

**SCHEDULE OF BUDGET PROPOSALS AND EIA REFERENCE NUMBERS - SPORTS, LEISURE & OPEN SPACES**

<b>Proposal Reference Number</b>	<b>Proposal Description</b>	<b>Cabinet Portfolio</b>	<b>Full?</b>
7.3	Sports & Leisure - Phase I	Sports, Leisure & Open Spaces	Part 1 only
7.4	Voluntary and Community Based Services - Return of underspend	Sports, Leisure & Open Spaces	Part 1 only
7.7	Registration Service Income Growth - Commercialisation	Sports, Leisure & Open Spaces	Part 1 only
7.13	Libraries stock efficiencies	Sports, Leisure & Open Spaces	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 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.**

<b>Title of Proposal</b>	
SPORTS AND LEISURE TRANSFORMATION PROGRAMME	
<b>Lead Officer</b>	
i.	Richard Barker
ii.	Director of Community Services
iii.	City Management & Communities
iv.	0207 641 2693 rbarker@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"/>	
(note, a separate EIA has been produced exclusively for the 'Active Queens Park' project which includes the redevelopment of Moberly and Jubilee Sports Centres).	
<b>Date of original EIA: N/A</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 – 5 <sup>th</sup> November 2014	
Version 2- 13 <sup>th</sup> January 2016	

## 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>A transformation programme to deliver a cost neutral sports and leisure service by 2018/19 through:</p> <ul style="list-style-type: none"> <li>• Service efficiencies and reductions</li> <li>• Outsourcing the delivery of all services</li> <li>• The re-development of Moberly &amp; Jubilee sites</li> </ul> <p>The remaining activities to be delivered through the medium term planning period which form part of the transformation programme include:</p> <ul style="list-style-type: none"> <li>• Realising revenue savings arising from improved health and fitness facilities at the Porchester &amp; Queen Mother Sports Centres</li> <li>• The redevelopment of Moberly and Jubilee Sports Centres</li> <li>• A reduction in project management revenue expenditure</li> <li>• Realising anticipated savings arising from the re-tendering of the Council's sports and leisure centre contract</li> </ul> <p><b>Rationale:</b></p> <p>The project will realise significant savings (circa £1.7m annual revenue savings for the whole transformation programme and £890k from the remaining activities noted above) for the</p>



	Council without detrimentally affecting services. Many services will improve (eg through capital investment into facilities) which will benefit all customer groups. <b>Key Benefits:</b> Key benefits are more efficient use of resources and better customer experience.				
<b>1.2</b>	<b>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 <b>NEGATIVE</b> 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>			

**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"/>
<b>1.5</b>	<b>How have you come to this decision?</b>
	This project will involve a reorganisation and structural change involving the loss of jobs. At this point in time this project does not disproportionately impact any of the above groups. As the project 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.*

<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?	

<b>2.2</b>	<b>Summary (to be completed following analysis of the evidence above)</b>				
	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>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>

	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 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?</p> <p>ii. How did you consult? (inc meeting dates, activity undertaken &amp; groups consulted)</p>
<b>3.2 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>	
	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	<input type="checkbox"/>
	Continue the policy (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy	<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 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**

**51 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
R1.1.1	[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: ..... *Richard Baker* .....  
Full Name: ..... *RICHARD BAKER.* .....  
Unit: ..... *CM+C* .....  
Email & Telephone Ext: ..... *rbaker@westminster.gov.uk* ..... *x2693.* .....  
Date of Completion (DD/MM/YY): ..... *14/1/16* .....

**WHAT NEXT?**

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







## EQUALITY IMPACT ASSESSMENT TOOL

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

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- 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)
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<b>Title of Proposal</b>
Voluntary and Community Based Services – return of underspend
<b>Lead Officer</b>
i. Full Name: Julia Corkey ii. Position: Director of Policy, Performance and Communications iii. Department: Policy, Performance and Communications iv. Contact Details: <a href="mailto:jcorkey@westminster.gov.uk">jcorkey@westminster.gov.uk</a> / 02076412354
<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>
Version 1. 16 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 What are you analysing?</b>				
	<p>The proposal is to return £234,000 of the annual £244,000 under spend on the corporate voluntary and community sector budget as a saving to contribute to the Council’s savings targets for 2015/16 and 2016/17.</p> <p>The under spend is not currently allocated to supporting any services and therefore its removal will not have an impact on any protected groups as defined by the Equalities Act 2010.</p> <p>A full review has commenced of the £64.847m the Council contributes to voluntary and community sector providers across all directorates within the Council to ensure that our services and spending are most effectively meeting need. The review will include a detailed analysis of the impact of this spending on the protected groups. Should any proposals be developed for improving the targeting of this spend, these will be supported by a detailed Equalities Impact Assessment that considers in full whether there will be an disproportionate impact on protected groups as defined the Equalities Act 2010.</p>			
<b>1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?</b>				
	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"/>	<input type="checkbox"/>	

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

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

<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>
	The under spend is not currently allocated to supporting any services and therefore its removal will not have an impact on any protected groups as defined by the Equalities Act 2010.  Westminster works to ensure that every pound spent seeks to meet and unmet need and

deliver value for money. Therefore, a full review has commenced of the £64.847m the Council contributes to voluntary and community sector providers across all directorates within the Council, to ensure that the funding allocated to this provider group is most effectively meeting identified need.

The review will include a detailed analysis of the extent to which this funding supports those with protected characteristics. Should any proposals be developed for improving the targeting of this spend, these will be supported by a detailed Equalities Impact Assessment that considers in full whether there will be an disproportionate impact on protected groups as defined by the Equalities Act 2010.

## 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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<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.*

#### 3.1 Consultation Information

*This section should record the consultation activity undertaken in relation to this project, policy or proposal*

i. Who will you consult with?

ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)

#### 3.2 What might the potential impact on individuals, groups or staff be?

<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 Where you have identified an impact, what can be done to reduce or mitigate the impact?** *(Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).*

Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
Impact 2: [Insert impact here]	
Impact 3: [Insert impact here]	
Impact 4: [Insert impact here]	
Impact 5: [Insert impact here]	

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

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 Please document the reasons for your decision**

--

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

	<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**

51 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:  .....

Full Name: ..... EZRA WALLACE .....

Unit: ..... PPC .....

Email & Telephone Ext: ..... 0207 641 3056 .....

Date of Completion (DD/MM/YY): ..... 29 JANUARY 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

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>
Registrars income target 2016/17 & 2017/18
<b>Lead Officer</b>
i. Full Name Alison Cathcart ii. Superintendent Registrar iii. Westminster Register Office iv.
<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: 17 <sup>th</sup> November 2015
<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>
	<p>There is a target to increase Registrar's income in 2016/17 by £100k and in 2017/18 by £150k. This will be achieved by the following areas of activity:</p> <p>Staffing:</p> <ul style="list-style-type: none"> <li>• Full compliment of staffing</li> <li>• Targets set for each area of business to incentivise and motivate staff to encourage maximisation of bookings</li> <li>• Robust diary management and new fees</li> <li>• Multi skilling the team to undertake a broader range of work</li> <li>• Robust training and development of staff to include marketing in collaboration with the Communications team in preparation for the return to The Old Marylebone Town Hall in September 2017</li> </ul> <p>Marketing:</p> <ul style="list-style-type: none"> <li>• Improved online presence on social media</li> <li>• Marketing campaign for the return to The Old Marylebone Town Hall in Sept 2017</li> </ul>

	<ul style="list-style-type: none"> <li>Improved web offer to allow online booking and payment (March 2016)</li> </ul> <p>Contact centre:</p> <ul style="list-style-type: none"> <li>Improved quality of performance by the contact centre, leading to better customer confidence and a higher success rate in the number of bookings made</li> <li>Ability for contact centre to take payments, freeing up WCC staff time to promote business and deliver services</li> </ul>
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**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 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 <b>NEGATIVE</b> 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></p>			

Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.		
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<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>
	This is income generating and will not impact on the service offered to the public in a negative way.



**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>					
		Group	Service		Council	
			No	%	No	%
		<b>Age</b>				
		16-24				
		25-29				
		30-44				
		45-59				
		60-64				



<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 +				
	<b>Disability</b>				
	Yes				
	No				
	Not Known				
	<b>Ethnicity</b>				
	Asian/Asian British				
	Black/Black British				
	Mixed				
	White				
	Other				
	Unknown				
	<b>Gender</b>				
	Female				
	Male				
	<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?				
	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> (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).	
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	<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**

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**Action Plan**

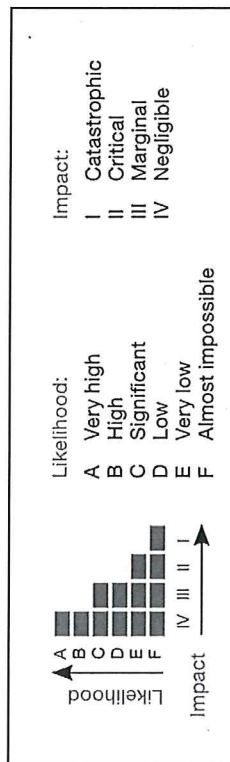
*Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.*

**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: Alison Cathcart

Full Name: ...Alison Cathcart.....

Unit: Registration and Nationality Service.....

Email & Telephone Ext: acathcart@westminster.gov.uk .....x 1303.....

Date of Completion (DD/MM/YY): ...17.11.15.....

**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.

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### When should you undertake an EIA?

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

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- 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>
Stock Efficiencies
<b>Lead Officer</b>
i. Chris Lloyd ii. Community & Development Officer iii. Tri-borough Libraries & Archives
<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>
V0.1 11/12/2015

## 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>				
	<ul style="list-style-type: none"> <li>This is a small saving of £17k by reducing the WCC stock budget – rightsizing it, and finding efficiencies in the stock purchasing</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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?		<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>
	This saving is a small amount of the stock budget, and will not impact on users of the Library service. The reduction will not come from specialised stock such as community languages, large print or spoken word, but from general stock.



## 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></td> <td></td> </tr> <tr> <td>25-29</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>30-44</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>45-59</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>60-64</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Group	Service		Council		No	%	No	%	<b>Age</b>					16-24					25-29					30-44					45-59					60-64				
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	<p>Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?</p>																																																																																																																				
	<p>Does TUPE apply to this proposal?</p>																																																																																																																				
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	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>					
	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 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 What might the potential impact on individuals, groups or staff be?</b>	

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

	<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?

#### 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]</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>	

#### 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)	<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 Please document the reasons for your decision

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



	<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**

7.1 Libraries stock efficiencies

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> <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: ..... *C.T. Lloyd* .....

Full Name: ...Christopher Lloyd.....

Unit: ...Libraries.....

Email & Telephone Ext: .....1979.....

Date of Completion (DD/MM/YY): .....13/01/2016.....

**WHAT NEXT?**

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