

**SCHEDULE OF BUDGET PROPOSALS AND EIA REFERENCE NUMBERS - PUBLIC PROTECTION**

<b>Proposal Reference Number</b>	<b>Proposal Description</b>	<b>Cabinet Portfolio</b>	<b>Full?</b>
6.2	Commercial Opportunities in Private Rented Accommodation (Licensing)	Public Protection	Part 1 only
6.6	Licensing Fees Income	Public Protection	Part 1 only



## 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>
Commercial Opportunities in Private Rented Accommodation (Licensing)
<b>Lead Officer</b>
i. Annette Acik ii. Head of Residential Services - PPL iii. City Management and Communities iv. 02076413087
<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>
Version 1 – 26 <sup>th</sup> November 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.*

<b>1.1</b>	<b>What are you analysing?</b>															
	<p>This initiative seeks to increase income by ensuring that we maximise opportunities under our current policies and processes by extending the number of HMO's and other properties that we currently licence. This is with the aim of improving conditions for local occupiers and the surrounding community.</p> <p>This is <u>not</u> proposing an extension of our current policies to introduce selective or designated areas for licensing other sectors of the private rented sector.</p>															
<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> </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"/>
	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 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.</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>
	At this point in time this initiative does not disproportionately impact any of the above groups. As this progresses the need for a full EIA will be kept under review.



## 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>	<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?				
	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? (<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</b>	<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]	

<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)	<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</b>	<b>Please document the reasons for your decision</b>	
<b>4.4</b>	<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**

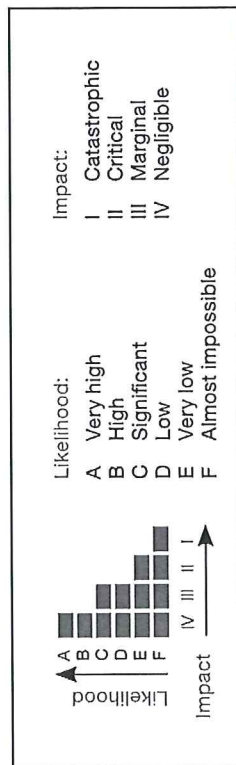
*Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.*

**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: ..... *A Acik* .....

Full Name: ..... *ANNETTE ACIK* .....

Unit: ..... *Residential Services, P&L* .....

Email & Telephone Ext: ..... *aacika@westminster.gov.uk* ..... *X 3087* .....

Date of Completion (DD/MM/YY): ..... *18/01/16* .....

**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.

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

<b>Title of Proposal</b>
6.6 Licensing Fees Income
<b>Lead Officer</b>
i. Full Name David Hine ii. Position Acting Head of Service – Licensing iii. Department – Public Protection and Licensing iv. Contact Details – dhine@westminster.gov.uk
<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"/>
Date of original EIA:
<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>				
	<ul style="list-style-type: none"> <li>What is the project, policy or proposal? <b>Review of fees for Premises Licensing</b></li> <li>What is the purpose of the policy/project/activity/strategy? <b>To ensure full cost recovery</b></li> <li>In what context will it operate? <b>It will apply to all relevant Premises Licence fees</b></li> <li>What results are intended? <b>To recover full costs of service provision</b></li> <li>Why is it needed? <b>To recover full costs of service provision</b></li> <li>Who is it intended to benefit and how? <b>WCC – cost neutral service</b></li> <li>Who, potentially, could this project, policy or proposal have a detrimental effect on, and how? <b>No detrimental effect as the purpose is to recover costs of service provision</b></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>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	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 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>



## 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*

- 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?	
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? <ul style="list-style-type: none"> <li>Age</li> <li>Disability</li> <li>Gender</li> </ul>	<b>Group</b>	<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><b>i. Who will you consult with?</b></p> <p><b>ii. How will you consult? (inc meeting dates, activity undertaken &amp; groups consulted)</b></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>	
<b>Generic impact (across all groups)</b>	
<b>Men or women (include impacts due to pregnancy/maternity)</b>	
<b>People of particular sexual orientation</b>	
<b>People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment</b>	
<b>Disabled people</b>	
<b>Particular ethnic groups</b>	
<b>People on low incomes</b>	
<b>People in particular age groups</b>	
<b>Groups with particular faiths and beliefs</b>	
<b>Other excluded individuals and groups</b>	

#### **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</b>	<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>	
	<b>Impact 1: [Insert impact here]</b>	Consider options as to what we can do to reduce the impact
	<b>Impact 2: [Insert impact here]</b>	
	<b>Impact 3: [Insert impact here]</b>	
	<b>Impact 4: [Insert impact here]</b>	
	<b>Impact 5: [Insert impact here]</b>	

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

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



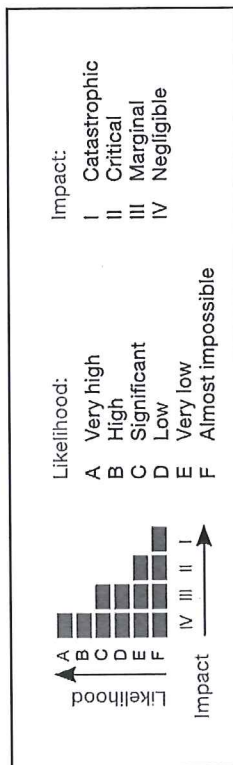
	<b>to reduce the impact be monitored?</b>
<b>4.5</b>	<b>Conclusion</b> <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>

**SECTION 5: Next Steps**

<p><b>5.1</b></p>	<p><b>Action Plan</b>  <i>Complete the action plan if you need to reduce or remove the negative impacts you have identified, gaps.</i></p> <p><i>NB. Add any additional rows, if required.</i></p>				
	<p><b>Action Required</b></p>	<p><b>Equality Groups Targeted</b></p>	<p><b>Intended Outcome</b></p>	<p><b>Resources Needed</b></p>	<p><b>Name of Lead Unit &amp; Contact Details</b></p>

## 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: *D. L. Hine*.....

Full Name: David Hine.....

Unit: Public Protection & Licencing.....

Email & Telephone Ext: dhine@westminster.gov.uk x2972.....

Date of Completion (DD/MM/YY): 08.12.15.....

**WHAT NEXT?**

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



