

**SCHEDULE OF BUDGET PROPOSALS AND EIA REFERENCE NUMBERS - BUILT ENVIRONMENT**

<b>Proposal Reference Number</b>	<b>Proposal Description</b>	<b>Cabinet Portfolio</b>	<b>Full?</b>
2.2	Development Planning Transformation	Built Environment	<b>FULL</b>
2.3	Events and Films	Built Environment	Part 1 only
2.4	Community Infrastructure Levy	Built Environment	Part 1 only
4.5	Development Planning - Fees and Charges	Built Environment	Part 1 only
6.7	Code of Construction Practice	Built Environment	Part 1 only



## 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](http://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](mailto:equalities@westminster.gov.uk)**

**SEB will monitor compliance with the requirement to complete EIAs.**

Title of Proposal	
Development Planning Transformation	
Lead Officer	
i.	Full Name: Stuart Reilly
ii.	Position Head of Strategic Projects
iii.	Department: Development Planning
iv.	Contact Details: 02076413168
Contact for further information.	
v.	Full Name: Patrick Cassin
vi.	Position: Programme Manager
vii.	Department: Built Environment & Planning
viii.	Contact Details: 02076416592
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 <input checked="" type="checkbox"/>	
Date of original EIA:	
Version number and date of update	
Version 1.0 - Date: 18/08/14	
Version 1.1 – Date 27/08/14	
Version 2 – 20/11/2015	

**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?
	<p>Development Planning initiated this project in response to an acknowledgement by the service that a comprehensive review of its business processes was required.</p> <p>Phase 1 of the Project comprised a Feasibility Study, which was completed on schedule in November 2013. The principal findings were that there is much that is good about Development Planning Delivery Unit (DPDU) but that there is considerable scope for improvement, especially in terms of the health of the service’s principal asset, its staff, and the maintenance of the quality of service provided to external stakeholders. The key to making progress against these challenging objectives was identified as being the successful re-design of the service’s back office business processes. The principal opportunities for realising costs savings were thought to include (but not be limited to):</p> <ul style="list-style-type: none"> <li>• Streamline the Validation Process</li> <li>• New and Improved document / letter templates</li> <li>• More effective configuration of UNI-form to minimize scope for errors (and therefore avoidance of complaint scenarios)</li> </ul>

- Encouragement of customers to “self-serve”, thus reducing incoming telephony traffic
- Increased usage of automated input of incoming representations / responses
- Reduction in notification volumes / more customised notification documentation
- Increased dependence upon digital documentation for consultation purposes
- Generally reduced printing volumes

Phase 2 ran from January to April 2014, and delivered a report suggesting that widespread changes should be made. This report was supported by detailed AS IS and TO BE Business Process Models and a costs realisation plan. Key conclusions of this work included:

- Digital case files should be used for all transaction records in favor of the mix of paper and digital records which are currently in use
- A radical re-design of the Validation Process is urgently needed to improve efficiencies
- The structure and organisation of support staff into a single Unit-wide resource pool would provide a more effective and efficient function
- Use of the UNI-form / IDOX DMS / Enterprise solution should be confirmed, with greater emphasis being placed upon the on-going support of this solution, and greater use made of the functionality contained
- Workflow management should be introduced to support the use of digital case files and provide a solid foundation for performance management of the case load
- More effective use should be made of the GIS software which has already been deployed
- And, following achievement of the above, establish a practice of agile working, such that the unit’s footprint within City Hall can be reduced in line with corporate aspirations

Improvements in technology, and changes to the way in which other Westminster services and external stakeholders can, and are prepared to work, offers an opportunity for Development Planning to re-design its own processes. In addition a continued reliance upon existing business processes is no longer a tenable approach, in the face of ever increasing workloads, stakeholder expectations, and reducing resource availability.

If these changes are not implemented within Development Planning, the quality of the service currently provided will not improve and customer satisfaction will continue to diminish. Furthermore, the service will not be able to deliver the savings highlighted for MTP.

The implementation of improved back office business processes, IT systems reconfiguration and officer retraining will introduce consistent working practices, improves customer relationships and reduce costs associated with customers constantly contacting the service for updates on their applications.

<b>1.2 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?</b>					
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
	Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
	Men or women (include impacts due to pregnancy/ maternity)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People or particular sexual orientation/s	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
	People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
	Groups with particular faiths and beliefs	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?		<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b> Other groups – English as a second language. Disabled – blind, mobility impaired (e.g. inputting data)

**If the answer is “negative” or “unclear” consider doing a full EIA**

<b>1.3 What do you think that the overall <b>NEGATIVE</b> impact on groups and communities will be?</b>		<b>None / Minimal</b>	<b>Significant</b>
		<input type="checkbox"/>	<input type="checkbox"/>
	<u>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.</u>		Send and Receive Date Electronically

<b>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?</b>	
	Yes <b>X</b> <input type="checkbox"/> No <input type="checkbox"/>

<b>1.5 How have you come to this decision?</b>	
	The decision to introduce paperless working practices for processing planning applications will have an impact of a number of external amenity societies who will be

required to receive and accept planning application Consultations electronically.

Software has been implemented (Consultee Access & Public Access) that allows Consultees and the Public to register their objections to a planning application.

It should be noted that this software is not new and that it has been implemented in most other Councils for a number of years.

Development Planning wants to encourage its customers to stop receiving paper notifications of applications and accept electronic notifications and to also submit their objects on-line.

The decision to complete a full EIA is to ensure that the two groups identified in section 1.2 "*people on low incomes and people in particular age groups*" are able to submit objections to planning applications.

## 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.*

<b>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</b>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
How many people use the service currently? What is this as a % of Westminster's population?	12,500 Planning Applications Per year
Disabled people	Unknown – This information is not collected as part of the planning process.
Particular ethnic groups	Unknown – This information is not collected as part of the planning process.
Men or women (include impacts due to pregnancy/maternity)	Unknown – This information is not collected as part of the planning process.
People of particular sexual orientations	Unknown – This information is not collected as part of the planning process.
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	Unknown – This information is not collected as part of the planning process.
People on low incomes	Unknown – This information is not collected as part of the planning process.
People in particular age groups	Unknown – This information is not collected as part of the planning process.
Groups with particular faiths and beliefs	Unknown – This information is not collected as part of the planning process.
Any other groups who may be affected by the proposal?	Amenity Societies

<b>2.2 Summary (to be completed following analysis of the evidence above)</b>				
	None	Positive	Negative	Not sure
Does the project, policy or proposal 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Men or women (include impacts due to pregnancy/maternity)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientations	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Groups with particular faiths and beliefs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think this proposal may affect negatively or positively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X Other groups – English as a second language. Disabled – blind, mobility impaired (e.g. inputting data)

### 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.*

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>								
	<p>i. Who have you consulted with? Members, Other Councils, Professional Bodies, Amenity Societies</p> <p>ii. How did you consult? (inc meeting dates, activity undertaken &amp; groups consulted) Letters, Email, Forums, Consultee Access Software</p>								
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>								
	<table border="1"> <tr> <td>Generic impact (across all groups)</td> <td>Planning Development will send emails notifying groups of new planning applications.</td> </tr> <tr> <td>Men or women (include impacts due to pregnancy/maternity)</td> <td>No Impact</td> </tr> <tr> <td>People of particular sexual orientation</td> <td>No Impact</td> </tr> <tr> <td>People who are proposing to undergo, are undergoing or have</td> <td>No Impact</td> </tr> </table>	Generic impact (across all groups)	Planning Development will send emails notifying groups of new planning applications.	Men or women (include impacts due to pregnancy/maternity)	No Impact	People of particular sexual orientation	No Impact	People who are proposing to undergo, are undergoing or have	No Impact
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	undergone a process or part of a process of gender reassignment	
	Disabled people	No Impact
	Particular ethnic groups	No Impact
	People on low incomes	Need to ensure the Council continues to provide access to PC's in Libraries for access to respond
	People in particular age groups	Need to ensure people are able to use and submit their responses on-line – The Council must provide support (Call Centre Advisors)
	Groups with particular faiths and beliefs	No Impact
	Other excluded individuals and groups	No Impact

## 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).

	<b>Impact 1: <u>People on Low Income</u> may not have access to a personal computer, therefore not be able to receive notifications nor respond</b>	<b>The Council should continue provide access to computers in all of its 14 Public Libraries and Information Services.</b>
	<b>Impact 2: <u>People in particular age groups</u> may not have the experience with computers or know how to access planning application data on-line</b>	<b>The Councils Call Centre will provide a service that will advice people how to complete a response on-line (The Call Centre will not be able to complete the consultation response on behalf of the customer, only show how)</b>
	<b>Impact 3: <u>Disabled Groups and ethnic minorities</u> – ability to use the online site</b>	<b>Consider disabled people &amp; those who do not speak English as a first language. Will utilise call centre data to monitor impact of change.</b>
	<b>Impact 4: [Insert impact here]</b>	
	<b>Impact 5: [Insert impact here]</b>	

### 4.2 Now that you have considered the potential or actual effect on equality, what action are you taking?

	No major change (no impacts identified)	<b>X</b>
	Adjust the policy	<input type="checkbox"/>
	Continue the policy (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy	<input type="checkbox"/>

### 4.3 Please document the reasons for your decision

	WCC's decision to move to electronic Consultations is not a new practice within the industry, WCC are in fact catching up with other Councils and improving the service offered to our Customers.
<b>4.4</b>	<b>How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?</b>
	No Impact Identified
<b>4.5</b>	<b>Conclusion</b> <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>
	There will be some groups who will refuse to accept electronic Consultations unless support is received from Management and Members. However, the project team will meet with the different groups and explain / discuss the reasons and benefits to be gained for all parties.

**SECTION 5: Next Steps**

**5.1 Action Plan**

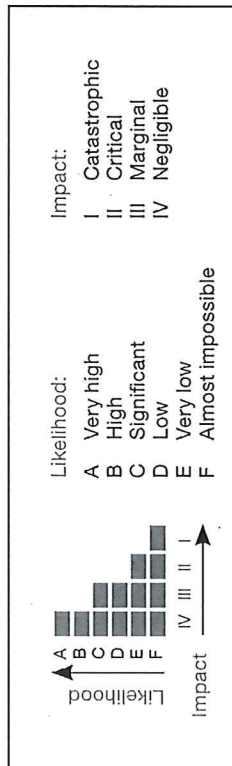
*Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.*

*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 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]



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

Signature: ..... *[Handwritten Signature]* .....

Full Name: ..... *John Walker* .....

Unit: ..... *Development Planning* .....

Email & Telephone Ext: ..... *J.walker2@westminster.gov.uk* .....

Date of Completion (DD/MM/YY): ..... *3/2/16* .....

**WHAT NEXT?**

**Please email your completed EIA to the Equalities Lead: [equalities@westminster.gov.uk](mailto:equalities@westminster.gov.uk)**



## EQUALITY IMPACT ASSESSMENT TOOL

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- 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?

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### Further Guidance

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**SEB will monitor compliance with the requirement to complete EIAs.**

<b>Title of Proposal</b>
City Promotions, Events and Filming MTP delivery
<b>Lead Officer</b>
i. Richie Gibson ii. Head of City Promotions, Events and Filming iii. PPC iv. <a href="mailto:R.GIBSON@WESTMINSTER.GOV.UK">R.GIBSON@WESTMINSTER.GOV.UK</a> EXT 3256
<b>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.</b>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Date of original EIA:</b>
<b>Version number and date of update</b>
<i>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.</i>

**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</b>	<b>What are you analysing?</b>																									
	Maximising the skillsets of City Promotions and Special Events, we will increase commercial event activity across parks and open spaces by implementing a pro-active marketing strategy, developing a calendar of events and implementing new, more flexible charging models that will appeal to different kinds of events as opposed to the existing 'one size fits all' approach which is often un-appealing to event organisers.																									
<b>1.2</b>	<b>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?</b>																									
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	Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

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

<b>1.3</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>	<b>None / Minimal</b>	<b>Significant</b>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>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.</u></p>			

<b>1.4</b>	<b>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?</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.5</b>	<b>How have you come to this decision?</b>
	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.



## 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 <b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>
	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 <b>Build up a picture of the makeup of the workforce profile in the service affected.</b>																																								
What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> <li>Age</li> <li>Disability</li> <li>Gender</li> </ul>	<table border="1"> <thead> <tr> <th rowspan="2">Group</th> <th colspan="2">Service</th> <th colspan="2">Council</th> </tr> <tr> <th>No</th> <th>%</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>Age</b></td> </tr> <tr> <td>16-24</td> <td></td> <td></td> <td>35</td> <td>2%</td> </tr> <tr> <td>25-29</td> <td></td> <td></td> <td>148</td> <td>7%</td> </tr> <tr> <td>30-44</td> <td></td> <td></td> <td>893</td> <td>43%</td> </tr> <tr> <td>45-59</td> <td></td> <td></td> <td>854</td> <td>41%</td> </tr> <tr> <td>60-64</td> <td></td> <td></td> <td>115</td> <td>5%</td> </tr> </tbody> </table>	Group	Service		Council		No	%	No	%	<b>Age</b>					16-24			35	2%	25-29			148	7%	30-44			893	43%	45-59			854	41%	60-64			115	5%
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<ul style="list-style-type: none"> <li>• Gender Reassignment</li> <li>• Ethnicity</li> <li>• Pregnancy and Maternity</li> <li>• Religion/Belief</li> <li>• Sex</li> <li>• Sexual Orientation</li> </ul>	65 +			33	2%
	<b>Disability</b>				
	Yes			66	3%
	No			897	43%
	Not Known			1115	54%
	<b>Ethnicity</b>				
	Asian/Asian British			145	7%
	Black/Black British			416	20%
	Mixed			62	3%
	White			1371	66%
	Other			42	2%
	Unknown			83	4%
	<b>Gender</b>				
	Female			1192	57%
	Male			886	43%
	<b>Pregnancy and Maternity</b>				
	<ul style="list-style-type: none"> <li>• Are any staff pregnant or on maternity</li> <li>• How are they affected by this change</li> </ul>				
<b>Religion &amp; Belief</b>					
There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included					
<b>Sexual Orientation</b>					
There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included					
<b>Gender Reassignment</b>					
Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.					
	<b>Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?</b>				
	<b>Does TUPE apply to this proposal?</b>				
	<b>Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately</b>				

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

### 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.*

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

<i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>	
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?

<b>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).</b>	
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]	

<b>4.2 Now that you have considered the potential or actual effect on equality, what action are you taking?</b>	
No major change (no impacts identified)	<input type="checkbox"/>
Adjust the policy/proposal	<input type="checkbox"/>
Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
Stop and remove the policy/proposal	<input type="checkbox"/>

<b>4.3 Please document the reasons for your decision</b>	
<b>4.4 How will the impact of the project, policy or proposal and any changes made</b>	

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

**SECTION 5: Next Steps**

5.1 Events and Films

<b>Action Plan</b> <i>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.</i> <i>NB. Add any additional rows, if required.</i>						
Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

## 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]



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

Signature: .....



Full Name: Richie Gibson

Unit: Policy Performance Communications

Email & Telephone Ext: [RGIBSON@WESTMINSTER.GOV.UK](mailto:RGIBSON@WESTMINSTER.GOV.UK) 0207 641 3256

Date of Completion

20/11/2015

**WHAT NEXT?**

**Please email your completed EIA to the Equalities Lead: [equalities@westminster.gov.uk](mailto: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](http://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](mailto:equalities@westminster.gov.uk)**

**SEB will monitor compliance with the requirement to complete EIAs.**

## Title of Proposal

Funding of council CIL and s106 administration costs from income generated.

## Lead Officer

- i. **Full Name** Barry Smith
- ii. **Position** Head of City Policy and Strategy
- iii. **Department** Policy, Performance and Communication
- iv. **Contact Details** 020 7641 2923

**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

Equalities impacts have been considered as part of the process of developing both the Westminster CIL (conclusions set out in the 'Information and evidence to support the development of the City of Westminster's Draft Charging Schedule' document supporting the draft CIL charging schedule in June 2015) and the Mayor of London's CIL (details published in the "Evidence and Supporting Material" published to support his draft charging schedule in August 2011. Section 9 of the Westminster report addresses the equality subject. Link below to the report:-

[http://transact.westminster.gov.uk/docstores/publications\\_store/planning/cil/consultation/evidence\\_dcs\\_June%202015.pdf](http://transact.westminster.gov.uk/docstores/publications_store/planning/cil/consultation/evidence_dcs_June%202015.pdf)

The EIA carried out to support adoption of the council's CIL charging schedule, which has informed this assessment, is attached.

**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?

To explore strategic use of the opportunities to use Community Infrastructure Levy to support current revenue spending plans. These arise from the council's own CIL (which will come into force on 1 May 2016), the Mayor's CIL (for which the council acts as collecting authority) and its monitoring and administration of s106.

**1.2 From a service user and staff perspective, does the project, policy or proposal 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
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/ maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People or particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

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

1.3	What do you think that the overall <b>NEGATIVE</b> impact on groups and communities will be?	None / Minimal	Significant
	<p><u>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.</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.5	How have you come to this decision?
	CIL will be paid from by developers proposing schemes involving increases in floorspace or additional dwellings who receive planning permission after 1 May 2016. There are statutory exemptions and reliefs for affordable housing, development by charities and domestic extensions/annexes. It is being set at a level that viability evidence suggests should not have a significant effect on development across the City. CIL income has to be applied to

	<p>infrastructure and other provision to support growth and will benefit all sections of the community. Given all of this, the nature of the development market in Westminster and the fact there are few spatial concentrations of those with protected characteristics here, it is unlikely that there will be significant negative impacts for any group. This judgement has been informed by the Impact Assessment that has been carried out with respect to adoption of the council's draft CIL charging schedule (copy attached).</p>
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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*

<b>2.1</b>	<b><i>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</i></b> <ul style="list-style-type: none"> <li>• <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> </ul>	
	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 does this compare to the profile of Westminster City Council workforce?

- Age
- Disability
- Gender
- Gender Reassignment
- Ethnicity
- Pregnancy and Maternity
- Religion/Belief
- Sex
- Sexual Orientation

Group	Service		Council	
	No	%	No	%
<b>Age</b>				
16-24			35	2%
25-29			148	7%
30-44			893	43%
45-59			854	41%
60-64			115	5%
65 +			33	2%
<b>Disability</b>				
Yes			66	3%
No			897	43%
Not Known			1115	54%
<b>Ethnicity</b>				
Asian/Asian British			145	7%
Black/Black British			416	20%
Mixed			62	3%
White			1371	66%
Other			42	2%
Unknown			83	4%
<b>Gender</b>				
Female			1192	57%
Male			886	43%
<b>Pregnancy and Maternity</b>				
<ul style="list-style-type: none"> <li>• Are any staff pregnant or on maternity</li> <li>• How are they affected by this change</li> </ul>				
<b>Religion &amp; Belief</b>				
There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
<b>Sexual Orientation</b>				
There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
<b>Gender Reassignment</b>				
Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to 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?	

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

### 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.*

<b>3.1 Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>	
	<p><b>i. Who will you consult with?</b></p> <p>Two rounds of consultation have been carried out in accordance with the requirements of the CIL legislation. There will be a formal review of the CIL after two years, which will involve further engagement and consultation.</p> <p><b>ii. How will you consult? (inc meeting dates, activity undertaken &amp; groups consulted)</b></p> <p>There will be further consultation with developers, neighbourhoods, business improvement districts, individual enterprises and other stakeholders as arrangements for governing the CIL are developed and implemented.</p>

<b>3.2 What might the potential impact on individuals, groups or staff be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>	
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?*

<b>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).</b>	
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]	
--	--------------------------------	--

<b>4.2</b>	<b>Now that you have considered the potential or actual effect on equality, what action are you taking?</b>	
	No major change (no impacts identified)	<b>X</b>
	Adjust the policy/proposal	<input type="checkbox"/>
	Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy/proposal	<input type="checkbox"/>
<b>4.3</b>	<b>Please document the reasons for your decision</b>	
	It is unlikely that the proposal raises any impacts that will have equalities implications.	
<b>4.4</b>	<b>How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?</b>	
	Implementation of CIL will be carefully monitored, with a formal review after two years. Any effects identified will be addressed at that point.	
<b>4.5</b>	<b>Conclusion</b>	
	<i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>	
	On the basis of the data to hand, the proposal is unlikely to have significant equalities impacts. Operation of the CIL will be carefully monitored and any impacts will be considered as part of the formal review of the Westminster CIL that will be carried out in 2018.	

**SECTION 5: Next Steps**

	<b>Action Plan</b> <i>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.</i> <b>NB. Add any additional rows, if required.</b>						
Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)		RAG

## 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]



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

Signature: *BH Smith*



Full Name: **BARRY SMITH**

Unit: **POLICY AND STRATEGY**

Email & Telephone Ext: [bsmith@westminster.gov.uk](mailto:bsmith@westminster.gov.uk)/Ext. 2923

Date of Completion: 13/1/2016

**WHAT NEXT?**

Please email your completed EIA to the Equalities Lead: [equalities@westminster.gov.uk](mailto:equalities@westminster.gov.uk)



## EQUALITY IMPACT ASSESSMENT TOOL

### DEVELOPMENT PLANNING FEES AND CHARGES

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](http://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](mailto:equalities@westminster.gov.uk)**

**SEB will monitor compliance with the requirement to complete EIAs.**

## EQUALITY IMPACT ASSESSMENT

<b>Title of Proposal</b>
Development Planning Income
<b>Lead Officer</b>
i. Full Name – John Walker ii. Position – Head of Planning iii. Department – Growth Planning and Housing iv. Contact Details - x2524
<b>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.</b>
No
Date of original EIA: n/a
<b>Version number and date of update</b>

### 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</b>	<b>What are you analysing?</b>																														
	<p><i>Proposal is made up of two initiatives. These are:</i></p> <ul style="list-style-type: none"> <li><i>PPA's – On the basis of customer demand, officers have identified an opportunity for to extend the PPA process to 'Complex' applications that currently fall outside the original scheme implemented in 2011.</i></li> <li><i>Pre Application Advice – Revised fee charges will be implemented for the existing pre application advice service operated by Development Planning. This will bring charges in line with other surrounding authorities.</i></li> </ul>																														
<b>1.2</b>	<b>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?</b>																														
	<table border="1"> <thead> <tr> <th></th> <th>None</th> <th>Positive</th> <th>Negative</th> <th>Not sure</th> </tr> </thead> <tbody> <tr> <td>Disabled people</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Particular ethnic groups</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Men or women (include impacts due to pregnancy/ maternity)</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>People or particular sexual orientation/s</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>People who are proposing to</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		None	Positive	Negative	Not sure	Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Men or women (include impacts due to pregnancy/ maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People or particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People who are proposing to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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People who are proposing to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											

	undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	<b>No</b>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

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

<b>1.3</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>	<b>None / Minimal</b>	<b>Significant</b>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>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.</u></p>			

<b>1.4</b>	<b>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?</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<b>1.5</b>	<b>How have you come to this decision?</b>
	These proposals have no direct impact on the community.

**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*

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
	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.

<b>2.2</b>	<b>Build up a picture of the makeup of the workforce profile in the service affected.</b>					
	What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> <li>Age</li> <li>Disability</li> <li>Gender</li> </ul>	<b>Service</b>		<b>Council</b>		
		<b>No</b>	<b>%</b>	<b>No</b>	<b>%</b>	
		<b>Age</b>				
		16-24			35	2%
		25-29			148	7%
		30-44			893	43%
		45-59			854	41%
		60-64			115	5%



<ul style="list-style-type: none"> <li>• Gender Reassignment</li> <li>• Ethnicity</li> <li>• Pregnancy and Maternity</li> <li>• Religion/Belief</li> <li>• Sex</li> <li>• Sexual Orientation</li> </ul>	65 +			33	2%
	<b>Disability</b>				
	Yes			66	3%
	No			897	43%
	Not Known			1115	54%
	<b>Ethnicity</b>				
	Asian/Asian British			145	7%
	Black/Black British			416	20%
	Mixed			62	3%
	White			1371	66%
	Other			42	2%
	Unknown			83	4%
	<b>Gender</b>				
	Female			1192	57%
	Male			886	43%
	<b>Pregnancy and Maternity</b>				
	<ul style="list-style-type: none"> <li>• Are any staff pregnant or on maternity</li> <li>• How are they affected by this change</li> </ul>				
	<b>Religion &amp; Belief</b>				
	There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
	<b>Sexual Orientation</b>				
There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included					
<b>Gender Reassignment</b>					
Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.					
	<b>Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?</b>				
	<b>Does TUPE apply to this proposal?</b>				
	<b>Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately</b>				

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

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

### 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.*

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

<i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>	
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?*

<b>4.1 Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> <i>(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).</i>	
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]	

<b>4.2 Now that you have considered the potential or actual effect on equality, what action are you taking?</b>	
No major change (no impacts identified)	<input type="checkbox"/>
Adjust the policy/proposal	<input type="checkbox"/>
Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
Stop and remove the policy/proposal	<input type="checkbox"/>

<b>4.3 Please document the reasons for your decision</b>	

<b>4.4 How will the impact of the project, policy or proposal and any changes made</b>	

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

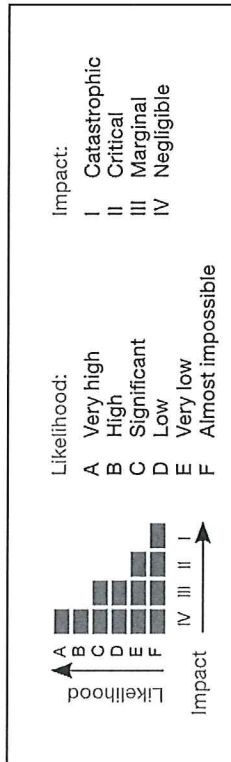
**SECTION 5: Next Steps**

4.5 Development Planning - Fees and Charges

5.1	<b>Action Plan</b> <i>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.</i> <b>NB. Add any additional rows, if required.</b>						
Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	

## 5.2 Risk Table

Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R.1.1	[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 RELEVANT SERVICE MANAGER**

Signature: ..... *JW* .....  
Full Name: ..... *John Walker* .....  
Unit: ..... *Development Planning* .....  
Email & Telephone Ext: ..... *John.Walker@Westminster.gov.uk* .....  
Date of Completion (DD/MM/YY): ..... *29/1/16* .....

**WHAT NEXT?**

Please email your completed EIA to the Equalities Lead: [equalities@westminster.gov.uk](mailto: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](http://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](mailto:equalities@westminster.gov.uk)**

**SEB will monitor compliance with the requirement to complete EIAs.**



<b>Title of Proposal</b>
Code of Construction Practice
<b>Lead Officer</b>
i. Full Name Nina Miles ii. Position Principal Policy Officer iii. Department Policy, Performance and Communications iv. Contact Details <a href="mailto:nmiles@westminster.gov.uk">nmiles@westminster.gov.uk</a> 02076411081
<b>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.</b>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Date of original EIA:</b>
<b>Version number and date of update</b>
<i>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.</i>

## 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?
	<ul style="list-style-type: none"> <li>What is the project, policy or proposal? The proposal is to introduce a new Code of Construction Practice, funded by fees, which will apply to a much wider range of schemes, with adherence required by planning policy.</li> <li>What is the purpose of the policy/project/activity/strategy? The purpose is to better monitor and control construction impacts such as noise, disturbance, air pollution and vibration, traffic management, by requiring developments to operate within the Code. This will also require the developer to provide a telephone hotline, and undertake community liaison.</li> <li>In what context will it operate? This will apply by agreement, triggered usually by a planning application. Payment of fees will be required to ensure that the construction site can be monitored and inspected, with appropriate advice given at key stages.</li> <li>What results are intended? Better management of the range of impacts, giving the council oversight of construction activity, giving it the ability to oversee and encourage coordination with other neighbouring sites on matters such as deliveries, working hours etc.</li> <li>Why is it needed?</li> </ul>

In the context of strong growth, and arising in particular from the growing numbers of basement excavations, which cause particular concern for neighbouring occupier, a CoCP has operated in the past but only for the largest strategic developments. The intention is to extend this to basements and major applications, with the principles applying even to smaller development, albeit not the requirement to submit full Site Environmental Management Plans etc. Further

- Who is it intended to benefit and how?  
This is intended to benefit those residents or neighbours who might otherwise suffer from amenity impacts of development, providing a better, joined up, and funded and therefore sustainable service. Disabled people, in particular those who are housebound or suffering from mental health problems, and those in particular age groups, or those confined to home for longer periods, e.g. on maternity may be positively impacted, from the improvement in management of construction related impacts.
- Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?  
This proposal is not expected to have a greater impact on any equalities groups than it would have on other groups in the general population.

*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 disproportionately impact on any of the following groups? If so, is the impact positive or negative?**

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

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

1.3	What do you think that the overall	None / Minimal	Significant
<b>NEGATIVE impact on groups and communities will be?</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>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.</u> Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</p>			

<b>1.4</b>	<b>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?</b>	
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>1.5</b>	<b>How have you come to this decision?</b>	
	<p>The impacts on particular groups will be positive for the groups identified due to the better control over construction noise and disturbance, which has been shown to negatively affect people’s health, and in particular those who are less able to leave the house.</p>	

## 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*

<b>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</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>
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.

<b>2.2 Build up a picture of the makeup of the workforce profile in the service affected.</b>																																								
What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> <li>Age</li> <li>Disability</li> <li>Gender</li> </ul>	<table border="1"> <thead> <tr> <th rowspan="2">Group</th> <th colspan="2">Service</th> <th colspan="2">Council</th> </tr> <tr> <th>No</th> <th>%</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>Age</b></td> </tr> <tr> <td>16-24</td> <td></td> <td></td> <td>35</td> <td>2%</td> </tr> <tr> <td>25-29</td> <td></td> <td></td> <td>148</td> <td>7%</td> </tr> <tr> <td>30-44</td> <td></td> <td></td> <td>893</td> <td>43%</td> </tr> <tr> <td>45-59</td> <td></td> <td></td> <td>854</td> <td>41%</td> </tr> <tr> <td>60-64</td> <td></td> <td></td> <td>115</td> <td>5%</td> </tr> </tbody> </table>	Group	Service		Council		No	%	No	%	<b>Age</b>					16-24			35	2%	25-29			148	7%	30-44			893	43%	45-59			854	41%	60-64			115	5%
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	Asian/Asian British			145	7%
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	<ul style="list-style-type: none"> <li>• Are any staff pregnant or on maternity</li> <li>• How are they affected by this change</li> </ul>				
	<b>Religion &amp; Belief</b>				
	There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
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<b>Gender Reassignment</b>					
Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.					
	<b>Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?</b>				
	<b>Does TUPE apply to this proposal?</b>				
	<b>Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately</b>				

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

<b>2.3 Summary (to be completed following analysis of the evidence above)</b>				
	None	Positive	Negative	Not sure
Does the project, policy or proposal 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think this proposal may affect negatively or positively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	

### 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.*

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

<i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>	
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	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> <i>(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).</i>	
	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	<b>Now that you have considered the potential or actual effect on equality, what action are you taking?</b>	
	No major change (no impacts identified)	<input type="checkbox"/>
	Adjust the policy/proposal	<input type="checkbox"/>
	Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy/proposal	<input type="checkbox"/>

4.3	<b>Please document the reasons for your decision</b>	
4.4	<b>How will the impact of the project, policy or proposal and any changes made</b>	

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



**SECTION 5: Next Steps**

**5.1**

**Action Plan**

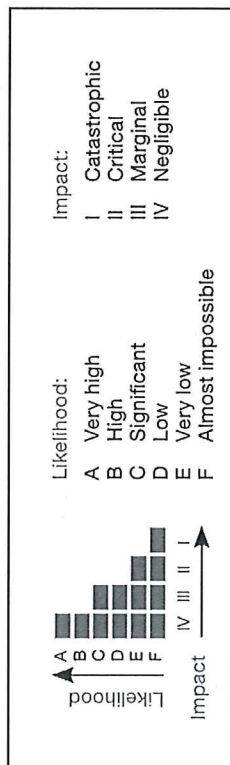
*Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.*

*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 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]



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

Signature: *N. Miles*.....

Full Name: *NINA MILES*.....

Unit: *Policy and Strategy, Policy, Performance + Comm.*

Email & Telephone Ext: *nmiles@westminster.gov.uk / 0207641 1081*

Date of Completion (DD/MM/YY): *14/1/2016*.....

**WHAT NEXT?**

Please email your completed EIA to the Equalities Lead: [equalities@westminster.gov.uk](mailto:equalities@westminster.gov.uk)