fi		RAG			
teps to foster good re		Completion Date (DD/MM/YY)			
nave identified, take s		Name of Lead, Unit & Contact Details			
egative impacts you f		Resources Needed Name of Lead, Unit & Contact Details			
duce or remove the ne		Intended Outcome			
Action Plan 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.	nal rows, if required.	Equality Groups Targeted			
Action Plan Complete the action gaps.	NB. Add any additional rows, if required.	Action Required			
3 Major Projects	- Inco	me generatio	on		

	5.2 Risk Table				
.3 Ma	Risk	Impact	Actions in place to	Current risk score	Further actions to be
			mitigate the risk		developed
R1.1	[Enter risk here]	Enter here the likely	[Record here any	Using the key below,	Enter here any actions
		impact if the risk came	actions already in place	enter the current risk	that can be developed
Inc		to pass]	to reduce the risk]	score]	in future to reduce the
					risk identified]
tion	8				



4.3 Major Projects - Income generation

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: STUALT PELLI
Unit:
Email & Telephone Ext: 3168
Date of Completion (DD/MM/YY): 17 02 16

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



Cry

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the guestions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
1.40 - MTP: Corporate Property Strategy, Property rationalisation and asset management and
Rationalising buildings occupied by the voluntary sector
Lead Officer
i. Full Name Guy Slocombe
ii. Position Director of Property, Investment & Estates
iii. Department Corporate Property
iv. Contact Details gslocombe@westminster.gov.uk
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA: We do not believe an EIAs are required at this point as nothing has been
designed, built or rationalised. All are at early feasibility stage and are unable to provide further
comment until taken further
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the
version number here and the date you updated the EIA. Keep all versions so you have evidence that
you have considered equality throughout the process.
SECTION 1: Initial screening: Do you need to complete an Equality Impact
Assessment (EIA)?
Not all proposals will require an EIA, this initial screening will help you decide if your project or
policy requires a full EIA by looking at the potential impact on any equality groups.
1.1 What are you analysing?
This programme comprises the redevelopment and rationalisation of key Council owned
properties to generate new or improved revenue. The redevelopment projects are at varying
stages of project planning and the deliverables are subject to amendment as the concepts
mature. In addition the projects will be subject to the usual development risks including
planning, market and finance.

From a service user and staff perspective, does the project, policy or proposal

Positive

Negative

have the potential to <u>disproportionately</u> impact on any of the following

None

X

X

 \boxtimes

2

Not sure

Disabled people

Particular ethnic groups

Men or women (include impacts due to pregnancy/

groups? If so, is the impact positive or negative?

1.2

	maternity)				
	People or particular sexual				
	orientation/s				
	People who are proposing to				П
	undergo, are undergoing or			_	_
	have undergone a process or				
	part of a process of gender	-			
	reassignment			*	9
	People on low incomes	\boxtimes	10.		
	People in particular age				
-	groups		<u> </u>		
	Groups with particular faiths and beliefs				
	Are there any other groups	\boxtimes			
	that you think may be		*		
	affected negatively or			0	
	positively by this project,				
2.1	policy or proposal?		,		
2	,			.6	
1.3	What do you think that the NEGATIVE impact on group		None / N	/linimal S	ignificant
1.3	What do you think that the NEGATIVE impact on group communities will be?		None / N	/linimal S	ignificant
1.3	NEGATIVE impact on group communities will be?	os and		/linimal S	ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would	os and be where the	re is	/linimal S	ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o	os and be where the r where there	re is	/linimal S	ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service.	os and be where the r where there s for any grou	re is e ps.	/linimal S	ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has	be where the r where there s for any grou s been identifi	re is grant ps. ied	/linimal S	ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking	be where then r where there s for any grou s been identifi g a full EIA by	re is grant ps. ied	/linimal S	ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has	be where then r where there s for any grou s been identifi g a full EIA by	re is grant ps. ied	/linimal S	ignificant
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form.	be where the r where there s for any grou s been identifi g a full EIA by	re is ps. ied		
1.4	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in	be where the r where there s for any grou s been identifi g a full EIA by	re is ps. ied	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and impassessment be carried out	be where the r where there s for any grou s been identifi g a full EIA by	re is ps. ied	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and in	be where the r where there s for any grou s been identifi g a full EIA by	re is ps. ied	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the service. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and impassessment be carried out	be where the r where there s for any grou s been identifi g a full EIA by formation i on the proj	re is ps. ied	2 and 1.3, shou	
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SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date 	a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the
	How many people use the service currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	*	
	People of particular sexual orientations	*
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	~
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.				te	
	What is the workforce profile of	Cuarra	Service		Counci	
	the service? As a percentage, how	Group				
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	• Gender	60-64			115	5%

 Gender Reassignment 	65 +	33	2%
• Ethnicity	Disability		270
 Pregnancy and Maternity 	Yes	66	3%
Religion/Belief	No	897	43%
• Sex	Not Known	1115	54%
Sexual Orientation	Ethnicity	1113	J+70
Sexual Officiation	Asian/Asian	145	7%
	British		7 70
	Black/Black	416	20%
*	British	410	2070
,	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
	Gender	, 03	770
	Female	1192	57%
cal	Male	886	43%
	Pregnancy and Materni		TJ/0
		gnant or on maternit	
* .		ected by this change	•
	How are they are	ected by this change	
	Religion & Belief		
	There is insufficient data	a to make an assessm	ent on
2 8	this characteristic. Any i		
, ,	the consultation process		
y = 0	the consultation process Sexual Orientation	will be included	art of
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	the consultation process Sexual Orientation There is insufficient data this characteristic. Any i the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikely impact either positively or	s will be included to make an assessmessues identified as passes will be included ment is currently noty that this proposal wornegatively on the	ent of ent on art of bt
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how many?		
Will the reorganisation/restructure	e e	
result in changes in job roles or	*	
terms and conditions for staff? If		
so, what changes are proposed?		9

2.3	Summary (to be completed follo	owing analysi	s of the evider	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				8
	disproportionate impact on any of				
	the following groups? If so, is the		*		25
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due	y	₂		
	to pregnancy/maternity)				(8)
	People of particular sexual				
	orientations	,			
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				, [
	beliefs				
	Are there any other groups that				
	you think this proposal may affect			¥	
	negatively or positively?				,

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

	Generic impact (across all groups)	r v
- 1	Men or women (include impacts due	
_	to pregnancy/maternity)	,
- 1	People of particular sexual	
_	orientation	x
- 1	People who are proposing to	
1	undergo, are undergoing or have	
	undergone a process or part of a	* * *
_	process of gender reassignment	
	Disabled people	
_	Particular ethnic groups	
_	People on low incomes	
	People in particular age groups	
- 1	Groups with particular faiths and beliefs	
	Other excluded individuals and	
- 1	groups	F
TIC resu lity	ON 4: Reducing & Mitigating Impuller of what you have learned, what can groups and other excluded / vulnerable good where you have identified an in	you do to minimise the impact of the proposed chang groups, as outlined above? mpact, what can be done to reduce or mitig
TIC rest lity	ON 4: Reducing & Mitigating Impuls of what you have learned, what can groups and other excluded / vulnerable good where you have identified an in the impact? (Remember to think abalready be providing services which can be already be provided to the services which can be already be provided to the services which can be already be provided to the services which can be already be provided to the services which can be already already be already b	you do to minimise the impact of the proposed changeroups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area manning to deal with any negative impact).
resulity	ON 4: Reducing & Mitigating Impult of what you have learned, what can groups and other excluded / vulnerable good where you have identified an in the impact? (Remember to think ab	you do to minimise the impact of the proposed changeroups, as outlined above? mpact, what can be done to reduce or mitigate outlined as a whole, another service area more
resultity	ON 4: Reducing & Mitigating Impuls of what you have learned, what can groups and other excluded / vulnerable good where you have identified an in the impact? (Remember to think abalready be providing services which can be already be provided to the services which can be already be provided to the services which can be already be provided to the services which can be already be provided to the services which can be already already be already b	you do to minimise the impact of the proposed change groups, as outlined above? mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may need to deal with any negative impact). Consider options as to what we can do to reduce the service of the proposed change in the proposed c
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How will the impact of the project, policy or proposal and any changes made

Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and

4.4

	to reduce the impact be monitored?
	*
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

1. 45 Proper	Action Plan Complete the action	Action Plan 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	duce or remove the ne	egative impacts you h	ave identified, take st	eps to foster good rel	ations or fill data
ty Ratio	gaps.						
nalis	NB. Add any additio	NB. Add any additional rows, if required.					
sation and A	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact	Completion Date (DD/MM/YY)	RAG
sse							
t Ma					3		
ana							
age							
eme		1					
nt (includ						i i	
ing H							
ubs)							

5.2 Ris	5.2 Risk Table				C. C
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
					7
					æ



1.40 Property Rationalisation and Asset Management (including Hubs)

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name: Guy Slocombe (Director of Property, Investments and Estates)

Unit: Corporate Property

Email & Telephone Ext: gslocombe@westminster.gov.uk ext. 5465

Date of Completion (DD/MM/YY): 21/12/15

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- <u>Step-by-Step Guidance to the questions</u>
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal									
New Homes Bonus Gr	ant								
Land Officer		Programme and the second							
Lead Officer	anto Main								
i. Full Name – Stii. Position – City									
iii. Department –		enartment							
iv. Contact Detail	=""	-	k						
				on it previously	/? If yes,				
Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.									
Yes No	,								
Date of original EIA:									
Version number and date of update									
You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that									
you have considered e	(2)			ons so you nave ev	лаепсе іпаі				
you have considered e	quality throughou	ut the process	1.						
					8				
SECTION 1: Initial s	screening: Do y	you need to	complete an I	Equality Impact	:				
Assessment (EIA)		•	•						
Not all proposals will					our project or				
policy requires a full E	IA by looking at	the potential	impact on any e	quality groups.					
					policy requires a full EIA by looking at the potential impact on any equality groups.				
1 1 What are ve	u analysing?								
	ou analysing?	Jamas Banu	us ton slising to	the LED in 15/	16 (63 0m)				
Expected rev	versal of New H			the LEP in 15/					
Expected rev	versal of New F th organic grow	th in the nu	imber of reside	ential propertie					
Expected rev	versal of New H	th in the nu	imber of reside	ential propertie					
Expected rev together wit and other fa	versal of New Hendership of Ne	vth in the nu o give a net	imber of reside increase of £4	ential propertie .0m in 16/17.	s (£0.5m)				
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Expected revitogether with and other far far far far far far far far far fa	versal of New Head	with in the number of give a net on growing not od. aff perspectoroportionate or positive or other or	imber of resident increase of £4. ew homes at a cive, does the period of the ely impact on a negative?	ential propertie .0m in 16/17. rate quicker th project, policy c any of the follo	s (£0.5m) nan they fall or proposal owing				
Expected revitogether with and other far and other far far future years out of the 6- 1.2 From a servit have the position groups? If so	versal of New Head	orth in the number of give a net on growing needs of the second of the s	imber of resident increase of £4. ew homes at a cive, does the p ely impact on a	ential propertie .0m in 16/17. rate quicker th project, policy o	s (£0.5m) nan they fall or proposal				
Expected revitogether with and other far and other far far future years out of the 6- 1.2 From a servit have the position groups? If so	versal of New Heath organic grow ctors is likely to will depend or year NHB periodice user and statential to dispute, is the impact	with in the number of give a net on growing needs of the control o	imber of resident increase of £4. ew homes at a tive, does the period of the ely impact on a negative?	ential propertie .0m in 16/17. rate quicker th project, policy c any of the follo	s (£0.5m) nan they fall or proposal owing				
Expected revitogether with and other far and other far far and other far far and other far far and other far far far and other far far far far far far far far far fa	versal of New Help to ctors is likely to will depend on year NHB periodice user and statential to dispute, is the impact	with in the number of give a net on growing number of the control	imber of resident increase of £4. ew homes at a tive, does the period of the ely impact on a negative?	ential propertie .0m in 16/17. rate quicker th project, policy c any of the follo	s (£0.5m) nan they fall or proposal owing				
Expected revitogether with and other far and other far far future years out of the 6- 1.2 From a servit have the position groups? If so	versal of New Heath organic grow ctors is likely to will depend on year NHB periodice user and statential to dispress, is the impact le	with in the number of give a net on growing needs of the control o	imber of resident increase of £4. ew homes at a tive, does the period of the ely impact on a negative?	ential propertie .0m in 16/17. rate quicker th project, policy c any of the follo	s (£0.5m) nan they fall or proposal owing				

5	People or particular sexual orientation/s	\boxtimes			
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes	\boxtimes	П	П	П
	People in particular age groups	\boxtimes	. , .		
	Groups with particular faiths and beliefs				
17	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
					21
		×			
1.3	What do you think that the NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the services.	os and be where there r where there s for any grou	ps.	linimal S	ignificant
1.3	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o	os and be where then r where there s for any grou be been identifi g a full EIA by	re is ps.	linimal S	ignificant
1.4	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, owill be no change to the service: Wherever a negative impact has you should consider undertaking	be where then r where there for any grou been identifi g a full EIA by	re is ps. ed	2 and 1.3, shou	
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, o will be no change to the services. Wherever a negative impact has you should consider undertaking completing the rest of the form. Using the screening and intassessment be carried out	be where then r where there for any grou been identifi g a full EIA by formation in on the proj c decision?	re is ps. ed n questions 1.2 ect, policy or p	and 1.3, shou roposal?	Id a full

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect date 	about a particular group then use the results of local surveys ional trends or anecdotal evidence (indicate where this is the
	How many people use the service	3 411 23.1331
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
1	People of particular sexual orientations	
a .	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
200	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeu	p of the wor	kforce pro	ofile in	the servic	ce
0	What is the workforce profile of the service? As a percentage, how	Group	Service	e	Counci	il
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age			•	
	workforce?	16-24			35	2%
		25-29			148	7%
	Age	30-44			893	43%
	Disability	45-59			854	41%
	 Gender 	60-64			115	5%
	 Gender Reassignment 	65 +			33	2%
	 Ethnicity 	Disability				N N
	 Pregnancy and Maternity 	Yes			66	3%

	Religion/Belief	No	897	43%
	• Sex	Not Known		54%
	Sexual Orientation	Ethnicity	1113	3 170
	SCAGO STICILLATION	Asian/Asian	145	7%
	*	British	143	7 70
		Black/Black	416	20%
		British		2070
		Mixed	62	3%
		White		66%
	8	Other		2%
		Unknown		4%
		Gender		7,0
		Female	1192	57%
		Male		43%
<i>2</i>		Pregnancy and Mate		1370
			oregnant or on maternity	,
		11	affected by this change	,
	2	Thow are they	arrected by this change	
ş		Religion & Belief		
	*		ata to make an assessme	
	*	1 1	ny issues identified as pa	rt ot
	,	the consultation prod Sexual Orientation	ess will be included	
			ata to make an assessme	ont on
			ata to make an assessme ny issues identified as pa	
		the consultation proc		IL OI
	v v	Gender Reassignmen		
			signment is currently not	+
	, ·		kely that this proposal w	
			ely or negatively on the	
	п	11 '	tic of gender reassignme	ent.
		11 -	cess should identify any i	I .
	* .		dered with regards to th	
		protected characteris	_	
	Using the information above, are	=	v	·
	any groups of staff			
	disproportionately represented	•		
	compared to the Council	8		
	workforce?			
	Does TUPE apply to this proposal?			
ä	*			
	Will the reorganisation/restructure			
	result in an increase or decrease in			
	staff numbers? If so, approximately			
,	how many?			
	Will the reorganisation/restructure		· · · · · · · · · · · · · · · · · · ·	

result in changes in job roles or	
terms and conditions for staff? If	
so, what changes are proposed?	1

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the		71		
	impact positive or negative?		9		
	Disabled people				
	Particular ethnic groups	,			
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations			1	
	People who are proposing to	, .			
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				,
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
E	you think this proposal may affect				
	negatively or positively?				
	,				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal i. Who will you consult with?
	ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be? Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups Generic impact (across all groups)

1	to pregnancy/maternity)	
	People of particular sexual	*
	orientation	
	People who are proposing to	9
	undergo, are undergoing or have undergone a process or part of a	
	process of gender reassignment	,*
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	•
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	
	esult of what you have learned, what can ty groups and other excluded / vulnerable g	you do to minimise the impact of the proposed changes on groups, as outlined above?
		*
4.1	Where you have identified an in	mpact, what can be done to reduce or mitigate
	the impact? (Remember to think ab	out the Council as a whole, another service area may
		an help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impost / Insort impost hous	
	Impact 4: [Insert impact here]	'
	Impact 4: [Insert Impact here]	
	Impact 5: [Insert impact here]	
4.2	Impact 5: [Insert impact here] Now that you have considered to	the potential or actual effect on equality, what
4.2	Impact 5: [Insert impact here] Now that you have considered to action are you taking?	
4.2	Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified)	
4.2	Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal	ed)
4.2	Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified)	ed)
4.2	Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal	ed)
4.2	Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal (impacts)	ed) s identified)
	Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal (impacts Stop and remove the policy/proposal)	ed) s identified)
4.2 4.3	Impact 5: [Insert impact here] Now that you have considered to action are you taking? No major change (no impacts identified Adjust the policy/proposal Continue the policy/proposal (impacts Stop and remove the policy/proposal Please document the reasons for the policy/proposal continue the policy/proposal Please document the reasons for the policy/proposal please document the please docume	ed) sidentified) r your decision ect, policy or proposal and any changes made

4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

ations or fill data	RAG				
teps to foster good rel	Completion Date (DD/MM/YY)			OK.	
have identified, take s	Name of Lead, Unit & Contact Details				
egative impacts you l	Resources Needed				
Action Plan 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. NB. Add any additional rows, if required.	Intended Outcome				
Action Plan Complete the action plan if you need to re gaps. NB. Add any additional rows, if required.	Equality Groups Targeted				
Action Plan Complete the action gaps. NB. Add any additio	Action Required				
New Homes Bonu	us grant profil	ing			

5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
			*		



1.41 New Homes Bonus grant profiling

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: STEVEN MAIR
Unit: CTY TREASURER
Email & Telephone Ext: Smair & Westminster, gov. UK
Date of Completion (DD/MM/YY): 89 / 01/2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk





EQUALITY IMPACT ASSESSMENT TOOL

PLANNING TRANSFORMATION PROGRAMME

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.



Title of Proposal
Major Projects – Income Generation (Phase 1 and 2) – 4.3, 4.7 and 1.31
Lead Officer
i. Full Name – Tristan Samuels
ii. Position – Head of Major Projects
iii. Department – Growth Planning and Housing
iv. Contact Details - x7349
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
No
Date of original EIA: n/a
Version number and date of update
SECTION 1: Initial screening: Do you need to complete an Equality Impact

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

			B		
1.1	What are you analysing?				
	This initiative proposes to charge a 'monitoring fee' to the major projects that are being overseen by the Major Projects Team. The monitoring fee will be charged to the developer or contractor delivering each project. The monitoring fee is a percentage of total scheme costs. The monitoring fee recharge will fund some limited increase in headcount over the existing establishment. These additional headcount resources are taken into account in the costs. It should not be assumed that the total above is not a recurring saving. Because income is dependent on projects occurring in the year concerned.				
1.2	From a service user and staff perspective, does the project, policy or proposal				
	have the potential to <u>disproportionately</u> impact on any of the following				
	groups? If so, is the impac	t positive or	negative?	工程的管理工程	
	r	None	Positive	Negative	Not sure
	Disabled people		Α		
	Particular ethnic groups	\boxtimes			
	Men or women (include				
	impacts due to pregnancy/ maternity)	a e		. ,	
	People or particular sexual orientation/s				

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses/	will use your service or facility and identify who
	are likely to be impacted by the	proposal
		a about a particular group then use the results of local surveys
		ntional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complet	
	How many people use the service	,
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	,	,
,	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	*	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	, · · · · · · · · · · · · · · · · · · ·
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	· ·
	affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup affected.	o of the worl	kforce pro	ofile in	the servic	ce
	What is the workforce profile of the service? As a percentage, how	Group	Service	e	Counci	I
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24		2	35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

	how many?	
	Will the reorganisation/restructure	
	result in changes in job roles or	*
*	terms and conditions for staff? If	
В	so, what changes are proposed?	•

2.3	Summary (to be completed following	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal have the potential to have a disproportionate impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/maternity)				
×	People of particular sexual orientations				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes		5	-	
	People in particular age groups	1.			
	Groups with particular faiths and beliefs				8 7
	Are there any other groups that you think this proposal may affect negatively or positively?	, .			. 🗆
15					

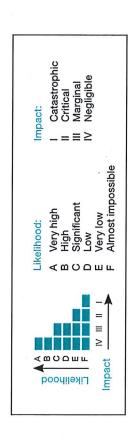
SECTION 3: Assessing Impact

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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

Zis	5.2 Risk Table		· · · · · · · · · · · · · · · · · · ·	STATE OF STREET, STATE OF STREET, STATE OF STREET, STATE OF STATE OF STREET, STATE OF STATE OF STREET, STATE OF STATE OF STREET, STATE OF STATE OF STREET, STATE OF STATE OF STATE OF STREET, STATE OF STREET, STATE OF S		
	Risk	Impact	Actions in place to	Current risk score	Further actions to be	
	[Enter risk here]	[Enter here the likely	Mitigate the risk [Record here any	[Using the key below,	developed [Enter here any actions	
		impact if the risk came to pass]	actions already in place to reduce the risk]	enter the current risk score]	that can be developed in future to reduce the	
			0		risk identified]	
1						
			a a			



4.3 Major Projects - Income generation



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) 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. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

· The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal

Council Tax increases for 2016-17

Lead Officer

- i. Phil Black
- ii. Deputy Contracts Performance Manager
- iii. Finance Revenues & Benefits
- iv. pblack@westminster.gov.uk 020 7641 2678

Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.

No

Version number and date of update

1.0 5/2/16

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 What are you analysing?

The Council's intention is for the Council Tax amount to be increased for 2016/17 by 1.99%. In addition the Council intends to increase the Council Tax by an additional 2% which is an acceptance of the central government offer allowing Councils to raise Council Tax by 2% providing the additional income goes towards pressures associated with adult social care.

The core increase of 1.99% keeps the Council within the limits set by government over which it would be required to additionally prepare and publish an alternative budget proposal and to thereafter hold a referendum to allow residents to opt for either budget proposal. The cost of holding any such referendum would be at the expense of the Council and the ability to demand instalments on account would be delayed – thus incurring an additional cash flow loss.

The increase is an integral part of the Council's financial and budgetary strategy for 2016-17 and beyond. This would be the first Council Tax increase since 2007/08 and is in the context of government funding reductions and cost pressures. No Council Tax freeze grant is being offered for 2016/17 with all previous grants now being fully rolled-in to RSG. The final Council decision to set the Council Tax will be made at a full Council meeting.

Approximately 118,000 properties are liable for Council Tax. The level of Council Tax affects all households in Westminster, but it does not disproportionately affect any of the protected groups.

2% of the proposed increase will benefit service users of adult social care.

The Council has also agreed a local Council Tax Support scheme that supports claimants at the same

1.2	level as they received under Council Tax Benefit. This is the case for both pensioners and working age claimants. It is the Council's intention to continue to operate the fully funded scheme for 2016-17. This effectively means the Council will still fund the Council Tax bills of some working age benefit claimants, many of who will be left with no council tax to pay. This continues to protect those residents who are financially vulnerable within the community. The support is means tested but offers support up to 100% of the Council Tax bill.							
	From a service user and st have the potential to <u>disp</u>							
	groups? If so, is the impac	t positive o	r negative?					
		None	Positive	Negative	Not sure			
	Disabled people	Х						
	Particular ethnic groups	Х						
	Men or women (include impacts due to pregnancy/ maternity)	Х						
	People or particular sexual orientation/s	Х						
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	Х						
	People on low incomes	X						
	People in particular age groups	Х						
	Groups with particular faiths and beliefs	Х						
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	No						

If the answer is "negative" or "unclear" consider doing a full EIA

1.3 What do you think that the overall None / Minimal Significant

NEGATIVE impact on groups and communities will be?	None/Minimal	
None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.		

1.4 Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal? No 1.5 How have you come to this decision? The level of Council Tax will have a minimal impact on groups and communities. The increase is the first since 2007-08, and any impact would be alleviated by the Council's fully funded Council tax Support scheme. The level of Council Tax affects all households in Westminster, but it does not disproportionately affect any of the protected groups. There are statutory exemptions and discounts available for the severely mentally impaired and properties that contain disabled adaptions. People who are on low incomes can claim Council Tax Support to ease any impact. Only residents over 18 are liable for Council Tax and Council Tax Support is available for pensioners who are on a low income. 2% of the proposed increase will benefit service users of adult social care.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 are likely to be impacted by the If you do not formally collect data or consultations, census data, nat 	 Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal 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. 				
	How many people use the service currently? What is this as a % of Westminster's population?	z un ponesi				
	Disabled people					
	Particular ethnic groups					
	Men or women (include impacts due to pregnancy/maternity)					
	People of particular sexual orientations					
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment					
	People on low incomes					
	People in particular age groups					
	Groups with particular faiths and beliefs					
	Any other groups who may be affected by the proposal?					

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.					
	What is the workforce profile of the service? As a percentage, how	Group	Service	<u> </u>	Counci	l
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	Disability	45-59			854	41%
	Gender	60-64			115	5%

Gender Reassignment	65 +	33	2%
• Ethnicity	Disability	33	2/0
Pregnancy and Maternity	Yes	66	3%
Religion/Belief	No	897	43%
Sex	Not Known	1115	54%
Sex Sexual Orientation	Ethnicity	1115	3470
Sexual Orientation	Asian/Asian	145	7%
	British	143	/ /0
	Black/Black	416	20%
	British	410	2070
	Mixed	62	3%
	White	1371	66%
	Other	42	2%
	Unknown	83	4%
	Gender		470
	Female	1192	57%
	Male	886	43%
	Pregnancy and Maternit		4370
		· -	.;+.,
		gnant or on matern	•
	• How are they and	ected by this chang	e
	Deliaire O Deliai		
	Religion & Belief		
	There is insufficient data		
	this characteristic. Any i		part of
	the consultation process	will be included	
	Sexual Orientation		
	There is insufficient data		
	this characteristic. Any i		part of
	the consultation process	will be included	
	Gender Reassignment		
	Data on Gender Reassign	•	
	available but it is unlikely		
	impact either positively	• •	
	protected characteristic		
	The consultation process		=
	that need to be consider		this
	protected characteristic.		
Using the information above, are			
any groups of staff			
disproportionately represented			
compared to the Council			
workforce?			
Does TUPE apply to this proposal?			
Will the reorganisation/restructure			
result in an increase or decrease in staff numbers? If so, approximately			

how many?	
Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal have the potential to have a disproportionate impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/maternity)				
	People of particular sexual orientations				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and beliefs				
	Are there any other groups that you think this proposal may affect negatively or positively?				

SECTION 3: Assessing 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.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	 i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

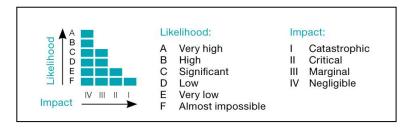
Generic impact (across all gro Men or women (include impa			
to pregnancy/maternity)			
People of particular sexual			
Orientation			
People who are proposing to undergo, are undergoing or h			
undergone a process or part of			
process of gender reassignme			
Disabled people			
Particular ethnic groups			
People on low incomes			
People in particular age group	ps		
Groups with particular faiths beliefs	and		
Other excluded individuals an	nd		
groups			
ON 4: Reducing & Mitigatics with the sult of what you have learned, we say groups and other excluded / vuln where you have identified the impact? (Remember to a laready be providing services with the impact).	what can you do to minimise merable groups, as outlined an ed an impact, what can think about the Council as	bove? be done to redu a whole, another ser	ce or m i
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	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

5.1	Action Plan 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. 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			

5.2 Ri	sk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: Phil Black
Unit: Finance – Revenues & Benefits
Email & Telephone Ext: pblack@westminster.gov.uk 020 7641 3464

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk

Date of Completion (DD/MM/YY): 5/2/16