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

Proposal Reference Number	Proposal Description	Cabinet Portfolio	Full?
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).
- ElAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

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

Further Guidance

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

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

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal

SPORTS AND LEISURE TRANSFORMATION PROGRAMME

Lead Officer

- i. Richard Barker
- ii. Director of Community Services
- iii. City Management & Communities
- iv. 0207 641 2693 rbarker@westminster.gov.uk

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

Yes No 🖂

(note, a separate EIA has been produced exclusively for the 'Active Queens Park' project which includes the redevelopment of Moberly and Jubilee Sports Centres).

Date of original EIA: N/A

Version number and date of update

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

Version 1 – 5th November 2014 Version 2- 13th 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?

A transformation programme to deliver a cost neutral sports and leisure service by 2018/19 through:

- Service efficiencies and reductions
- Outsourcing the delivery of all services
- The re-development of Moberly & Jubilee sites

The remaining activities to be delivered through the medium term planning period which form part of the transformation programme include:

- Realising revenue savings arising from improved health and fitness facilities at the Porchester & Queen Mother Sports Centres
- The redevelopment of Moberly and Jubilee Sports Centres
- A reduction in project management revenue expenditure
- Realising anticipated savings arising from the re-tendering of the Council's sports and leisure centre contract

Rationale:

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

	Council without detrimentally a			8 3	eg through
	capital investment into facilities	s) which will b	enefit all custom	er groups.	
	Key Benefits: Key benefits are more efficient	use of resour	ces and hetter cu	istomer evnerier	ICO
	No, were more emerent	ase of resour	ces and series ea	stomer experier	icc.
1.2	Does the project, policy or	proposal h	ave the potent	tial to disprop	ortionately
	impact on any of the follow				
	negative?				
		None	Positive	Negative	Not sure
	Disabled people	\boxtimes			
	Particular ethnic groups	\boxtimes			
	Men or women (include	\boxtimes			
	impacts due to pregnancy/				
	maternity) People or particular sexual		П		-
	orientation/s			ш	
	People who are proposing to				
	undergo, are undergoing or				
	have undergone a process or				
	part of a process of gender				
	reassignment People on low incomes				
	People in particular age				
	groups				
	Groups with particular faiths	\boxtimes			
	and beliefs				
	Are there any other groups				
	that you think may be affected negatively or				
	positively by this project,				
	policy or proposal?				
					1
	If the answer is "negative"	or "unclear'	' consider doir	ng a full EIA	
1.3	Miles de constituit de la constituit de	n	No / P	0:::::::::	c::c: .
1.3	What do you think that the	overall	None / N	iinimai	Significant

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

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

	Yes □ No ⊠
1.5	How have you come to this decision?
	This 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.

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

2.2	Summary (to be completed follow	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				

Disabled people		
Particular ethnic groups		
Men or women (include impacts due to pregnancy/maternity)		
People of particular sexual orientations		
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment		
People on low incomes		
People in particular age groups		
Groups with particular faiths and beliefs		
Are there any other groups that you think this proposal may affect negatively or positively?		

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	policy or proposal	n activity undertaken in relation to this project,
	i. Who have you consulted with	?
	ii. How did you consult? (inc med	eting dates, activity undertaken & groups consulted)
3.2	What might the potential impact o	
		ientation, transgender, age, faith or belief and
	those on low incomes and other excluded	individuals or groups
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientation	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	

People o	on low incomes	
People i	n particular age groups	
Groups beliefs	with particular faiths and	
Other ex	ccluded individuals and	

	groups		
As a r	ION 4: Reducing & Mitigating Ir esult of what you have learned, what c ty groups and other excluded / vulnerable	an you do to minimise th	
4.1	Where you have identified an	impact, what can b	e done to reduce or mitigate
	the impact? (Remember to think		
	already be providing services which		
	Impact 1: [Insert impact here]		to what we can do to reduce the
	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 considere	d the potential or a	ctual effect on equality, what
	action are you taking?		
	No major change (no impacts ident	ified)	
	Adjust the policy		
	Continue the policy (impacts identi	fied)	
	Stop and remove the policy		
4.3	Please document the reasons	for your decision	
4.4	How will the impact of the pr		osal and any changes made
4.5	Conclusion This section should record the over taken to reduce/mitigate impact	all impact, who will be i	mpacted upon and the steps being

SECTION 5: Next Steps

data			
lations or fill	RAG		
ne negative impacts you have identified, take steps to foster good relations or fill data	Completion Date (DD/MIM/YY)		
nave identified, take s	Name of Lead, Unit & Contact Details		
egative impacts you h	Resources Needed		
luce or remove the ne	Intended Outcome		
Action Plan Complete the action plan if you need to reduce or remove th gaps. NB. Add anv additional rows. if reauired.			
Action Plan Complete the action plan if you need to r gaps. NB. Add anv additional rows. if reauired.	Action Required		
73 Sports & Leisure - I	Phase I		

5.2 Ris	5.2 Risk Table				
7.3 S	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
Ports & Leisure -	[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]
Phase I					



7.3 Sports & Leisure - Phase I

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature: Signature:
Full Name: LICHALD KMCK.
Unit: CM + C
Email & Telephone Ext: Charles C. washington gov. vi × 2693.
Date of Completion (DD/MM/YY):4.1.16.

WHAT NEXT?

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



EQUALITY IMPACT ASSESSMENT TOOL

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

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Who should undertake the EIA?

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

Further Guidance

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

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

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Voluntary and Community Based Services – return of underspend
Lead Officer
i. Full Name: Julia Corkey
ii. Position: Director of Policy, Performance and Communications
iii. Department: Policy, Performance and Communications
iv. Contact Details: jcorkey@westminster.gov.uk / 02076412354
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No No
Date of original EIA:
Version number and date of update
Version 1. 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.

1.1 What are you analysing?

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.

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.

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.

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?

8.00.00				
	None	Positive	Negative	Not sure

Disabled is sould	\square			
Disabled people				<u> </u>
Particular ethnic groups				
Men or women (include impacts due to pregnancy/maternity)				
People or particular sexual orientation/s				
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
People on low incomes				
People in particular age groups				. 🗆
Groups with particular faiths and beliefs				
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
, ,				0
If the answer is "negative"	or "unclear	r" consider doir	ng a full EIA	
1.3 What do you think that the	overall	None / N	1inimal 💮 💮	Significant

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

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?
	Yes ☐ No ⊠
1.5	How have you come to this decision?
	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

		· ·
2.1	Build up a picture of who uses/ are likely to be impacted by the	will use your service or facility and identify who
	 If you do not formally collect dat 	a about a particular group then use the results of local surveys
	or consultations, census data, na case). Please attempt to complet	itional trends or anecdotal evidence (indicate where this is the
	How many people use the service	an solicon
	currently? What is this as a % of	
	875	3 0
	Westminster's population?	·
	Disabled people	
	Particular ethnic groups	
	:	9
	Men or women (include impacts due	g. * * * * * * * * * * * * * * * * * * *
	to pregnancy/maternity)	
		,
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	<i>2</i>
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
22	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	
	,	

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

2.2	Build up a picture of the makeu affected.	p of the wo	rkforce pro	ofile in	the servic	e
B	What is the workforce profile of the service? As a percentage, how	Group	Service	e	Counci	I
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age	•			
	workforce?	16-24			35	2%
		25-29		0	148	7%
*	Age	30-44			893	43%
	Disability	45-59			854	41%
	• Gender	60-64			115	5%

T	Gender Reassignment	65 +	33 2%
	• Ethnicity	Disability	15 and 15
	 Pregnancy and Maternity 	Yes	66 3%
	Religion/Belief	No	897 43%
	• Sex	Not Known	1115 54%
22	Sexual Orientation	Ethnicity	
	5 Sexual Offentation	Asian/Asian	145 7%
		British	
		Black/Black	416 20%
		British	BOLDWINE S
		Mixed	62 3%
,		White	1371 66%
		Other	42 2%
		Unknown	83 4%
	,	Gender	
		Female	1192 57%
		Male	886 43%
		Pregnancy and Materni	
			gnant or on maternity
			ected by this change
		2 3	
		Religion & Belief	
			a to make an assessment on
j		11=================================	issues identified as part of
		the consultation process	
		Sexual Orientation	3 WIII DE ITICIACEA
	*	CHANGE CONTROL	a to make an assessment on
		The second is no reason that the second the second that the second the second	issues identified as part of
		the consultation process	
		Gender Reassignment	y will be included
		Data on Gender Reassig	nment is currently not
		available but it is unlikel	
		impact either positively	• • •
		11	of gender reassignment.
			s should identify any issues
		that need to be consider	
		protected characteristic	
ı	Using the information above, are		4
	any groups of staff		
(disproportionately represented		
	compared to the Council		
\	workforce?		V
I	Does TUPE apply to this proposal?		
×		,	
			100
- 1	Will the reorganisation/restructure		
1 -	result in an increase or decrease in		
1	staff numbers? If so, approximately		

how many?		2			
Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If		,	e		
so, what changes are proposed?				*	

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a	я	R.		
	disproportionate impact on any of				
	the following groups? If so, is the			,	
	impact positive or negative?				
	Disabled people		1 .		,
	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		0	u .	
	undergone a process or part of a		9		
	process of gender reassignment				
	People on low incomes		`		
	People in particular age groups				
	Groups with particular faiths and beliefs				Ш,
	Are there any other groups that			-	
	you think this proposal may affect				
	negatively or positively?			2	á
	•	×			

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

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

	those on low incomes and other exclu			n or bellef	ana
	Generic impact (across all groups)			á	
	Men or women (include impacts due	2			
94	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	· · · · · · · · · · · · · · · · · · ·			
9	Particular ethnic groups				
¥	People on low incomes		*		
	People in particular age groups				
	Groups with particular faiths and		TQ		
	beliefs				
	Other excluded individuals and				
	groups	8	*		
	the impact? (Remember to think ab already be providing services which co Impact 1: [Insert impact here]	an help to deal with Consider options a	any negative im	pact).	
		impact	· ·		
*	Impact 2: [Insert impact here]		,		
	Impact 3: [Insert impact here]		*		
	Impact 4: [Insert impact here]		*		
	Impact 5: [Insert impact here]	4	*		
			2	*	9
.2	Now that you have considered	the potential or a	actual effect o	n equality	v. what
	action are you taking?	and potential of			,,
	No major change (no impacts identifi	ed)			
	Adjust the policy/proposal	•			n
	Continue the policy/proposal (impact	s identified)			
	Stop and remove the policy/proposal				
.3	Please document the reasons for			Tare is	
.J	- rease document the reasons to	your decision			
			A COLUMN TO SERVER		
	•		9		

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

SECTION 5: Next Steps

.4∑oluntary and Comi	Action Plan Complete the actio gaps. NB. Add any additi	Action Plan Complete the action plan if you need to re gaps. NB. Add any additional rows, if required.	educe or remove the n	egative impacts yo	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.	teps to foster good re	lations or fill data
nunity Based	Action Required	Equality Groups Targeted	Intended Outcome	Resources Neede	Resources Needed Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
l Se						d	
vice							
s - l							
Retu	at a						
ırı							

5.2 Ri	5.2 Risk Table				一 化二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the
					risk identified]



7.4 Voluntary and Community Based Services - Return of underspend

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature: (In C) LIA LIA CÉ Full Name: EZRA LIA LIA CÉ
Full Name: £214 LJACUACT
Unit: PPC
Email & Telephone Ext:
Date of Completion (DD/MM/YY): 29 JANVARY 2016

WHAT NEXT?

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



EQUALITY IMPACT ASSESSMENT TOOL

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SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal

Registrars income target 2016/17 & 2017/18

Lead Officer

- i. Full Name Alison Cathcart
- ii. Superintendent Registrar
- iii. Westminster Register Office

iv.

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

Yes	No	X

Date of original EIA: 17th November 2015

Version number and date of update

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

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

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

1.1 What are you analysing?

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: Staffing:

- " "

- Full compliment of staffing
- Targets set for each area of business to incentivise and motivate staff to encourage maximisation of bookings
- Robust diary management and new fees
- Multi skilling the team to undertake a broader range of work
- 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

Marketing:

- Improved online presence on social media
- Marketing campaign for the return to The Old Marylebone Town Hall in Sept 2017

	Improved web offer to	allow online bo	ooking and payn	nent (March 2016))
	Contact centre:				*
	 Improved quality of per confidence and a higher Ability for contact centre business and deliver ser 	r success rate i e to take payn	n the number of	f bookings made	
1.2	From a service user and st				
	have the potential to <u>disp</u> groups? If so, is the impac			any of the folio	owing
	groups: II 30, is the impac	None	Positive	Negative	Not sure
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due to pregnancy/maternity)				
10	People or particular sexual orientation/s				
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and beliefs	\boxtimes			
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
-	, , , , , , , , , , , , , , , , , , , ,				
1.3	If the answer is "negative" What do you think that the NEGATIVE impact on group	e overall	None / N	/linimal S	ignificant
	communities will he?	e dille			

None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.

Wherever a negative impact has been identified		
you should consider undertaking a full EIA by		
completing the rest of the form.	=	

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal? Yes □ No ☑
1.5	How have you come to this decision? 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

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

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

2.2	Build up a picture of the makeu	o of the wo	kforce pr	ofile in	the servi	ce
	What is the workforce profile of					
	the service? As a percentage, how	Group	Servic	е	Counc	il
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age	٠			6
	workforce?	16-24				
		25-29				
	• Age	30-44				
	Disability	45-59			v	
	Gender	60-64	25	*		

	Gender Reassignment	65 +
	Ethnicity	Disability
	 Pregnancy and Maternity 	Yes
	Religion/Belief	No
	• Sex	Not Known
	 Sexual Orientation 	Ethnicity
	a a	Asian/Asian
	4	British
		Black/Black
		British
		Mixed
		White
		Other
		Unknown
		Gender
		Female
		Male
		Pregnancy and Maternity
	4	 Are any staff pregnant or on maternity
		 How are they affected by this change
	a a	
		Religion & Belief
	*	There is insufficient data to make an assessment on
		this characteristic. Any issues identified as part of
		the consultation process will be included
	Ŷ	Sexual Orientation
		There is insufficient data to make an assessment on
		this characteristic. Any issues identified as part of
		the consultation process will be included
		Gender Reassignment
v	* .	Data on Gender Reassignment is currently not
		available but it is unlikely that this proposal will
		impact either positively or negatively on the
	<i>'</i>	protected characteristic of gender reassignment.
ŝ		The consultation process should identify any issues
		that need to be considered with regards to this
	Heing the information share and	protected characteristic.
	Using the information above, are any groups of staff	
	disproportionately represented	
	compared to the Council	
	workforce?	
	Does TUPE apply to this proposal?	
	9	
	Will the reorganisation/restructure	
	result in an increase or decrease in	
	staff numbers? If so, approximately	

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

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
55	have the potential to have a				
	disproportionate impact on any of			8	
	the following groups? If so, is the		N		÷
	impact positive or negative?	>		Ge.	
	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		n.		
	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			gej de	
	Are there any other groups that	2	a .		
	you think this proposal may affect	76	11		
	negatively or positively?		a a		

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

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

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

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

those on low incomes and other excluded individuals or groups

Generic impact (across all groups)

	to reduce the impact be monitored?
*	
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact
*1	

SECTION 5: Next Steps

5.1	Action Plan						
Registrat	Complete the action gaps.	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.	duce or remove the ne	egative impacts you h	ave identified, take si	teps to foster good rel	lations or fill data
tion Servi	NB. Add anv additio	y . NB. Add anv additional rows. if reauired.					
ce In	Action Required	Equality Groups	Intended Outcome	Resources Needed	Name of Lead,	Completion Date	RAG
come		Targeted			Unit & Contact	(DD/MIM/YY))
e Gr					Details		
owt	*						
h - (
Com							
merc							
cialisatio		¥.					
n							

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



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature OLC
Full Name:Alison Cathcart
Unit: Registration and Nationality Service
Email & Telephone Ext: acathcart@westminster.gov.ukx 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

17/11/2015



EQUALITY IMPACT ASSESSMENT TOOL

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

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

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

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

Who should undertake the EIA?

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

Further Guidance

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

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

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Stock Efficiencies
Lead Officer
i. Chris Lloyd
ii. Community & Development Officer
iii. Tri-borough Libraries & Archives
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No X
Date of original EIA:
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the
version number here and the date you updated the EIA. Keep all versions so you have evidence that
you have considered equality throughout the process.
V0.1 11/12/2015
SECTION 1: Initial screening: Do you need to complete an Equality Impact

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

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

1.1	What are you analysing?				
0	 This is a small saving of 	£17k by reduc	ing the WCC sto	ck budget – rights	izing it, and
W	finding efficiencies in th	e stock purch	asing		
	•				
1.2	From a service user and st	aff perspect	tive, does the	project, policy	or proposal
	have the potential to disp	roportionat	ely impact on	any of the follo	wing
	groups? If so, is the impac	t positive or	negative?		
		None	Positive	Negative	Not sure
	Disabled people				
	Particular ethnic groups	\boxtimes			
	Men or women (include	\boxtimes	, [] .		
	impacts due to pregnancy/		9 (45)		
	maternity)	\square		· · ·	
	People or particular sexual orientation/s				
*	People who are proposing to	M		П	
	I copic will are proposing to				

	have undergone a process or part of a process of gender	а			
	reassignment				×
	People on low incomes				
	People in particular age				
	groups	N 7			
8	Groups with particular faiths and beliefs				
	Are there any other groups that you think may be	,			
	affected negatively or			^	
	positively by this project,			2	
10	policy or proposal?	-			
		D W			
	NEGATIVE impact on group communities will be? None or minimal impact would no negative impact identified, or will be no change to the service. Wherever a negative impact has you should consider undertaking.	be where the or where there s for any grou s been identif	ps. ied		
	completing the rest of the form				* g
1.4	Using the screening and in assessment be carried out				hould a full
	Yes ☐ No ☒		a .		2
1.5	How have you come to thi	s decision?		127 (1)	
		s decision:			
	This saving is a small amoun Library service. The reduction	t of the 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	Build up a nicture of who uses	will use your service or facility and identify who
2.1		
	are likely to be impacted by the	
		a about a particular group then use the results of local surveys
l en	or consultations, census data, na case). Please attempt to complet	tional trends or anecdotal evidence (indicate where this is the
		e un boxes.
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Posting to the income	
	Particular ethnic groups	ь
	Man any company (in all all a livery at a disc	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	Doople of particular sound	
	People of particular sexual orientations	
*		
	People who are proposing to	
8	undergo, are undergoing or have	* 3
	undergone a process or part of a	
1	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.

Build up a picture of the makeup of the workforce profile in the service 2.2 affected. What is the workforce profile of the service? As a percentage, how Group Service Council does this compare to the profile of No % % No **Westminster City Council** Age workforce? 16-24 25-29 Age 30-44 Disability 45-59 Gender 60-64

Ethnicity Pregnancy and Maternity Religion/Belief Sex Not Known Sex Sexual Orientation Ethnicity Asian/Asian British Black/Black British Mixed White Other Unknown Gender Female Male Pregnancy and Maternity How are they affected by this change Religion & Belief There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included Sexual Orientation There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included Gender Reassignment Data on Gender Reassignment is currently not available but it is 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. Supportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff disproportionately represented Using the information above, are any groups of staff Using the information above, are any groups of staff Using the information above, are any groups of staff Using the information above, are any staff pregnancy Using the information Using the information Usin		Gender Reassignment	65 +
Pregnancy and Maternity Religion/Belief Sex Sexual Orientation Sexual Orientation			
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Asian/Asian British Black/Black British Mixed White Other Unknown Gender Female Male Pregnancy and Maternity • Are any staff pregnant or on maternity • How are they affected by this change Religion & Belief There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included Sexual Orientation There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included Gender Reassignment Data on Gender Reassignment is currently not available but it is 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	1		
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Black/Black British Mixed White Other Unknown Gender Female Male Pregnancy and Maternity • Are any staff pregnant or on maternity • How are they affected by this change Religion & Belief There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included Sexual Orientation There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included Gender Reassignment Data on Gender Reassignment is currently not available but it is 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.			W. A. A. W. A.
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Using the information above, are any groups of staff disproportionately represented		, ,	
Using the information above, are any groups of staff disproportionately represented		,	
any groups of staff disproportionately represented		Using the information above, are	
disproportionately represented			
LOMBALEU IO INE COUNCIL		compared to the Council	
workforce?			
Does TUPE apply to this proposal?	ŧ		•
Will the reorganisation/restructure		Will the reorganisation/restructure	
result in an increase or decrease in			
staff numbers? If so, approximately	,	ON SENDED STANFOLDS OF STANFOLDS PRODUCTION PROSPECTORS SHOWN THE STANFOLD STANFOLDS STANFOLDS STANFOLDS STANFOLDS	
17/11/2015			

how many?	,	90
	* * * * * * * * * * * * * * * * * * *	
Will the reorganisation/restructure		
result in changes in job roles or	,	
terms and conditions for staff? If		
so, what changes are proposed?		

2.3	Summary (to be completed following analysis of the evidence above)				
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a	,			20
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?			v n	
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due	,			
. 0	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				
2	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect			e:	
	negatively or positively?		,		
				×	

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1 Consultation Information

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

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

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

	Men or women (include impacts du	ie
	to pregnancy/maternity)	
	People of particular sexual	
×	orientation	, , ,
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	Disabled people	,
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and	
×	groups	·
4.1	Where you have identified an	impact, what can be done to reduce or mitigate
4.1	Where you have identified an	impact, what can be done to reduce or mitigate
		about the Council as a whole, another service area may
	already be providing services which	about the Council as a whole, another service area may can help to deal with any negative impact).
		can help to deal with any negative impact). Consider options as to what we can do to reduce the
	already be providing services which	about the Council as a whole, another service area may can help to deal with any negative impact).
	already be providing services which Impact 1: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
	already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
	already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
	already be providing services which Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the
	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here]	can help to deal with any negative impact). Consider options as to what we can do to reduce the impact
4.2	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered	can help to deal with any negative impact). Consider options as to what we can do to reduce the
4.2	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking?	can help to deal with any negative impact). Consider options as to what we can do to reduce the impact impact the potential or actual effect on equality, what
4.2	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered	can help to deal with any negative impact). Consider options as to what we can do to reduce the impact impact the potential or actual effect on equality, what
4.2	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking?	can help to deal with any negative impact). Consider options as to what we can do to reduce the impact impact the potential or actual effect on equality, what
4.2	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identification)	thout the Council as a whole, another service area may can help to deal with any negative impact). Consider options as to what we can do to reduce the impact The potential or actual effect on equality, what fied)
4.2	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identification and policy/proposal	thout the Council as a whole, another service area may can help to deal with any negative impact). Consider options as to what we can do to reduce the impact the potential or actual effect on equality, what fied) cts identified)
4.2	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identify Adjust the policy/proposal Continue the policy/proposal (impact)	the potential or actual effect on equality, what fied) cts identified) cts identified)
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	Impact 1: [Insert impact here] Impact 2: [Insert impact here] Impact 3: [Insert impact here] Impact 4: [Insert impact here] Impact 5: [Insert impact here] Now that you have considered action are you taking? No major change (no impacts identify Adjust the policy/proposal Continue the policy/proposal (impacts identify Adjust the policy/proposal)	the potential or actual effect on equality, what fied) cts identified) cts identified)

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

those on low incomes and other excluded individuals or groups

Generic impact (across all groups)

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

SECTION 5: Next Steps

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.	uality Groups Intended Outcome Resources Needed Name of Lead, Completion Date RAG rgeted Details		
duce or remove the I	Intended Outcome		
Action Plan Complete the action plan if you need to re gaps. NB. Add any additional rows, if required.	Equality Groups Targeted		
Action Plan Complete the action gaps. NB. Add any additio	Action Required		
ா.எ <mark>்.Libraries</mark> stock effi ம	ciencies		

	5.2 Risk Table				大学 はいいくしょう はいきこう
Ref	Risk	Impact	Actions in place to	Current risk score	Further actions to be
aries stoo	[Enter risk here]	[Enter here the likely impact if the risk came	[Record here any actions already in place	[Using the key below, enter the current risk	[Enter here any actions that can be developed
		to pass]	to reduce the risk]	score]	in future to reduce the risk identified
					,



THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature: C.T. J. Doyd
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